

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 11	3. EFFECTIVE DATE 22-Sep-2011	4. REQUISITION/PURCHASE REQ. NO. 1300196946-0001	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NAVAIR Aircraft Division Pax River 21983 BUNDY ROAD, Bldg 441 Patuxent River MD 20670 robert.wiley3@navy.mil 301-757-3714	CODE N00421	7. ADMINISTERED BY (If other than Item 6) DCMA VAN NUYS 6230 VAN NUYS BLVD. VAN NUYS CA 91401-2713		CODE S0512A

NAVAIR Aircraft Division Pax River  
21983 BUNDY ROAD, Bldg 441  
Patuxent River MD 20670  
robert.wiley3@navy.mil 301-757-3714

DCMA VAN NUYS  
6230 VAN NUYS BLVD.  
VAN NUYS CA 91401-2713

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Synectic Solutions 1701 Pacific Avenue Suite 260 Oxnard CA 93033-1887	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4130-M802
	10B. DATED (SEE ITEM 13) 09-Mar-2009
CAGE CODE 09WLG	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or  
(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 43.103(b) and FAR 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Tara C Flores, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Tara C Flores (Signature of Contracting Officer)	16C. DATE SIGNED 22-Sep-2011
(Signature of person authorized to sign)			

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## GENERAL INFORMATION

The purpose of this modification is to provide incremental funding in the amount of \$ [REDACTED]. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ [REDACTED] by \$ [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400207	FMS	0.00	138,265.72	138,265.72
600204	FMS	0.00	3,000.28	3,000.28
610203	FMS	0.00	1,750.00	1,750.00
620203	FMS	0.00	1,250.00	1,250.00

The total value of the order is hereby increased from \$ [REDACTED].

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	CPFF-Labor - Program Management and Technical Support Services in support of Aerial Target and Decoy Systems Program Office PMA-208. To be performed with the Section C, Statement of Work. (OTHER)	1.0 LO			
100001	Funding in support of CLIN 1000 (O&MN,N)				
100002	Funding in support of CLIN 1000 (RDT&E)				
100003	Funding in support of CLIN 1000 (WPN)				
100004	Funding in support of CLIN 1000; CIN 130012687500001 (OPN)				
100005	Funding in support of CLIN 1000; CIN 130012687500002 (OPN)				
100006	Funding in support of CLIN 1000; CIN 130013530100001 (OTHER)				
100007	Funding in support of CLIN 1000; CIN 130014626300002 (FMS ADMIN) (OTHER)				
100008	Funding in support of CLIN 1000; CIN				

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130012467200004  
(RDT&E)

1100 CDRL'S (DD Form 1.0 LO  
1423) Not  
Separately Priced  
in support of  
CLIN 1000 (OTHER)

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
2000	FFP-Labor - Program Management and Technical Support Services in support of Aerial Target and Decoy Systems Program Office PMA-208. To be performed with the Section C, Statement of Work. (O&MN,N)	1.0 LO	\$ [REDACTED]	
2100	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 2000 (OTHER)	1.0 LO	\$0.00	\$0.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3000	Travel in support of CLIN 1000 (OTHER)	1.0 LO	\$ [REDACTED]
300001	Funding in support of CLIN 3000 (RDT&E)		
300002	Funding in support of CLIN 3000 (OTHER)		
3100	Material in support of CLIN 1000 (OTHER)	1.0 LO	\$ [REDACTED]
310001	Funding in support of CLIN 3100 (RDT&E)		
310002	Funding in support of CLIN 3100; CIN		

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130012687500001  
(OPN)

310003 Funding in  
support of CLIN  
3100; CIN  
130012687500002  
(OPN)

310004 Funding in  
support of CLIN  
3100; CIN  
130013530100001  
(OTHER)

3200 NMCI in support  
of CLIN 1000  
(OTHER) 1.0 LO \$ [REDACTED]

320001 Funding in  
support of CLIN  
3200 (RDT&E)

320002 Funding in  
support of CLIN  
3200; CIN  
130013530100001  
(OTHER)

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	CPFF-Labor - Program Management and Technical Support Services in support of Aerial Target and Decoy Systems Program Office PMA-208. To be performed with the Section C, Statement of Work. Option-I (OTHER)	1.0 LO	\$ [REDACTED]		
400101	Funding in support of CLIN 4001 (RDT&E)				
400102	Funding in support of CLIN 4001 (RDT&E)				
400103	Funding in support of CLIN 4001 (WPN)				
400104	Funding in support of CLIN				

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4001 (OPN)

400105 Funding in  
support of CLIN  
4001 (O&MN,N)

400106 Funding in  
support of CLIN  
4001 (O&MN,N)

400107 Funding in  
support of CLIN  
4001 (FMS)

4002 CPFF-Labor - 1.0 LO ~~50~~ [REDACTED]  
Program  
Management and  
Technical Support  
Services in  
support of Aerial  
Target and Decoy  
Systems Program  
Office PMA-208.  
To be performed  
with the Section  
C, Statement of  
Work. Option-II  
(OTHER)

400201 Funding in  
support of CLIN  
4002 (RDT&E)

400202 Funding in  
support of CLIN  
4002 (WPN)

400203 Funding in  
support of CLIN  
4002 (O&MN,N)

400204 Funding in  
support of CLIN  
4002 (RDT&E)

400205 Funding in  
support of CLIN  
4002 (OTHER)

400206 Funding in  
support of CLIN  
4002 (RDT&E)

400207 Funding in  
support of CLIN  
4002 (FMS)

4003 CPFF-Labor - 1.0 LO ~~50~~ [REDACTED]  
Program  
Management and  
Technical Support  
Services in  
support of Aerial  
Target and Decoy

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Systems Program  
Office PMA-208.  
To be performed  
with the Section  
C, Statement of  
Work. Option-III  
(OTHER)  
Option

4004	CPFF-Labor - Program Management and Technical Support Services in support of Aerial Target and Decoy Systems Program Office PMA-208. To be performed with the Section C, Statement of Work. Option-IV (OTHER) Option	1.0 LO	\$	
4101	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 4001 Option-I (OTHER) Option	1.0 LO		
4102	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 4002 Option-II (OTHER) Option	1.0 LO		
4103	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 4003 Option-III (OTHER) Option	1.0 LO		
4104	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 4004 Option-IV (OTHER) Option	1.0 LO		

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
-----				
5001	FFP-Labor -	1.0 LO	\$	

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Program  
Management and  
Technical Support  
Services in  
support of Aerial  
Target and Decoy  
Systems Program  
Office PMA-208.  
To be performed  
with the Section  
C, Statement of  
Work. Option-I  
(OTHER)

5002 FFP-Labor- 1.0 LO \$ [REDACTED]  
Program  
Management and  
Technical Support  
Services in  
support of Aerial  
Target and Decoy  
Systems Program  
Office PMA-208.  
To be performed  
with the Section  
C, Statement of  
Work. Option-II  
(OTHER)

500201 Funding in  
Support of CLIN  
5002 (OPN)

5003 FFP-Labor- 1.0 LO \$ [REDACTED]  
Program  
Management and  
Technical Support  
Services in  
support of Aerial  
Target and Decoy  
Systems Program  
Office PMA-208.  
To be performed  
with the Section  
C, Statement of  
Work. Option-III  
(OTHER)  
Option

5004 FFP -Labor 1.0 LO \$ [REDACTED]  
Program  
Management and  
Technical Support  
Services in  
support of Aerial  
Target and Decoy  
Systems Program  
Office PMA-208.  
To be performed  
with the Section  
C, Statement of  
Work. Option-IV  
(OTHER)  
Option

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5101	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 5001 Option-I (OTHER)	1.0 LO	\$0.00	\$0.00
5102	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 5002 Option-II (OTHER)	1.0 LO	\$0.00	\$0.00
5103	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 5003 Option-III (OTHER) Option	1.0 LO	\$0.00	\$0.00
5104	CDRL'S (DD Form 1423) Not Separately Priced in support of CLIN 5004 Option-IV (OTHER) Option	1.0 LO	\$0.00	\$0.00

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
-----			
6001	Travel in support of CLIN 4001 Option-I (OTHER)	1.0 LO	\$ [REDACTED]
600101	Travel in support of CLIN 4001 (O&MN,N)		
6002	Travel in support of CLIN 4002 Option-II (OTHER)	1.0 LO	\$ [REDACTED]
600201	Funding in support of CLIN 6002 (O&MN,N)		
600202	Funding in support of CLIN 6002 (OPN)		
600203	Funding in support of CLIN 6002 (RDT&E)		
600204	Funding in support of CLIN		

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6002 (FMS)

6003	Travel in support of CLIN 4003 Option-III (OTHER) Option	1.0 LO	\$ [REDACTED]
6004	Travel in support of CLIN 4004 Option-IV (OTHER) Option	1.0 LO	\$ [REDACTED]
6101	Material in support of CLIN 4001 Option-I (OTHER)	1.0 LO	\$ [REDACTED]
610101	Material in support of CLIN 4001 (O&MN,N)		
6102	Material in support of CLIN 4002 Option-II (OTHER)	1.0 LO	\$ [REDACTED]
610201	Funding in support of CLIN 6102 (OPN)		
610202	Funding in support of CLIN 6102 (RDT&E)		
610203	Funding in support of CLIN 6102 (FMS)		
6103	Material in support of CLIN 4003 Option-III (OTHER) Option	1.0 LO	\$ [REDACTED]
6104	Material in support of CLIN 4004 Option-IV (OTHER) Option	1.0 LO	\$ [REDACTED]
6201	NMCI in support of CLIN 4001 Option-I (OTHER)	1.0 LO	\$ [REDACTED]
620101	Funding in support of CLIN 4001. (WPN)		
620102	Funding in support of CLIN 4001. (O&MN,N)		
6202	NMCI in support	1.0 LO	\$ [REDACTED]

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of CLIN 4002  
Option-II (OTHER)

620201 Funding in  
support of CLIN  
6202 (OPN)

620202 Funding in  
support of CLIN  
6202 (RDT&E)

620203 Funding in  
support of CLIN  
6202 (FMS)

6203 NMCI in support 1.0 LO \$ [REDACTED]  
of CLIN 4003  
Option-III  
(OTHER)  
Option

6204 NMCI in support 1.0 LO \$ [REDACTED]  
of CLIN 4004  
Option-IV (OTHER)  
Option

**SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)**

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be [REDACTED] total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

CLIN 1000--Base, CPFF- [REDACTED]  
CLIN 4001--Option 1, CPFF- [REDACTED]  
CLIN 4002--Option 2, CPFF- [REDACTED]  
CLIN 4003--Option 3, CPFF- [REDACTED]  
CLIN 4004--Option 4, CPFF- [REDACTED]

(b) Of the total man-hours of direct labor set forth above, it is estimated that 0 man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately [REDACTED] hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall

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constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fee} (\text{Required LOE} - \text{Expended LOE}) / \text{Required LOE}$$

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Task Order Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man hours up to five percent in excess of the total man hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE BASE STATEMENT OF WORK FOR PROGRAM MANAGEMENT AND TECHNICAL SUPPORT SERVICES FOR THE AERIAL TARGET AND DECOY SYSTEMS PROGRAM OFFICE (PMA-208)

#### 1. INTRODUCTION/BACKGROUND

1.1 THE NAVAL AIR SYSTEMS COMMAND AERIAL TARGET AND DECOY SYSTEMS PROGRAM OFFICE (PMA-208) IS RESPONSIBLE FOR THE DEVELOPMENT, PROCUREMENT AND SUSTAINMENT OF AERIAL TARGETS AND DECOYS IN SUPPORT OF WEAPON SYSTEMS TEST AND EVALUATION, FLEET TRAINING, AND STRIKE OPERATIONS IN ACCORDANCE WITH DoD 5000.1 AND DoD 5000.2.

1.2 THE AERIAL TARGET AND DECOY SYSTEMS PROGRAM OFFICE (PMA-208), A PROGRAM REPORTING TO THE PROGRAM EXECUTIVE OFFICER (PEO) FOR UNMANNED AVIATION (U&W) AND STRIKE WEAPONS, DEVELOPS, PROCURES, AND SUSTAINS AERIAL TARGETS AND DECOYS IN SUPPORT OF WEAPON SYSTEMS TEST AND EVALUATION, FLEET TRAINING, AND STRIKE OPERATIONS.

1.3 THE AERIAL TARGET TEAM CONSISTS OF MULTIPLE TIER III INTEGRATED PROGRAM TEAMS (IPTs), AS IDENTIFIED IN THE TABLE BELOW:

SYSTEM NOMENCLATURE	DESCRIPTION
TTSP	Target Threat Simulation
BQM-34S (+ variants)	Subscale, Subsonic Aerial Target
BQM-74E	Subscale, Subsonic Aerial Target
SSAT	Subsonic Aerial Target
TA/AS	Target Auxiliary/Augmentation Systems
SNTC	System for Naval Target Control
GQM-163A	Supersonic Sea-Skimming Target
AQM-37C	Mid-High Altitude Target
MSST	Multi-Stage Supersonic Target
QF4	Full Scale Aerial Target
AST	QF-16 Full Scale Aerial Target
	Land Targets, Stationary and Moving
TDU-32	Aerial Gunnery Tow Banner
ITALD	Improved Tactical Air Launched Decoy

1.4 THE PMA-208 LEADERSHIP TEAM IS THE EXECUTIVE DECISION MAKING BODY AND PROVIDES GENERAL EXPERTISE TO THE INTEGRATED PROGRAM TEAMS (IPTs).

#### 1.5 CURRENT PROGRAM OFFICE PORTFOLIO

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CURRENTLY, PMA-208 PROGRAMS ENCOMPASS ALL STAGES OF THE ACQUISITION PROCESS FROM DEVELOPMENT TO DISPOSAL. MAJOR PMA-208 PROGRAMS IN DEVELOPMENT, PRODUCTION AND POST-PRODUCTION SUPPORT ARE LISTED IN THE FOLLOWING SUB-SECTIONS.

### **1.5.1 TARGET THREAT SIMULATION (TTSP)**

THE TARGET THREAT SIMULATION SYSTEMS COMPRISE ELECTRONIC PAYLOADS THAT PROVIDE AFFORDABLE HIGH FIDELITY SIMULATIONS OF FOREIGN THREAT ELECTRONIC ATTACK (EA) AND THREAT RADAR EMISSION ENVIRONMENTS. FIFTY-TWO (52) INDIVIDUAL MODULES CAN BE COMBINED INTO 27 MAJOR CONFIGURATIONS.

THIS PROGRAM UTILIZES WEAPONS PROCUREMENT, NAVY (WPN), RESEARCH, DEVELOPMENT, TEST AND EVALUATION, NAVY (RDT&E), AND OPERATIONS AND MAINTENANCE, NAVY (O&M,N) FUNDING AND OTHER PROCUREMENT, NAVY (OPN).

### **1.5.2 BQM-34S**

THE BQM-34S SUBSCALE, SUBSONIC AERIAL TARGET, OPERATIONAL SINCE 1961, ENDED PROCUREMENT IN 1996 AND CURRENTLY IS IN POST-PRODUCTION SUPPORT PERFORMING AN AVERAGE OF 60 TARGET PRESENTATIONS PER YEAR.

THE BQM-34S PROVIDES A HIGH PERFORMANCE SUBSCALE, SUBSONIC RECOVERABLE AERIAL TARGET TO SIMULATE VARIOUS THREAT CHARACTERISTICS FOR WEAPON SYSTEM T&E, AND FLEET TRAINING. THREE (3) CONFIGURATIONS ARE IN THE UNITED STATES NAVY INVENTORY: -41, -49, -51.

THE CURRENT BQM-34 INVENTORY IS EXPECTED TO LAST UNTIL FY12. THE BQM-34 UTILIZES OPERATIONS AND MAINTENANCE, NAVY (O&M,N) FUNDING.

### **1.5.3 BQM-74E**

THE BQM-74E SUBSCALE, SUBSONIC AERIAL TARGET PROVIDES A SUBSONIC, SUBSCALE RECOVERABLE AERIAL TARGET TO SUPPORT FLEET TRAINING AND LIMITED WEAPONS SYSTEM RDT&E,N. THE BQM-74E AVERAGES APPROXIMATELY 300 TARGET PRESENTATIONS PER YEAR.

THE BQM-74E WILL CEASE PRODUCTION IN FY10 AND WILL TRANSITION TO POST PRODUCTION SUPPORT UNTIL INVENTORY IS DEPLETED. THIS PROGRAM UTILIZES WEAPONS PROCUREMENT, NAVY (WPN), O&M,N & RDT&E,N FUNDING.

### **1.5.4 SUBSONIC AERIAL TARGET (SSAT)**

THE SSAT IS A POTENTIAL ACAT IV(M) PROGRAM THAT WILL PROVIDE RELATIVELY LOW COST, SUBSONIC, SUBSCALE, RECOVERABLE AERIAL TARGET VEHICLES CAPABLE OF SIMULATING ANTI-SHIP CRUISE MISSILE THREATS FOR FLEET GUNNERY AND MISSILE TRAINING EXERCISES. A MILESTONE B DECISION AND SYSTEM DEVELOPMENT AND DEMONSTRATION (SDD) CONTRACT AWARD ARE ANTICIPATED TO OCCUR IN FY09. THE PROGRAM UTILIZES WPN, O&M,N & RDT&E,N FUNDING.

### **1.5.5 TARGET AUXILIARY AUGMENTATION SYSTEMS (TA/AS)**

TARGET AUXILIARY AUGMENTATION SYSTEMS (TA/AS) ARE DEVICES USED IN OR ON MULTIPLE

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AIRFRAMES TO ENHANCE THREAT REALISM, PROVIDE COMMAND AND CONTROL FUNCTIONS, FLIGHT TERMINATION FUNCTIONS, WEAPON SCORING DATA, RADAR TRACKING ENHANCEMENTS, TARGET LOCATION, THREAT COUNTERMEASURES, AND THREAT SEEKER MODIFICATIONS. THE VARIOUS TA/AS SYSTEMS ARE IN DEVELOPMENT, PROCUREMENT AND SUSTAINMENT CONCURRENTLY. TA/AS EFFORTS ARE FUNDED WITH RDT&E,N, WPN , AND O&M,N.

### **1.5.6 TARGET CONTROL SYSTEMS (TCS)/SYSTEM FOR NAVAL TARGET CONTROL (SNTC)**

TARGET CONTROL SYSTEMS (TCS) ARE IN-FLIGHT COMMAND AND CONTROL SYSTEMS FOR AERIAL TARGETS. THE SYSTEM FOR NAVY TARGET CONTROL (SNTC) COMPRISES A STANDARDIZED TARGET CONTROL SYSTEM FOR RECOVERABLE AERIAL TARGETS. THE VARIOUS TCS PRODUCTS RUN FULL RANGE OF THE ACQUISITION PROCESS, WITH SYSTEMS IN PRODUCTION, SUSTAINMENT AND DISPOSAL. TCS EFFORTS ARE FUNDED WITH WPN, O&M,N, & RDT&E,N.

### **1.5.7 IMPROVED TACTICAL AIR LAUNCHED DECOY (ITALD)**

THE IMPROVED TACTICAL AIR LAUNCHED DECOY (ITALD), CURRENTLY IN PRODUCTION, PROVIDES REALISTIC DECOYS OF STRIKE AIRCRAFT TO DECEIVE AND SATURATE ENEMY INTEGRATED AIR DEFENSES (IADS). ITALD IS A CONGRESSIONALLY FUNDED PROGRAM UTILIZING WPN.

### **1.5.8 GQM-163A**

THE GQM-163A SUPERSONIC SEA-SKIMMING TARGET EMULATES A DIVERSE RANGE OF SUPERSONIC ANTI-SHIP CRUISE MISSILES FOR WEAPON SYSTEM TEST & EVALUATION AND FLEET TRAINING. CURRENTLY THERE ARE SEVERAL ECPs ON THE HORIZON THAT WILL AFFECT THIS PROGRAM.

THE SYSTEM IS IN PRODUCTION AND PROCUREMENTS ARE EXPECTED TO REMAIN CONSTANT ACROSS THE FYDP. THE PROGRAM EMPLOYS WPN AND O&M,N & RDT&E,N FUNDING.

### **1.5.9 AQM-37C**

THE AQM-37 PROVIDES A LOW COST, SUPERSONIC, HIGH ALTITUDE, AIR LAUNCHED, EXPENDABLE TARGET CAPABILITY FOR FLEET TRAINING AND WEAPON SYSTEM EVALUATION. THE AQM-37C PRODUCTION RUN ENDED IN DECEMBER 2001 AND THE PROGRAM IS IN POST-PRODUCTION SUSTAINMENT FUNDED WITH O&M,N.

### **1.5.10 MULTI-STAGE SUPERSONIC TARGET (MSST) SYSTEM**

THIS IS A NEW ACAT-IVM PROGRAM. MS B OCCURRED AUGUST 2008, AND THE SYSTEM DEVELOPMENT AND DEMONSTRATION (SDD) PHASE CONTRACT WAS AWARDED THEREAFTER. THE PROGRAM IS A HIGHLY VISIBLE EFFORT RECEIVING ACAT-I ATTENTION WITHIN THE DEPARTMENT OF DEFENSE. THIS TARGET WILL EMULATE A SPECIFIC ANTI-SHIP CRUISE MISSILE. THE PROGRAM IS FUNDED WITH RDT&E,N.

### **1.5.11 FULL-SCALE AERIAL TARGET**

THE QF-4 FULL SCALE AERIAL TARGET PROGRAM PROVIDES HIGH PERFORMANCE, THREAT REPRESENTATIVE FIGHTER-SIZE AERIAL TARGETS FOR WEAPON SYSTEM TEST AND EVALUATION. THE QF4 FULL SCALE AERIAL TARGET ARE F-4 PHANTOM JETS MODIFIED FOR USE AS TARGETS. THE NAVY QF4 PROGRAM CEASED OPERATIONS IN JUNE 2004. THE NAVY IS NOW BUYING QF-4s,

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REQUIRED OPERATIONS, AND SUPPORT FROM THE AIR FORCE IN ORDER TO MEET NAVY AIR-TO-AIR WEAPON EVALUATION REQUIREMENTS. QF4S ARE PROCURED WITH RDT&E,N.

AST THE AIR SUPERIORITY TARGET DEVELOPMENT PROGRAM, LED BY THE USAF, FULFILLS THE REQUIREMENT FOR A FOLLOW-ON NEXT GENERATION FULL SCALE AERIAL TARGET TO REPLACE THE QF-4. PLANNED (QF-16) AST IOC IS SCHEDULED FOR FY15. THE PROGRAM IS FUNDED WITH RDT&E, N.

### **1.5.12 LAND TARGETS**

THE LAND TARGETS PROGRAM PROVIDES FIXED AND MOBILE LAND TARGETS TO TRAIN AIRCREWS IN THE DEMANDS OF CLOSE AIR SUPPORT (CAS), TIME-CRITICAL TARGETING (TST), TARGET IDENTIFICATION, FORWARD AIR CONTROLLER (FAC) PROCEDURES AND NETWORK CENTRIC WARFARE. THE PROGRAM IS FUNDED WITH OTHER PROCUREMENT NAVY (OPN).

### **1.5.13 TDU-32 TOW BANNER**

THIS PROGRAM PROVIDES THE AERIAL TOWED GUNNERY TARGET. THE CURRENT INVENTORY IS NEARING DEPLETION AND SHOULD BE CAPABLE OF SUPPORTING OPERATIONS FOR THE NEXT 18 TO 20 YEARS. THE PROGRAM IS FUNDED WITH WPN AND O&M,N.

## **2.0 SCOPE OF WORK**

2.1 THIS PERFORMANCE BASE STATEMENT OF WORK (PBSOW) IS TO PROVIDE PROGRAM MANAGEMENT AND TECHNICAL SERVICES IN SUPPORT OF PMA-208'S MISSION TO PROVIDE THREAT REPRESENTATIVE AERIAL TARGET FOR FLEET TRAINING AND WEAPON SYSTEMS TEST AND EVALUATION (T&E), AND REALISTIC DECOYS OF STRIKE AIRCRAFT TO DECEIVE AND SATURATE ENEMY INTEGRATED AIR DEFENSE SYSTEMS (IADS).

## **3.0 TECHNICAL REQUIREMENTS**

3.1 THE CONTRACTOR SHALL PROVIDE THE SUPPORT SERVICES, MATERIALS, AND TRAVEL NECESSARY TO MANAGE AND PERFORM THE TASKS IDENTIFIED WITHIN THIS PBSOW.

3.1.1 PROVIDE DAY-TO-DAY OPERATIONS, PLANNING, MANAGEMENT AND ACQUISITION SUPPORT FOR AERIAL TARGET AND DECOY SYSTEMS PROGRAMS IN SUSTAINMENT.

3.1.2 PROVIDE PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT. THIS INCLUDES PROVIDING ANALYSIS AND SUPPORT OF PLANNING DOCUMENTATION EFFORTS, COORDINATION, PROGRAM/PROJECT MANAGEMENT, RISK MANAGEMENT, MITIGATION PLANS, AND RESOURCE ALLOCATION PROCESS.

3.1.3 REVIEW CONGRESSIONAL LANGUAGE & SUGGEST STRATEGIES OF IMPROVING COMMUNICATION AMONG CONGRESSIONAL STAFF AND PROGRAM OFFICE. REVIEW, VALIDATE INFORMATION AND RECOMMENDATIONS, AND ANALYZE TECHNICAL REQUIREMENTS TO RESPOND TO CONGRESSIONAL, DoD, OTHER GOVERNMENT AGENCY, MEDIA OR INDUSTRY INQUIRIES, AND AUDITS, AND CONGRESSIONAL TESTIMONY.

3.1.4 PERFORM COLLECTION, ORGANIZATION, COMPILATION, AND EVALUATION OF AERIAL TARGET PROGRAM INFORMATION INCLUDING PROGRAM OFFICE BRIEFINGS, CONTRACT INFORMATION, HISTORICAL AND PROJECTED PROCUREMENT QUANTITIES, OPERATIONAL

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EXPENDITURE DATA, BUDGETING ISSUES, AND REQUIRED INVENTORY LEVELS. PROVIDE INFORMED AND ACCURATE RECOMMENDATIONS TO THE PROGRAM OFFICE BASED ON AERIAL TARGET SYSTEM DATA.

3.1.5 PROVIDE SUPPORT FOR EXECUTIVE STEERING GROUP MEETINGS, PROGRAM OFFSITE MEETINGS, INTEGRATED PRODUCT TEAM (IPT) MEETINGS, MILESTONE DECISION MEETINGS, PROGRAM MANAGEMENT REVIEWS (PMRs) SPECIAL ADVISORY BOARDS, WORKING GROUPS AND OTHER PROGRAM WIDE MEETINGS AND CONFERENCES TO INCLUDE DEVELOPING AGENDAS, COORDINATING ATTENDANCE, FACILITATING PREPARATIONS, DEVELOPING MEETING MINUTES, TAKING AND TRACKING ACTION ITEMS, AND FOLLOW-UP ON ITEMS SUPPORTING, ACQUISITION, PROGRAMMATIC AND FINANCIAL/BUDGETARY ISSUES.

3.1.6 PROVIDE PRODUCTION, DEVELOPMENT, AND SYSTEMS ENGINEERING PLANS AND ASSESS CONTRACTOR ENGINEERING MANAGEMENT SYSTEMS FOR TARGET AND DECOY SYSTEMS, SUBSYSTEMS AND SUPPORT, AND SUPPORT EQUIPMENT SYSTEMS DEVELOPMENT AND PRODUCTION EFFORTS. THIS TASK MAY ALSO INCLUDE PERFORMING ENGINEERING ANALYSES OF CONTRACT PROPOSALS AND ENGINEERING CHANGE PROPOSALS, PRODUCTION PROBLEMS, AND TECHNICAL CHANGES INCLUDING RELATED SITE ACTIVATION PLANNING AND ON-SITE REVIEWS AT APPLICABLE PRODUCTION FACILITIES. IT ALSO INCLUDES PROVIDING ANALYSES OF REQUIREMENTS AND SCHEDULES FOR USE DURING NEGOTIATION AND CONFIGURATION CONTROL BOARD MEETINGS AND EVALUATING AND RECOMMENDING CHANGES TO SCHEDULES AND ASSOCIATED MILESTONES TO ENSURE COMPATIBILITY WITH OVERALL PROGRAM OBJECTIVES.

3.1.7 PREPARE, COLLECT, REVIEW, ANALYZE AND UPDATE ALL PROGRAM DOCUMENTATION AS REQUIRED. PROVIDE RECOMMENDATIONS FOR THE PREPARATION OF PROGRAM ACQUISITION DOCUMENTATION, TO INCLUDE BUT NOT LIMITED TO: ACQUISITION PLANS (AP), ACQUISITION STRATEGY REPORTS (ASR), STATEMENTS OF WORK (SOW), TEST AND EVALUATION MASTER PLAN (TEMP), CAPABILITY DOCUMENTS TO INCLUDE; INITIAL CAPABILITIES DOCUMENTS (ICD)s, CAPABILITY DEVELOPMENT DOCUMENT (CDD)s AND CAPABILITIES PRODUCTION DOCUMENTS (CPD)s, INTEGRATED LOGISTIC SUPPORT DESCRIPTION DOCUMENTS, INTEGRATED LOGISTICS SUMMARIES, PROGRAM MANAGEMENT PLANS, AGREEMENTS, AND ACQUISITION PROGRAM BASELINE (APB). PERFORM REVIEW OF FULL-RATE PRODUCTION MILESTONE DECISION DOCUMENTATION AND PROVIDE PROGRAMMATIC GUIDANCE FOR MAJOR MILESTONE DOCUMENTATION TO ENSURE COMPLIANCE WITH THE DoD AND SECNAV 5000 SERIES DIRECTIVES.

3.1.8 REVIEW APPLICABLE WEAPON SYSTEM TEST AND EVALUATION PLANS, INITIAL TRAINING TARGET REQUIREMENTS, FLEET TRAINING TARGET REQUIREMENTS, SPECIFICATIONS, AND RELATED DOCUMENTATION IN ORDER TO IDENTIFY AERIAL TARGET RELATED SYSTEMS, HARDWARE, AND PROTOTYPE REQUIREMENT PROJECTIONS.

3.1.9 MONITOR ACQUISITION CONTRACT AND TRACKING MISSION OBJECTIVES TO INCLUDE SELECTION, DEFINITION, VALIDATIONS & DOCUMENTATION GENERATION AND COORDINATION OF PROCUREMENT INITIATION DOCUMENTS (PIDs) AND CONTRACT DATA REQUIREMENTS LISTS (CDRLs). CDRLs REQUIRE ACCESS TO USE OF THE CDRL TRACKING TOOL (NMCI ACCOUNT REQUIRED) & ECP CONTRACT ACTIONS. MAINTAIN STATUS OF PID PACKAGE AS IT FLOWS THROUGH THE PROCUREMENT PROCESS.

3.1.10 PROVIDE REVIEW AND TECHNICAL ANALYSIS INCLUDING THE DISTRIBUTING, FILING, TRACKING AND VALIDATION OF CONTRACT DELIVERABLES AND COORDINATE RESPONSES AND TASKS.

3.1.11 PERFORM REVIEWS, ANALYSIS AND PROVIDE RECOMMENDATIONS FOR IMPROVING PROGRAM ACQUISITION EFFICIENCIES AND PROCESSES AND ASSIST IN THE DEVELOPMENT OF STATUS REPORTS FOR PROGRAM PLANNING DOCUMENTATION. PERFORM AFFORDABILITY

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ANALYSIS FOR VARIOUS ACQUISITION STRATEGIES.

3.1.12 PROVIDE FINANCIAL/BUSINESS MANAGEMENT AND TECHNICAL SUPPORT TO INCLUDE TRACKING AND BILLING AND FINANCIAL ANALYSIS SUPPORT FOR AERIAL TARGET AND DECOY SYSTEM PROGRAMS.

3.1.13 PROVIDE SUPPORT FOR PROGRAM EXECUTION AND OUT-YEAR PLANNING.

3.1.14 PROVIDE TRACKING AND ANALYSIS OF AERIAL TARGET SYSTEMS FOR MAINTENANCE, PERFORMANCE, COST DATA AND INVENTORY DATA AND ASSOCIATED PROJECTION METHODOLOGIES FOR COMPLIANCE WITH QUALITATIVE AND QUANTITATIVE REQUIREMENTS OF SYSTEM ENGINEERING SUPPORT AND TO ADDRESS IMPACTS TO OVERALL TESTING/INTEGRATION.

3.1.15 MONITOR AND REPORT ON TECHNICAL PROGRESS, COST, SCHEDULE, ALTERNATIVE AND WORK AROUND PROCEDURES, PROVIDE DATA BASED ON THE FINDINGS, AND RECOMMEND OPTIONS FOR IMPROVEMENT OF THE PROGRAMS.

3.1.16 PROVIDE FORMULATION OF RECOMMENDED ENGINEERING TECHNICAL PLANS, AND REVIEW AND REVISE EXISTING PLANS WHICH WILL MEET CURRENT AND/OR PROJECTED REQUIREMENTS FOR THREAT REPLICATION. INCLUDE IN SUCH PLANS ALTERNATIVE ECONOMIC ANALYSES AND TRADE-OFFS, ALTERNATIVE EMPLOYMENT CONCEPTS AND ALTERNATIVE SUPPORT CONCEPTS.

3.1.17 PROVIDE ASSISTANCE TO PROGRAM OFFICE PERSONNEL IN DEVELOPMENT/PRODUCTION OF SPECIFICATIONS/DOCUMENTATION, AS REQUIRED.

3.1.18 DEVELOP, MONITOR, PERFORM, REVIEW AND ASSESS THE ADEQUACY OF ENGINEERING AND TECHNICAL REQUIREMENTS AS CONTAINED IN VARIOUS ACQUISITION DOCUMENTS SUCH AS MASTER PLANS, PROGRAM PLANS, STATEMENT OF WORK, SPECIFICATIONS, AND PRODUCT BASELINE LIST.

3.1.19 PERFORM MANAGEMENT ANALYSES OF CONTRACT PROPOSALS, ENGINEERING CHANGES, AND TECHNICAL CHANGES INCLUDING RELATED ON-SITE REVIEWS AT APPLICABLE PRODUCTION FACILITIES. PROVIDE ANALYSES OF REQUIREMENTS AND SCHEDULES FOR USE DURING NEGOTIATION AND CONFIGURATION CONTROL BOARD MEETINGS. EVALUATE AND RECOMMEND CHANGES TO SCHEDULES AND ASSOCIATED MILESTONES TO ENSURE COMPATIBILITY WITH OVERALL PROGRAM OBJECTIVES.

3.1.20 PROVIDE PRODUCTION PREPARATION, TEST AND TECHNICAL EVALUATION, AND CONFIGURATION MANAGEMENT SUPPORT. THIS TASK MAY INCLUDE, BUT IS NOT LIMITED TO, TRACKING OF AND CORRECTING DEFICIENCIES THROUGH ENGINEERING CHANGE PROPOSALS (ECPs) THAT HAVE BEEN REQUESTED OR SUBMITTED FOR REVIEW/APPROVAL, MAINTAINING OVERSIGHT OF THE ECP IMPLEMENTATION CYCLE, AND PROVIDING SUPPORT IN THE PREPARATION OF ECP REQUESTS INCLUDING THE COORDINATION OF PRE-SUBMITTAL DISCUSSIONS, PRE-CONFIGURATION CONTROL BOARD (CCB) AND PRE-JOINT CONFIGURATION CONTROL BOARD (JCCB) ISSUES.

3.1.21 PROVIDE TECHNICAL ANALYSIS OF AERIAL TARGET PRODUCTION PLANNING DOCUMENTS AND SPECIFICATIONS. PROVIDE RECOMMENDATIONS CONCERNING CONTENT AND CONSISTENCY OF THESE PLANS AND DOCUMENTS WITH CURRENT PEO (U&W) AND HIGHER LEVEL DOCUMENTATION AND REQUIREMENTS.

3.1.22 PROVIDE TECHNICAL OPERATIONS, PRODUCTION SCHEDULING/PLANNING, FINANCIAL MANAGEMENT AND ACQUISITION SUPPORT FOR AERIAL TARGET AND DECOY SYSTEMS PROGRAMS PRODUCTION PROGRAMS.

3.1.23 PROVIDE PRODUCTION SUPPORT SERVICES. PROVIDE TECHNICAL SUPPORT WITH PLANNING, COORDINATION OF EVENTS, MANAGEMENT SUPPORT, PROGRAM/PROJECT

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MANAGEMENT, RISK MANAGEMENT, MITIGATION PLANS, AND SYSTEM INTEGRATION OPERATIONS.

3.1.24 PERFORM ENGINEERING AND TECHNICAL SUPPORT. REVIEW & EVALUATE PRODUCTION DESIGN DATA AND DOCUMENTATION. PERFORM REVIEW OF PRODUCTION PLANNING AND OPERATIONAL REQUIREMENTS ASSESSMENT AND VALIDATIONS, TACTICAL EMPLOYMENT CONSIDERATION, AND TESTING REQUIREMENTS.

3.1.25 INVESTIGATE PROGRAM PROBLEM/FAILURES DURING PRODUCTION.

3.1.26 PROVIDE TECHNICAL SUPPORT DATA FOR AERIAL TARGET AND DECOY SYSTEMS PROGRAMS IN DEVELOPMENT.

3.1.27 PROVIDE TECHNICAL SUPPORT IN THE EXECUTION OF RDT&E PROJECTS. PROVIDE SUPPORT WITH PLANNING, COORDINATION OF PROGRAM REQUIREMENTS, PROJECT/RISK MANAGEMENT AND INTEGRATION EFFORTS.

3.1.28 PERFORM EVALUATIONS FOR RESEARCH AND DEVELOPMENT PROGRAM PROBLEMS IN THE FORM OF, BUT NOT LIMITED TO, ANALYSIS OF REPORTED DEFICIENCIES, ANALYSIS OF REQUIREMENTS AND REQUIREMENTS IMPLEMENTATION, EVALUATION OF PROPOSED ENGINEERING CHANGES, AND COST AND RISK TRADE-OFF ANALYSES. MAKE RECOMMENDATIONS FOR RESOLUTION OF PROBLEM AREAS IDENTIFIED.

3.1.29 PERFORM REVIEWS, TECHNICAL ANALYSIS AND PROVIDE TECHNICAL RECOMMENDATIONS REGARDING IMPROVING DESIGN, DEVELOPMENT, T&E & OTHER PROCESSES RELATING TO RDT&E PROGRAMS.

3.1.30 PERFORM EVALUATIONS OF TECHNICAL, DESIGN, SCHEDULE AND TEST AND EVALUATION RISKS IN VARIOUS TARGET SYSTEMS AND SUBSYSTEM DEVELOPMENT EFFORTS. PROVIDE SPECIFIC COMMENTS, RECOMMENDATIONS AND VIABLE ALTERNATIVES TO EFFECTIVELY REDUCE OR ELIMINATE THESE RISKS IN SUPPORT OF TEST AND EVALUATION OF RDT&E PROGRAMS.

3.1.31 PROVIDE DEVELOPMENT OF SPECIFICATIONS OF RDT&E PROGRAM.

3.1.32 DRAFT, ANALYZE, AND REVIEW NAVY AERIAL TARGET AND DECOY SYSTEMS PLANNING INFORMATION FOR TARGET MODELING & SIMULATION EFFORTS, AND TARGET/THREAT VALIDATION/VERIFICATION INITIATIVES, ETC. AND PROVIDE COMMENTS AND RECOMMENDATIONS.

3.1.33 PROVIDE DEVELOPMENTAL TEST EVALUATIONS (DT&E) WEAPON SYSTEM DEVELOPMENTAL AND OPERATIONAL TESTS TO ENSURE TECHNICAL SPECIFICATIONS ARE MET.

3.1.34 PROVIDE DEVELOPMENT OF TEST PLANS, PROCEDURES, RESOURCES, AND REPORTS DURING THE APPLICABLE CONCEPT DEMONSTRATION AND SDD PHASES OF AERIAL TARGET DEVELOPMENT PROGRAMS.

3.1.35 PERFORM INITIAL OPERATIONS TEST & EVALUATION (IOT&E).

3.1.36 PROVIDE TEST AND EVALUATION DOCUMENTATION, PLANNING; VALIDATING SYSTEM OPERATIONAL SUITABILITY AND EFFECTIVENESS. PERFORM RESOURCE ASSESSMENT, AND PERFORM DATA COLLECTION AND DATA ANALYSIS. MAKE RECOMMENDATIONS TO ENSURE THE SYSTEM MEETS READINESS THRESHOLD & PERFORMANCE GOALS FOR FOLLOW-ON TEST AND EVALUATIONS (FOT&E).

3.1.37 DEVELOP SYSTEMS ENGINEERING PLANS AND INDEPENDENT ASSESSMENTS, DATA & RECOMMENDATIONS FOR TARGETS AND DECOY SYSTEMS, SUBSYSTEMS AND SUPPORT EQUIPMENT SYSTEM DEVELOPMENT EFFORTS.

3.1.38 PERFORM EVALUATION OF AERIAL TARGET AND DECOY SYSTEMS PROGRAM INFORMATION INCLUDING PROGRAM OFFICE BRIEFINGS, CONTRACT INFORMATION, HISTORICAL AND PROJECTED PROCUREMENT QUANTITIES, OPERATIONAL EXPENDITURE DATA, AND REQUIRED INVENTORY LEVELS.

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PROVIDE INFORMED AND ACCURATE RECOMMENDATIONS TO THE PROGRAM OFFICE BASED ON AERIAL TARGET SYSTEM DATA TO SUPPORT DEVELOPMENT AND TESTING.

3.1.39 PROVIDE SUPPORT IN THE DEVELOPMENT OF AN AERIAL TARGET STRATEGIC PLANNING ROADMAP. THE CONTRACTOR WILL CONDUCT RESEARCH, INTERVIEWS, AND OTHER DATA COLLECTION REQUIRED TO DEVELOP A COMPREHENSIVE AERIAL TARGET STRATEGIC ROADMAP. THE CONTRACTOR WILL BRIEF PMA-208 RESULTS OF THE DATA COLLECTION AND PROVIDE RECOMMENDATIONS FOR CONSTRUCTING STRATEGIC ROADMAPS. THE CONTRACTOR WILL ASSIST IN VERIFYING AND VALIDATING NAVY AERIAL TARGET AND DECOY SYSTEM REQUIREMENTS AND ASSIST IN TRANSLATING THOSE REQUIREMENTS INTO FINAL, COMPREHENSIVE STRATEGIC ROADMAPS TAILOR ABLE FOR BRIEFING SPECIFIC AUDIENCES.

3.1.40 PROVIDE PLANNING, PROGRAMMING AND BUDGETING SYSTEM SUPPORT. (FINANCIAL ANALYST ALL PARAGRAPHS IN THIS SECTION).

3.1.41 DEVELOP PLANNING ESTIMATE AND FUNDING REQUIREMENTS.

3.1.42 COLLECT, COMPILE AND ANALYZE BUSINESS, FINANCIAL, MANAGEMENT PAPERWORK FOR INCORPORATION INTO TEAM WORK PLANS, DATA CALLS, FINANCIAL ADDENDUM, BUDGETARY SUPPORT DOCUMENTATION, AND RESOURCE ALLOCATION PROCESS.

3.1.43 MAINTAIN, CONSOLIDATE, ORGANIZE, MAINTAIN, DATABASES OF ACQUISITION, BUDGETARY, PROGRAM EXECUTION, AND CONTRACTUAL STATUS INFORMATION.

3.1.44 PERFORM BUDGET EXECUTION FOR FINANCIAL RECONCILIATION ON OBLIGATIONS AND EXPENDITURES FOR ALL FUNDS, UPDATE/DEVELOP SPREADSHEETS, COST DATABASES, AND FINANCIAL STATUS BRIEFS AND PRESENTATIONS.

3.1.45 UTILIZE THE NERP TO TRACK AND RECONCILE PROGRAM OFFICE, OBLIGATIONS, EXPENDITURES AND FUND STATUS. CONTRACTOR SHALL MAINTAIN PROGRAM OFFICE FINANCIAL TRACKING DATABASES BASED ON INFORMATION PROVIDED THROUGH NERP.

3.1.46 SUPPORT THE DEVELOPMENT & PROCUREMENT OF PROCUREMENT INITIATION DOCUMENTS (PIDs).

3.1.47 UTILIZE THE FOLLOWING SOFTWARE APPLICATIONS: MICROSOFT OFFICE (MS), NERP, CONSOLIDATED ACQUISITION REPORTING SYSTEM (CARS), HEALTH OF NAVAL AVIATION (HONA), STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS), MECHANIZATION OF CONTRACT ADMINISTRATION SERVICES (MOCAS), STARS DOWNLOAD SYSTEM (SDS), AND WORKLOAD PLANNING SYSTEM (WPS).

3.1.48 TRACK STATUS OF OBLIGATIONS, EXPENDITURES IN DETAIL BY YEAR, APPROPRIATION, AND TARGET PROGRAM OR ANY OTHER LOGICAL BREAK SO THAT DATA CAN BE EASILY UPDATED AS CHANGES OCCUR OR ARE REPORTED TO MANAGEMENT.

3.1.49 TRACK DETAILED FINANCIAL MANAGEMENT STATUS OF ALL AERIAL TARGET AND DECOY SYSTEMS PROGRAMS.

3.1.50 PROVIDE SUPPORT ON FISCAL YEAR BUDGET PLANNING, BUDGET EXECUTION AND OUT-YEAR PLANNING TO INCLUDE DEVELOPMENT AND PREPARATION OF FUNDS EXECUTION DOCUMENT THROUGH NERP.

3.1.51 PROVIDE SUPPORT TO NAVAIR REGARDING INTERNATIONAL PROGRAMS POLICY AND PROCEDURES IN SUCH PRE-CASE ACTIVITIES AS SITE SURVEY PLANNING AND REPORTING REQUIREMENTS AND PRE-CASE PLANNING CONFERENCES WITH PROSPECTIVE IP CUSTOMERS.

3.1.52 ANALYZE FMS CASE COMMITMENTS, OBLIGATIONS, AND EXPENDITURES THROUGH FINAL BILLING BY THE INTEGRATION OF DATA INPUTS FROM THE MANAGEMENT INFORMATION SYSTEM FOR

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INTEGRATED LOGISTICS (MISIL), DIFS, AND NAVAIR RECORDS. ANALYZE FINANCIAL DISCREPANCIES AND CASE PERFORMANCE BETWEEN THE RECORDS AND PROVIDE RECOMMENDATIONS FOR IMPROVEMENT AND RESOLUTION OF PROBLEM AREAS.

3.1.53 DEVELOP AUTOMATED TRACKING TOOLS NECESSARY TO SUPPORT FMS PROGRAMS.

3.1.54 RECEIVE AND DOCUMENT ALL WRITTEN QUESTIONS OR REQUESTS THAT ARE RELATED TO DISCLOSURE OF CLASSIFIED AND SENSITIVE UNCLASSIFIED INFORMATION ABOUT AIRCRAFT PLATFORMS AND WEAPON SYSTEMS TO REPRESENTATIVES OF FOREIGN GOVERNMENTS OR INTERNATIONAL ORGANIZATIONS. FOLLOW UP ON EACH ACTION ITEM AND UPDATE THE TRACKING SYSTEM TO REFLECT CURRENT STATUS AND COMPLETED OR REQUIRED ACTIONS FOR EACH ITEM.

3.1.55 PROVIDE TECHNICAL AND FINANCIAL SUPPORT IN FOREIGN MILITARY SALES (FMS) CASE ADMINISTRATION AND CLOSURE OPERATIONS AND FMS ADMINISTRATION ITEMS FOR FMS SYSTEMS.

3.1.56 EXAMINE FMS CASES AND THE RELATED SUPPLY AND FINANCIAL RECORDS FOR EACH TO IDENTIFY IMPEDIMENTS TO CASE CLOSURE AND RECOMMEND NECESSARY CORRECTIVE ACTION. IDENTIFY CASE CLOSURE CANDIDATES.

3.1.57 REVIEW CURRENT FMS CASES TO IDENTIFY ANY SUPPLY OR FINANCIAL CONDITIONS INCONSISTENT WITH THE SUPPLY AND FINANCIAL DATA ON THE DD FORM 1513, LETTER OF OFFER AND ACCEPTANCE, AND RECOMMEND CORRECTIVE ACTIONS.

3.1.58 TRACK THE PROGRESS OF CASE RECONCILIATION EFFORTS TO COMPLETION OF ALL CORRECTIVE ACTIONS AND EVENTUAL CASE CLOSURE.

3.1.59 EXAMINE FMS GENERAL CASE CLOSURE ISSUES. REVIEW EXISTING INSTRUCTIONS AND PROCEDURES PERTAINING TO FMS CASE CLOSURE AND ON THE BASIS OF THE FINDINGS, MAKE RECOMMENDATIONS FOR IMPROVEMENT IN THE ADMINISTRATION OF CASE CLOSURE ACTIVITIES.

3.1.60 REVIEW FMS LIFE CYCLE CASE MANAGEMENT. TRACK PRIMARY CASE PLANNING DOCUMENTS TO IDENTIFY ANY ACTION NOT PROCEEDING ACCORDING TO THE PROJECT DIRECTIVE (PD). PROVIDE RECOMMENDED PD REVISIONS TO ENSURE CLOSURE CASES SHALL BE DELIVERED ON TIME AND WITHIN CASE COSTS.

3.1.61 COLLECT AND ORGANIZE DATA FOR PRICE AND AVAILABILITY PREPARATION IN ACCORDANCE WITH THE SECURITY ASSISTANCE MANAGEMENT MANUAL AND VOLUME 15, DoD FINANCIAL MANAGEMENT REGULATION. INPUT DATA FOR PRICING AND AVAILABILITY (P&As) AND LETTER OF OFFER AND ACCEPTANCE (LOA) INTO THE DEFENSE SECURITY ASSISTANCE MANAGEMENT SYSTEM (DSAMS).

3.1.62 PROVIDE FINANCIAL ANALYSES OF FMS PROGRAMS AND TRACK CASE COMMITMENTS, OBLIGATIONS AND EXPENDITURES USING THE MANAGEMENT INFORMATION SYSTEM REPORTING SYSTEM (MISIL) AND DEFENSE INTEGRATED FINANCIAL MANAGEMENT SYSTEM (DIFMS). PROVIDE A COMPARISON BY ACTIVITY OF THE COST ESTIMATES USED IN THE LETTER OF OFFER AND ACCEPTANCE (LOA), CURRENT COST ESTIMATES, FUNDS ALLOCATED TO EACH ACTIVITY VIA PDs AND FUNDS COMMITTED, OBLIGATED AND AVAILABLE. PROVIDE ESTIMATED COST INFORMATION ON INDIVIDUAL FMS CASE ELEMENTS AS WELL AS PROJECTIONS ON FUNDING DEFICITS AND/OR SURPLUSES. PROVIDE RECOMMENDATIONS FOR THE RESOLUTION OF PROBLEMS.

3.1.63 PROVIDE INPUTS FOR CONFERENCES AND SITE SURVEYS. THIS INCLUDES PRE-CONFERENCE RESEARCH AND ISSUE PAPER PREPARATION AND POST-CONFERENCE FOLLOW-UP SUPPORT INCLUDING PROBLEM TRACKING, RESOLUTION AND STATUS REPORTING.

3.1.64 REVISE AND UPDATE MANAGEMENT INFORMATION RELATED TO FMS PROGRAM RESPONSIBILITIES AND PROVIDE RECOMMENDATIONS FOR THE DEVELOPMENT AND MAINTENANCE OF MANAGEMENT INFORMATION SYSTEMS. PROVIDE RECOMMENDATIONS FOR ACQUISITION AND INTEGRATION OF SOFTWARE.

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3.1.65 PROVIDE REQUIREMENTS, ACQUISITION AND PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM (PPBES) TRAINING SUPPORT TO PROGRAM OFFICE PERSONNEL. CONTRACTOR WILL PROVIDE SPECIALIZED TRAINING TO PROGRAM OFFICE PERSONNEL COVERING CURRENT DOD ACQUISITION POLICY AND THE PROGRAMMING AND BUDGETING PROCESS.

#### **4.0 OTHER DIRECT COSTS**

4.1 THE CONTRACTOR MAY BE REQUIRED TO PROVIDE MISCELLANEOUS SUPPLIES AND HARDWARE FOR REPORT PUBLICATION AND DISSEMINATION AND OTHER EQUIPMENT, SUPPLIES AND MAILINGS IN SUPPORT OF THIS EFFORT THROUGH OTHER DIRECT COSTS (ODC).

4.2 THE MATERIAL EXPENSES SHALL BE AUTHORIZED BY THE TASK ORDER MANAGER (TOM), AND ONLY THOSE MATERIAL EXPENSES HAVING PRIOR TOM APPROVAL WILL BE REIMBURSED TO THE CONTRACTOR.

4.3 ALL MATERIAL ASSOCIATED WITH THIS CONTRACT THAT IS PURCHASED BY THE CONTRACTOR WILL BECOME THE PROPERTY OF THE FEDERAL GOVERNMENT.

#### **5.0 GENERAL SUPPORT REQUIREMENTS/UTILITIES**

5.1 THE CONTRACTOR SHALL MAINTAIN THE ELECTRONIC CAPABILITIES. MAINTAIN THE CAPABILITY TO PREPARE DOCUMENTS AND SOFTWARE PACKAGES COMPATIBLE WITH THE GOVERNMENT ADP ENVIRONMENT THROUGH THE SECURITY CLASSIFICATION OF TOP SECRET. THE CURRENT ENVIRONMENT IS AS FOLLOWS:

- MICROSOFT WINDOWS NT/2003/XP
- MICROSOFT PROJECT 2003
- MICROSOFT OFFICE 2003/XP
- MICROSOFT EXCEL 2003
- MICROSOFT WORD FOR WINDOWS 2003
- MICROSOFT POWER POINT 2003
- MICROSOFT OUTLOOK 2003/XP

5.2 THE CONTRACTOR SHALL MAINTAIN THE ABILITY TO INTERFACE WITH AND TRANSFER DATA TO AND FROM PMA-208 SOFTWARE APPLICATIONS AND THEIR UPGRADED VERSIONS.

5.3 THE CONTRACTOR SHALL MAINTAIN STATE-OF THE-ART VIRUS SOFTWARE AND ENSURE THAT ALL MEDIA ARE VIRUS FREE WHEN DELIVERED.

5.4 THE CONTRACTOR SHALL BE CAPABLE OF INTERNET AND LAN COMMUNICATIONS WITH THE PROGRAM OFFICE IN ACCORDANCE WITH NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION (NAWCAD) INFORMATION MANAGEMENT DEPARTMENT (IMD) STANDARDS.

5.5 THE CONTRACTOR SHALL BE CAPABLE OF MAINTAINING REAL-TIME COMMUNICATIONS, BOTH VOICE AND DATA TRANSFER CAPABILITIES, WITH PMA-208 DURING WORKING HOURS WHETHER AT CONTRACTOR WORK SITE, THE PMA OFFICE OR ON TRAVEL.

5.6 THE CONTRACTOR SHALL UTILIZE PORTABLE COMPUTERS AND CELL PHONES COMPATIBLE WITH PMA-208 SYSTEMS TO MAINTAIN REAL-TIME COMMUNICATIONS.

5.7 ALL DOCUMENTATION SHALL BE PREPARED IN ACCORDANCE WITH NAVY CORRESPONDENCE GUIDELINES AND PEO(U&W) ADMINISTRATIVE PROCEDURES.

5.8 THE CONTRACTOR SHALL PROVIDE THE GRAPHIC CAPABILITIES REQUIRED TO ASSEMBLE, ORGANIZE AND EDIT TECHNICAL MATERIAL FOR PRESENTATIONS .

5.9 THE CONTRACTOR SHALL PROVIDE TECHNICAL RECOMMENDATIONS FOR PROGRAM

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DOCUMENTATION IN ACCORDANCE WITH DoD 5000.1 AND DoD 5000.2 AND SECNAV 5000.2C.

5.10 THE CONTRACTOR SHALL, WHEN SPECIFIED BY THE CUSTOMER, ATTEND MEETINGS IN AN ADVISORY CAPACITY TO THE PROGRAM OFFICE AND MAINTAIN MINUTES, WHICH SHALL INCLUDE A SUMMARY OF AGENDA ITEMS, DISCUSSIONS AND ACTION ITEMS.

5.11 THE CONTRACTOR SHALL BE CAPABLE OF PERFORMING WORK IN THE CONTRACTOR'S FACILITIES AND AT THE GOVERNMENT PROGRAM OFFICE.

5.12 THE CONTRACTOR SHALL LOCATE AND SECURE CONFERENCE ROOM FACILITIES FOR CONDUCTING MEETINGS AT THE CLASSIFICATION LEVEL OF SECRET.

## **6.0 SECURITY**

6.1 THE PERSONNEL ASSIGNED TO THIS CONTRACT SHALL BE U.S. CITIZENS. ONLY U.S. CITIZENS MAY PERFORM UNDER THIS CONTRACT. THE LEVEL OF CLEARANCE REQUIRED TO PERFORM TASKING UNDER THIS CONTRACT IS UP TO AND INCLUDING SECRET FOR ALL PATUXENT RIVER CONTRACTOR PERSONNEL. TOP SECRET CLEARANCE IS REQUIRED FOR ONE CONTRACTOR WORKING ON-SITE AT GOVERNMENT FACILITIES IN ARLINGTON (CRYSTAL CITY) VA.

6.2 A MINIMUM OF CONFIDENTIAL SECURITY CLEARANCE IS REQUIRED FOR THE PERFORMANCE OF THIS STATEMENT OF WORK.

6.3 A SECURITY MATRIX WILL BE INCORPORATED AT THE TIME OF AWARD BASED ON THE CONTRACTOR'S PROPOSED PERSONNEL RESOURCE MATRIX.

## **7.0 CONTRACT DATA REQUIREMENTS LIST**

7.1 **The data to be furnished shall be in accordance with the Contract Data Requirements List (CDRL), DD Form 1423.**

7.2 WHEN REQUIRED BY THE CDRL, DELIVERY OF DATA SHALL BE ELECTRONIC. FILE FORMATS SHALL BE IDENTIFIED IN THE CDRL.

## **8.0 GOVERNMENT FURNISHED PROPERTY**

8.1 ALL GOVERNMENT FURNISHED INFORMATION IS THE PROPERTY OF THE U.S. GOVERNMENT AND SHALL NOT BE TRANSFERRED BY ANY INDIVIDUAL OR AGENCY PUBLIC OR PRIVATE WITHOUT THE EXPRESS WRITTEN APPROVAL OF THE TASK ORDER CONTRACTING OFFICER, EXCEPT AS REQUIRED FOR THE SPECIFIC PERFORMANCE OF TASKS UNDER THIS TASK ORDER.

8.2 CONTRACTORS PERFORMING ON-SITE SUPPORT WILL BE PROVIDED ACCESS TO WORKSPACES, TELEPHONE SERVICE, PRINTERS, FACSIMILE MACHINES, COPY MACHINES, SHREDDERS, COMPUTERS AND NETWORK ACCESS INCLUDING WEB SERVERS AND APPLICABLE DATABASES OR OTHER APPLICATIONS NECESSARY TO CARRY OUT ASSIGNED TASKS. THE WORKSPACES WILL NORMALLY BE AVAILABLE FROM 0700 TO 1800 MONDAY THROUGH FRIDAY. EXCEPTIONS TO THESE HOURS WILL BE COORDINATED WITH THE TASK ORDER MANAGER.

## **9.0 PLACE OF PERFORMANCE**

9.1 THE SERVICES TO BE PERFORMED HEREIN SHALL BE PERFORMED AT NAS PATUXENT RIVER (LEXINGTON PARK MARYLAND), CRYSTAL CITY (ARLINGTON VIRGINIA), AND THE CONTRACTOR FACILITY.

## **10.0 TRAVEL**

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10.1 THE CONTRACTOR WILL BE REQUIRED TO TRAVEL AND/OR WORK ON-SITE AT THE GOVERNMENT'S REQUEST. THE ANTICIPATED LOCATION(S) FOR TRAVEL MAY INCLUDE BUT ARE NOT LIMITED TO: **ESTIMATED ANNUAL TRAVEL**

<b>Destination</b>	<b># Trips</b>	<b># People</b>	<b># Days</b>
<b>PT Mugu, CA</b>	5	2	5
<b>China Lake, CA</b>	4	2	5
<b>San Diego, CA</b>	3	2	5
<b>Phoenix, AZ</b>	5	2	5
<b>Ft. Walton Beach, FL</b>	3	2	5
<b>Norfolk, VA</b>	3	2	5
<b>Washington, DC</b>	4	1	2
<b>Barking Sands, HI</b>	2	1	6
<b>Palmdale, CA</b>	2	2	5
<b>Paris, France</b>	2	3	10
<b>London, UK</b>	1	2	7

10.2 PURPOSE OF TRAVEL SUPPORT TO INCLUDE, BUT NOT LIMITED TO; DOCUMENTATION REVIEW, WEAPONS READINESS REVIEW (WRR) SUPPORT, CRITICAL DESIGN REVIEW (CDR), PRODUCT DESIGN REVIEW (PDR), BUDGET MID-YEAR REVIEWS, CONFERENCE SUPPORT FOR EVENTS (FOR EX. ASSOCIATION OF UNMANNED VEHICLE SYSTEMS INTERNATIONAL (AUVSI)), AND ANY OTHER PROGRAM SUPPORT REQUIRED BY THE PROGRAM OFFICE.

10.3 ALL TRAVEL EXPENSES WILL BE AUTHORIZED BY THE TASK ORDER MANAGER, AND ONLY THOSE TRAVEL EXPENSES HAVING VALID RECEIPTS AND TRAVEL CLAIMS WILL BE REIMBURSED TO THE CONTRACTOR. TRAVEL SHALL BE REIMBURSED AT COST IN ACCORDANCE WITH THE DEPARTMENT OF DEFENSE JOINT TRAVEL REGULATIONS.

Program Manager	
Sr Engineer - [REDACTED]	Key Personnel [REDACTED]
Sr Program Analyst - [REDACTED]	Key Personnel [REDACTED]
FMS Program /Logistics Analyst - [REDACTED]	
Program Analyst - [REDACTED]	
Jr. Program Analyst - [REDACTED]	
Configuration Analyst	
Sr.Graphics Specialist	
Consultant	
Acquisition Specialist	
Financial Analyst	
Admin Assistant	

**LABOR QUALIFICATIONS**

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## 11.1 INTRODUCTION

THE FOLLOWING STANDARD PERSONNEL QUALIFICATION DESCRIPTIONS WERE DEVELOPED IN ORDER TO SATISFY NEEDS FOR MORE CONSISTENT QUALITY IN CONTRACTOR SERVICES OBTAINED FOR NAVAIR. THEY ARE ALSO MEANT TO REDUCE TIME SPENT AND THE AMOUNT OF DUPLICATED EFFORT INVOLVED IN PREPARING CONTRACT PERSONNEL PROVISIONS. OTHER NEEDS AND CONCERNS THAT MAY BE ADDRESSED BY STANDARDIZING PERSONNEL QUALIFICATION DESCRIPTIONS ARE ELIMINATION OF OVERLY-SPECIALIZED OR RESTRICTIVE CONTRACTUAL REQUIREMENTS THAT MAY TEND TO REDUCE COMPETITION IN CONTRACTING, ESTABLISHMENT OF A BASIS FOR MORE CONSISTENT INTERPRETATION OF THE MEANING OF STATED REQUIREMENTS AND MORE CERTAINTY FOR BOTH GOVERNMENT AND CONTRACTORS AS TO WHAT OUR MINIMUM REQUIREMENTS ARE FOR SERVICES CONTRACT PERSONNEL.

SOME OF THE SOURCES RELIED UPON IN DEVELOPING THE STANDARD PERSONNEL QUALIFICATIONS DESCRIPTIONS PRESENTED HEREIN WERE CONTRACTUAL PROVISIONS FOR PERSONNEL QUALIFICATIONS PREVIOUSLY DEVELOPED BY NAVAIR AND OTHER NAVY ACTIVITIES, U.S. DEPARTMENT OF LABOR SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS, AND INPUTS PROVIDED BY TECHNICAL, CONTRACT MANAGEMENT, AND PROCUREMENT PERSONNEL. WHERE FEASIBLE, U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM) AND DEPARTMENT OF THE NAVY QUALIFICATION STANDARDS FOR FEDERAL EMPLOYEES WERE USED AS GUIDELINES IN PREPARING FUNCTIONAL DESCRIPTIONS AND EDUCATION AND EXPERIENCE REQUIREMENTS FOR CORRESPONDING CONTRACT LABOR CATEGORIES.

## 11.2 GUIDELINES FOR USE OF STANDARD LABOR CATEGORY DESCRIPTIONS.

EACH LABOR CATEGORY DESCRIPTION IS FORMATTED WITH A TITLE, FUNCTIONAL DESCRIPTION, EDUCATION QUALIFICATION, AND ONE OR MORE EXPERIENCE QUALIFICATIONS.

### FUNCTIONAL DESCRIPTIONS.

THE FUNCTIONAL DESCRIPTION FOR EACH LABOR CATEGORY INDICATES TASKS WHICH CONTRACTOR PERSONNEL WOULD TYPICALLY BE EXPECTED TO PERFORM IF THEY ARE ASSIGNED TO WORK IN THE CATEGORY. THEY ARE INTENDED TO BE GENERAL ENOUGH TO COVER THE BROAD SPECTRUM OF TASKING THAT COULD REASONABLY BE ASSIGNED UNDER THE CORRESPONDING CATEGORY TITLE. THEY ARE ALSO INTENDED TO SET MINIMUM STANDARDS FOR THE KINDS AND QUALITIES OF FUNCTIONAL SKILLS WHICH CONTRACTOR EMPLOYEES NEED TO PERFORM COMPETENTLY. THE FUNCTIONAL DESCRIPTIONS SHOULD BE USED AS THEY ARE STATED, SINCE THEY ARE NOT INTENDED TO BE TAILORED TO FIT SPECIALIZED TASKING REQUIREMENTS.

## 11.3 EDUCATION.

THE MINIMUM REQUIREMENTS FOR EDUCATION ACHIEVEMENT SET FORTH IN EACH CATEGORY DESCRIPTION ARE CLOSELY ALIGNED WITH OPM'S MINIMUM REQUIREMENTS FOR FEDERAL EMPLOYEES WHO PERFORM EQUIVALENT FUNCTIONS IN THE EQUIVALENT CIVIL SERVICE CATEGORY. IN SOME CATEGORIES, FUNCTIONAL EXPERIENCE MAY BE SUBSTITUTED FOR SPECIFIC EDUCATIONAL ACHIEVEMENT TO THE EXTENT INDICATED IN ALLOWABLE SUBSTITUTION. WHERE THIS IS THE CASE, THE EDUCATIONAL REQUIREMENT IS TO BE READ (AND MET) EITHER AS STATED OR THROUGH THE ALLOWABLE SUBSTITUTION WITHOUT REFERENCE TO THE EXPERIENCE REQUIREMENT OF THE LABOR CATEGORY. IN OTHER WORDS, IN DETERMINING

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WHETHER PROPOSED CONTRACTOR PERSONNEL QUALIFY IN A CATEGORY, THE RESUME PRESENTED FOR THEM ARE TO BE EVALUATED SEPARATELY AGAINST THE EDUCATION REQUIREMENT AND AGAINST THE EXPERIENCE REQUIREMENT(S) THAT IS INDICATED. FOR EXAMPLE: IF A SENIOR ENGINEERING TECHNICIAN REQUIRES A BACHELOR'S DEGREE, AND 10 YEARS OF EXPERIENCE, BUT HAS AN ALLOWABLE SUBSTITUTION OF 8 ADDITIONAL YEARS OF EXPERIENCE FOR THE BACHELOR'S DEGREE. TO MEET THE REQUIREMENTS THE PROPOSED PERSON SHOULD HAVE A BACHELOR'S DEGREE AND 10 YEARS OF EXPERIENCE, OR NO DEGREE AND 18 YEARS OF EXPERIENCE. IT SHOULD BE NOTED THAT THE SAME DEGREE OF FLEXIBILITY IN SUBSTITUTING EXPERIENCE IN LIEU OF EDUCATION AS IS PROVIDED UNDER THE GOVERNMENT'S QUALIFICATION STANDARDS FOR CIVIL SERVANTS IS NOT NECESSARILY AVAILABLE UNDER THE CONTRACTOR PERSONNEL QUALIFICATION STANDARDS. HOWEVER, THE SAME BASIC EDUCATIONAL REQUIREMENTS, WHICH MUST BE MET TO QUALIFY FOR GOVERNMENT POSITIONS, HAVE BEEN APPLIED IN THE REQUIREMENTS FOR CONTRACTOR PERSONNEL. STATED REQUIREMENTS FOR EDUCATION ARE TO BE VIEWED AS MINIMUM REQUIREMENTS.

#### 11.4 EXPERIENCE.

##### GENERAL REQUIREMENTS.

AN ELEMENT FOR THE GENERAL EXPERIENCE THAT IS NEEDED TO PERFORM IN EACH CATEGORY IS STATED. IN MOST CASES, THIS GENERAL REQUIREMENT IS STATED IN TERMS OF THE NUMBER OF YEARS THAT PROPOSED PERSONNEL MUST HAVE PERFORMED WORK OF THE NATURE DESCRIBED IN THE CORRESPONDING FUNCTIONS SECTION OF EACH CATEGORY DESCRIPTION. FOR SOME CATEGORIES, ESPECIALLY THOSE REQUIRING MANAGEMENT OR SUPERVISORY EXPERIENCE IN ADDITION TO TECHNICAL EXPERIENCE, ADDITIONAL GENERAL EXPERIENCE ELEMENT MAY BE FOUND. "EXPERIENCE" AND "YEARS OF EXPERIENCE" MEAN FULL YEARS OF PARTICIPATION IN RELEVANT FUNCTIONAL ACTIVITIES ON THE BASIS OF THE STANDARD FORTY-HOUR WORKWEEK OR THE STANDARD WORK YEAR. PART-TIME EXPERIENCE IS ALSO CREDITABLE IN ACCORDANCE WITH PERTINENT DEFINITIONS.

#### 11.5 SPECIALIZED EXPERIENCE.

AN ADDITIONAL SPECIALIZED EXPERIENCE REQUIREMENT MAY BE FOUND IN CATEGORY DESCRIPTIONS FOR ENGINEERING, COMPUTER, AND OTHER TECHNICAL PERSONNEL. THIS ELEMENT ALLOWS THE GOVERNMENT TO MORE CLOSELY TAILOR PERSONNEL REQUIREMENTS TO THE PARTICULAR NEEDS OF THE TECHNICAL EFFORT.

#### 11.6 DEFINITIONS.

AS USED IN THE MINIMUM PERSONNEL QUALIFICATION DESCRIPTIONS FOR THIS CONTRACT ARE AS FOLLOWS:

ACADEMIC YEAR - A FULL YEAR OR COMPLETE YEAR OF STUDY AT A JUNIOR COLLEGE, COLLEGE, UNIVERSITY, OR OTHER ACADEMIC INSTITUTION TOWARD WHICH AT LEAST 30 SEMESTER HOURS OR 45 QUARTER HOURS OF UNDERGRADUATE STUDY, OR 18 SEMESTER HOURS OR 27 QUARTER HOURS OF POST GRADUATE STUDY WERE COMPLETED.

ACCREDITED INSTITUTION - A POST-SECONDARY EDUCATIONAL INSTITUTION (JUNIOR COLLEGE, COLLEGE, UNIVERSITY, OR TECHNICAL, TRADE, OR PROFESSIONAL SCHOOL) WHICH WAS APPROVED BY AN ACCREDITING AGENCY LISTED AS NATIONALLY RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION.

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ACCREDITED PROGRAM - AN EDUCATIONAL PROGRAM OR COURSE OF STUDY OFFERED BY A POST-SECONDARY EDUCATIONAL INSTITUTION THAT WAS APPROVED BY AN ACCREDITING AGENCY LISTED AS NATIONALLY RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION.

DEGREE - AN ACADEMIC TITLE CONFERRED BY AN EDUCATIONAL INSTITUTION UPON COMPLETION OF A UNIFIED COURSE OF STUDY; IF NOT OTHERWISE QUALIFIED, THE TERM SHALL MEAN A DEGREE AT THE BACHELOR'S, MASTER'S OR DOCTORAL LEVELS ONLY.

POSTGRADUATE DEGREE - MASTER'S, PH.D., OR OTHER PROFESSIONAL DEGREE FOR WHICH COMPLETION OF AN UNDERGRADUATE CURRICULUM OR RECEIPT OF A BACHELOR'S DEGREE WAS A PREREQUISITE.

ENGINEERING AND ENGINEERING DISCIPLINE - WHEN USED IN RELATION TO EDUCATIONAL OR WORK EXPERIENCE REQUIREMENT, "ENGINEERING" SHALL MEAN ANY OF THE FOLLOWING SPECIFIC SUBJECT, DISCIPLINES, OR AREAS OF WORK EXPERIENCE ONLY: AEROSPACE, CHEMICAL, CIVIL, ENVIRONMENTAL, COMPUTER, ELECTRICAL, ELECTRONICS, INDUSTRIAL, MATERIALS, MECHANICAL, NUCLEAR, OR SAFETY ENGINEERING, AND ENGINEERING TECHNOLOGY.

#### 11.7 EXPERIENCE AND YEARS OF EXPERIENCE.

WHEN USED IN RELATION TO REQUIREMENTS FOR PAST PARTICIPATION IN PROFESSIONAL WORK OR EMPLOYMENT ACTIVITIES, "EXPERIENCE" SHALL MEAN FULL-TIME (ON THE BASIS OF A STANDARD FORTY-HOUR WORKWEEK) PARTICIPATION, AT LEAST ONE-HALF OF WHICH TIME WAS SPENT PERFORMING QUALIFYING FUNCTIONS AS A PRACTITIONER OR EMPLOYEE.

WHEN USED IN RELATION TO REQUIREMENTS FOR A PARTICULAR TERM OR PERIOD OF PARTICIPATION, "YEARS OF EXPERIENCE" SHALL MEAN FULL, PRODUCTIVE YEARS OF PARTICIPATION. PRODUCTIVE YEARS ARE WORK YEARS OF FIFTY-TWO WEEKS REDUCED BY REASONABLE AMOUNTS OF TIME FOR HOLIDAY, ANNUAL, AND SICK LEAVE. IF PARTICIPATION WAS PART-TIME, OR IF LESS THAN ONE-HALF OF THE STANDARD WORK WEEK WAS SPENT PERFORMING QUALIFYING FUNCTIONS, THE ACTUAL TIME SPENT PERFORMING QUALIFYING FUNCTIONS MAY BE CUMULATED TO ARRIVE AT FULL YEARS (OR YEARS AND MONTHS) OF EXPERIENCE. FOR EXAMPLE, ONLY THE ACTUAL NUMBER OF FULL DAYS (OR FULL-DAY EQUIVALENTS) OF DUTY OF DRILLS COMPLETED DURING A YEAR OF MILITARY RESERVE PARTICIPATION, OR IN OTHER QUALIFYING PART-TIME EMPLOYMENT OR PRACTICE MAY BE CUMULATED TOWARD YEARS OF EXPERIENCE. QUALIFYING PART-TIME EXPERIENCE PERFORMED IN ADDITION TO OTHER FULL-TIME QUALIFYING EMPLOYMENT DURING THE SAME PERIOD OF TIME MAY BE CUMULATED ON A FULL-TIME EQUIVALENT BASIS AND ADDED TO THE FULL-TIME EXPERIENCE TO SATISFY A TOTAL EXPERIENCE REQUIREMENT.

WHEN BOTH AN EDUCATION/TRAINING QUALIFICATION AND EXPERIENCE QUALIFICATION ARE INDICATED AS MINIMUM REQUIREMENTS, ALL RELATIVE EXPERIENCE ACCUMULATED WHILE ATTAINING OF THE RELATED EDUCATIONAL QUALIFICATION MAY BE CONSIDERED AS QUALIFYING EXPERIENCE. AIRCRAFT SYSTEMS MAY INCLUDE, BUT IS NOT LIMITED TO AVIONICS SYSTEMS, WEAPONS SYSTEMS AND ASSOCIATED WEAPONS, ELECTRONIC WARFARE SYSTEMS, TEST RANGES AND ANY AND ALL OTHER RELATED SYSTEMS BE ON THE AIRCRAFT OR ON THE GROUND/SHIP THAT PERTAIN TO AIRCREW OR MAINTENANCE CREW TRAINING AND ASSIST IN OVERALL INDIVIDUAL/UNIT COMBAT READINESS. EXPERIENCE WITH AIRCRAFT SYSTEMS MAY INCLUDE MISSILE, UAV, AND OTHER WEAPON SYSTEMS.

WORK YEAR IS 2,080 HOURS INCLUSIVE OF HOLIDAYS AND LEAVE.

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## MINIMUM LABOR CATEGORY AND QUALIFICATION REQUIREMENTS

### 11.8 LABOR CATEGORIES

#### 11.8.1 PROGRAM MANAGER

##### FUNCTIONS.

-ACTS AS THE OVERALL LEAD, MANAGER AND ADMINISTRATOR FOR THE CONTRACT EFFORT. SERVES AS THE PRIMARY INTERFACE AND POINT OF CONTACT WITH GOVERNMENT PROGRAM AUTHORITIES AND REPRESENTATIVES ON TECHNICAL AND PROGRAM/PROJECT ISSUES. SUPERVISES CONTRACTOR PERSONNEL PROGRAM/PROJECT OPERATIONS BY DEVELOPING PROCEDURES, PLANNING AND DIRECTING EXECUTION OF THE TECHNICAL, PROGRAMMING, MAINTENANCE AND ADMINISTRATIVE SUPPORT EFFORT AND MONITORING AND REPORTING PROGRESS. MANAGES ACQUISITION AND EMPLOYMENT OF PROGRAM/PROJECT RESOURCES AND CONTROLS FINANCIAL AND ADMINISTRATIVE ASPECTS OF THE PROGRAM/PROJECT WITH RESPECT TO CONTRACT REQUIREMENTS. A PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION IS DESIRABLE. MAY PROVIDE SUPPORT TO FMS LEADERSHIP CONCERNING NEW BUSINESS DEVELOPMENT AND SECURITY ASSISTANCE POLICIES/PROCESSES, AS WELL AS LIAISON WITH GOVERNMENT AGENCIES ON ISSUES OF INTERPRETATION, PREPARATION, EXCEPTION AND WAIVERS OF THOSE POLICIES AND PROCEDURES.

##### EDUCATION:

-BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND  
-LEVEL 3 INTERNATIONAL AFFAIRS (IA) CERTIFICATION IS DESIRED; AND

##### EXPERIENCE.

-A MINIMUM OF FIFTEEN (15) YEARS OF PROFESSIONAL EXPERIENCE IN THE DEFENSE ACQUISITION PROCESS.  
-THREE (3) YEARS OF WHICH MUST HAVE BEEN IN THE PREVIOUS SIX (6) YEARS, IN SUPPORT OF NAVY ACQUISITION MANAGEMENT; AND  
-A MINIMUM OF SIX (6) YEARS SUPERVISORY EXPERIENCE.  
-EXPERIENCE WITH AIRCRAFT SYSTEMS, HARDWARE AND SOFTWARE, CONFIGURATION CONTROL, TEST AND EVALUATION, SYSTEMS INTEGRATION, AND SYSTEMS SUPPORTABILITY IS NECESSARY.  
-EXPERIENCE IN INITIATING AND MAINTAINING TECHNICAL DIRECTION WITHIN BROAD PROGRAM OBJECTIVES DIRECTLY RELATED TO AIRCRAFT SYSTEMS, HARDWARE AND SOFTWARE, CONFIGURATION CONTROL, TEST AND EVALUATION, SYSTEMS INTEGRATION, AND SYSTEMS SUPPORTABILITY.  
-DEMONSTRATED WRITTEN AND ORAL COMMUNICATION SKILLS.  
-EXPERIENCE MANAGING DIFFERENT PHASES OF WEAPON SYSTEM ACQUISITION, INCLUDING CONCEPT –DEVELOPMENT, SD&D FAMILIAR WITH ACQUISITION POLICIES AND PROCEDURES.  
-DEMONSTRATED KNOWLEDGE OF AND EXPERIENCE WITH THE REQUIREMENTS OF THE DOD 5000 SERIES.  
-DEMONSTRATED ABILITY TO WORK WITH LARGE AND DIVERSE TEAMS AND THE ABILITY TO EFFECTIVELY PROVIDE GUIDANCE, DIRECTION, AND SUPERVISION IN AREAS OF PROGRAM MANAGEMENT, SYSTEMS ENGINEERING, MAJOR SYSTEM ACQUISITIONS, AND FINANCIAL MANAGEMENT TO THE TECHNICAL STAFF.  
-EXPERIENCE IN N-ERP/SAP PROCEDURES IS DESIRED.

##### ALLOWABLE SUBSTITUTION.

-AN ADDITIONAL POSTGRADUATE DEGREE IN ENGINEERING, MATHEMATICS, PHYSICAL

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SCIENCE, BUSINESS ADMINISTRATION, OR MANAGEMENT WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.

-A PROJECT MANAGEMENT INSTITUTE (PMI), PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION WILL BE CONSIDERED EQUIVALENT TO 4 YEARS GENERAL EXPERIENCE.

-AN ADDITIONAL EIGHT (8) YEARS OF GENERAL EXPERIENCE WILL BE CONSIDERED EQUIVALENT TO A BACHELORS DEGREE.

-AN ADDITIONAL FOUR (4) YEARS OF GENERAL EXPERIENCE WITH AN ASSOCIATES DEGREE WILL BE CONSIDERED EQUIVALENT TO A BACHELORS DEGREE.

### 11.8.2 FINANCIAL ANALYST

#### FUNCTIONS.

-PERFORMS ANALYTICAL AND EVALUATIVE WORK REQUIRING A COMPREHENSIVE KNOWLEDGE OF: THEORY AND PRINCIPLES; FINANCIAL AND MANAGEMENT ORGANIZATION, OPERATIONS, AND PRACTICES; PERTINENT STATUTORY OR REGULATORY PROVISIONS; AND RELATED BASIC ECONOMIC, ACCOUNTING, AND LEGAL PRINCIPLES.

#### EDUCATION.

-ASSOCIATES DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND

#### EXPERIENCE.

-A MINIMUM OF FOUR (4) YEARS DEMONSTRATED IN DOD FINANCIAL ANALYSIS; AND

-TWO (2) OF THE FOUR (4) YEARS MUST INCLUDE EXPERIENCE IN ACCOUNTING USING DON AUTOMATED ACCOUNTING AND BUDGETING SYSTEMS.

-DEMONSTRATED UNDERSTANDING OF FUNDING DOCUMENTS, OBLIGATION/EXPENDITURE PHASING PLANS, AND THE DOD PLANNING, PROGRAMMING, AND BUDGET SYSTEM PROCESS.

-EXPERIENCE IN N-ERP/SAP PROCEDURES IS DESIRED.

-TWO (2) YEARS OF EXPERIENCE WORKING WITH AUTOMATED FINANCIAL TRACKING SYSTEMS. ALLOWABLE SUBSTITUTION.

-AN ADDITIONAL POSTGRADUATE DEGREE IN ACCOUNTING, BUSINESS OR OTHER FINANCIAL DISCIPLINE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.

-AN ADDITIONAL FOUR (4) YEARS OF GENERAL EXPERIENCE IS EQUIVALENT TO AN ASSOCIATES DEGREE.

-AN ADDITIONAL EIGHT (8) YEARS OF GENERAL EXPERIENCE IS EQUIVALENT TO A BACHELORS DEGREE.

### 11.8.3 PROGRAM ANALYST (SENIOR)

#### FUNCTIONS.

-PERFORMS PROGRAM MANAGEMENT, TECHNICAL, OR BUSINESS ANALYSIS. PROVIDES PROGRAM ANALYSIS SUPPORT AND HAS KNOWLEDGE OF DoD SYSTEMS ACQUISITIONS. PARTICIPATES AS A MEMBER OF AND/OR SUPPORTS THE SPECIFIED PROGRAM INTEGRATED PRODUCT TEAMS (IPTs); AND IPT DIRECTED BUSINESS MEETINGS. TRACKS PROGRAM/PROJECT STATUS AND SCHEDULES. APPLIES POLICIES AND PROCEDURES RELATIVE TO CASE MANAGEMENT, CASE CLOSURE, FINANCIAL PLANNING AND TRACKING OF COMMITMENTS, OBLIGATIONS, AND EXPENDITURES. FAMILIAR WITH SECNAV, OPNAV, AND OSD FORMS RELATED TO PPBS, MILITARY INTERDEPARTMENTAL PROCUREMENT REQUESTS, WORK REQUESTS, REQUISITIONS, CONTRACT DATA REQUIREMENTS LISTS, AND DD254's. UTILIZES WRITTEN AND ORAL COMMUNICATION SKILLS COMMENSURATE WITH TECHNICAL ROLE.

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EDUCATION

- BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY AND
- LEVEL 3 INTERNATIONAL AFFAIRS (IA) CERTIFICATION IS DESIRED; AND

EXPERIENCE

- A MINIMUM OF TEN (10) YEARS OF EXPERIENCE IN PROGRAM MANAGEMENT, TECHNICAL, OR BUSINESS ANALYSIS DISCIPLINE; AND
- A MINIMUM OF SIX (6) YEARS OUT OF 10 YEARS OF RECENT WORK EXPERIENCE RELATED TO ANALYSIS AND PLANNING.
- FAMILIARITY WITH SECNAV, OPNAV, AND OSD FORMS RELATED TO PPBS, MILITARY INTERDEPARTMENTAL PROCUREMENT REQUESTS, WORK REQUESTS, REQUISITIONS, CONTRACT DATA REQUIREMENTS LIST, AND DD254 IS REQUIRED.
- DEMONSTRATED WRITTEN AND ORAL COMMUNICATION SKILLS COMMENSURATE WITH TECHNICAL ROLE ARE REQUIRED.
- EXPERIENCE IN N-ERP/SAP PROCEDURES IS REQUIRED.

ALLOWABLE SUBSTITUTION.

- EIGHT (8) YEARS OF ACQUISITION EXPERIENCE OVER AND ABOVE THE MINIMUM EXPERIENCE REQUIREMENTS FOR THE POSITION WILL BE CONSIDERED EQUIVALENT TO A BACHELOR'S DEGREE.
- AN ADDITIONAL POSTGRADUATE DEGREE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.
- AN ADDITIONAL FOUR (4) YEARS OF GENERAL EXPERIENCE WITH AN ASSOCIATES DEGREE WILL BE CONSIDERED EQUIVALENT TO A BACHELORS DEGREE.

11.8.4 PROGRAM ANALYST. (FOR FMS POSITION)

FUNCTIONS

- APPLIES POLICIES AND PROCEDURES RELATIVE TO CASE MANAGEMENT, CASE CLOSURE, FINANCIAL PLANNING AND TRACKING OF COMMITMENTS, OBLIGATIONS, AND EXPENDITURES. UTILIZES MANAGEMENT INFORMATION SYSTEMS FOR INTERNATIONAL LOGISTICS (MISIL), DODSAP CASE IMPLEMENTATION POLICIES AND PROCEDURES, AND COOPERATIVE LOGISTICS SUPPLY SUPPORT ARRANGEMENTS (CLSSA). UTILIZES WRITTEN AND ORAL COMMUNICATION SKILLS COMMENSURATE WITH TECHNICAL ROLE. RESPONSIBILITIES INCLUDE ANALYZE AND GATHER DATA RELATED TO MAJOR WEAPONS SYSTEMS IN RESPONSE TO INTERNATIONAL CUSTOMER REQUEST. MONITOR AND TRACK DELIVERIES, PREPARE AGENDA MINUTES AND MONITOR ACTIONS RELATED TO CUSTOMER MEETINGS AND REVIEWS.
- COORDINATE/MANAGE ASSIGNED FMS CASE/PROGRAMS, ENSURING ALL TERMS AND CONDITIONS OF THE LOA ARE SATISFIED.

EDUCATION.

- BACHELOR'S DEGREE IN FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND

EXPERIENCE.

- A MINIMUM OF SIX (6) YEARS OF EXPERIENCE IN PROGRAM MANAGEMENT, TECHNICAL OR BUSINESS ANALYSIS DISCIPLINE; AND
- INCLUDED IN THE SIX (6) YEARS, THERE MUST BE THREE (3) YEARS PROFESSIONAL EXPERIENCE IN TECHNICAL EFFORTS SUPPORTING MAJOR WEAPON SYSTEMS AND COMPONENTS DEVELOPMENT.
- EXPERIENCE IN UTILIZING SPECIAL TECHNIQUES FOR DATA REDUCTION AND USE OF MANAGEMENT MINFORMATION SYSTEMS AND PROGRAM MASTER PLANS IS DESIRED.

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- EXPERIENCE AS A MEMBER OF AND/OR SUPPORT THE SPECIFIED PROGRAM INTEGRATED PRODUCT TEAMS (IPTs) AND IPT DIRECTED BUSINESS MEETINGS.
- DEMONSTRATED EXPERIENCE IN THE TRACK PROGRAM/PROJECT STATUS AND SCHEDULES.
- FAMILIARITY WITH SECNAV, OPNAV AND OSD FORMS RELATED TO PPBS, MILITARY INTERDEPARTMENTAL PROCUREMENT REQUESTS, WORK REQUESTS, REQUISITIONS, CONTRACT DATA REQUIREMENTS LIST, AND DD 254 IS REQUIRED.
- DEMONSTRATED WRITTEN AND ORAL COMMUNICATIONS SKILLS.
- EXPERIENCE IN N-ERP/SAP PROCEDURES IS DESIRED.

ALLOWABLE SUBSTITUTION.

- EIGHT (8) YEARS OF ACQUISITION EXPERIENCE OVER AND ABOVE THE MINIMUM EXPERIENCE REQUIREMENTS FOR THE POSITION WILL BE CONSIDERED EQUIVALENT TO A BACHELOR'S DEGREE.
- AN ADDITIONAL POSTGRADUATE DEGREE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.
- AN ADDITIONAL FOUR (4) YEARS OF GENERAL EXPERIENCE WITH AN ASSOCIATES DEGREE WILL BE CONSIDERED EQUIVALENT TO A BACHELORS DEGREE.

11.8.5 PROGRAM ANALYST

FUNCTIONS.

- PERFORMS PROGRAM MANAGEMENT, TECHNICAL, OR BUSINESS ANALYSIS. PROVIDES PROGRAM ANALYSIS SUPPORT AND HAS KNOWLEDGE OF DoD SYSTEMS ACQUISITIONS IN THE TECHNICAL OR PROGRAM AREA SPECIFIED IN TASK ORDERS. PARTICIPATES AS A MEMBER OF AND/OR SUPPORTS THE SPECIFIED PROGRAM INTEGRATED PRODUCT TEAMS (IPTs); AND IPT DIRECTED BUSINESS MEETINGS. COLLECT, COMPLETE, ORGANIZE AND INTERPRET TECHNICAL DATA AND FINANCIAL INFORMATION RELATING TO AIRCRAFT ACQUISITION AND PRODUCT PROGRAMS. TRACKS PROGRAM/PROJECT STATUS AND SCHEDULES. APPLIES POLICIES AND PROCEDURES RELATIVE TO CASE MANAGEMENT, CASE CLOSURE, FINANCIAL PLANNING AND TRACKING OF COMMITMENTS, OBLIGATIONS, AND EXPENDITURES. FAMILIAR WITH SECNAV, OPNAV, AND OSD FORMS RELATED TO PPBS, MILITARY INTERDEPARTMENTAL PROCUREMENT REQUESTS, WORK REQUESTS, REQUISITIONS, CONTRACT DATA REQUIREMENTS LISTS, AND DD254's. UTILIZES WRITTEN AND ORAL COMMUNICATION SKILLS COMMENSURATE WITH TECHNICAL ROLE.

EDUCATION.

- BACHELOR'S DEGREE IN FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND

EXPERIENCE.

- A MINIMUM OF SIX (6) YEARS OF EXPERIENCE IN PROGRAM MANAGEMENT, TECHNICAL OR BUSINESS ANALYSIS DISCIPLINE; AND -INCLUDED IN THE SIX (6) YEARS, THERE MUST BE THREE (3) YEARS PROFESSIONAL EXPERIENCE IN TECHNICAL EFFORTS SUPPORTING MAJOR WEAPON SYSTEMS AND COMPONENTS DEVELOPMENT.
- EXPERIENCE IN UTILIZING SPECIAL TECHNIQUES FOR DATA REDUCTION AND USE OF MANAGEMENT INFORMATION SYSTEMS AND PROGRAM MASTER PLANS IS DESIRED.
- EXPERIENCE AS A MEMBER OF AND/OR SUPPORT THE SPECIFIED PROGRAM INTEGRATED PRODUCT TEAMS (IPTs) AND IPT DIRECTED BUSINESS MEETINGS.
- DEMONSTRATED EXPERIENCE IN THE TRACK PROGRAM/PROJECT STATUS AND SCHEDULES.
- FAMILIARITY WITH SECNAV, OPNAV AND OSD FORMS RELATED TO PPBS, MILITARY INTERDEPARTMENTAL PROCUREMENT REQUESTS, WORK REQUESTS, REQUISITIONS, CONTRACT DATA REQUIREMENTS LIST, AND DD 254 IS REQUIRED.
- DEMONSTRATED WRITTEN AND ORAL COMMUNICATIONS SKILLS.

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-EXPERIENCE IN N-ERP/SAP PROCEDURES IS DESIRED.

ALLOWABLE SUBSTITUTION.

EIGHT (8) ADDITIONAL YEARS OF GENERAL EXPERIENCE DIRECTLY RELATING TO PROGRAM ANALYSIS CAN SUBSTITUTE FOR THE BACHELORS DEGREE.

AN ADDITIONAL POSTGRADUATE DEGREE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.

AN ADDITIONAL FOUR (4) YEARS OF GENERAL EXPERIENCE WITH AN ASSOCIATES DEGREE WILL BE CONSIDERED EQUIVALENT TO A BACHELORS DEGREE.

11.8.6 ENGINEER (SENIOR)

-APPLIES SYSTEMS ENGINEERING PRINCIPLES TO INVESTIGATE, ANALYZE, PLAN, DESIGN, DEVELOP, IMPLEMENT, TEST, OR EVALUATE MILITARY WEAPON SYSTEMS: REVIEW AND PREPARE SYSTEM ENGINEERING AND TECHNICAL ANALYSES, REPORTS, CHANGE PROPOSALS, AND OTHER TECHNICAL DOCUMENTATION. APPLIES SYSTEM ENGINEERING EXPERIENCE TO PERFORM FUNCTIONS SUCH AS SYSTEM INTEGRATION, CONFIGURATION MANAGEMENT, QUALITY ASSURANCE TESTING, OR ACQUISITION AND RESOURCE MANAGEMENT. ANALYZES, DESIGNS, DEVELOPS, IMPLEMENTS, TESTS, OR EVALUATES AUTOMATED DATA PROCESSING SOFTWARE RELATED TO ENGINEERING OR FUNCTIONAL REQUIREMENTS OF MILITARY WEAPONS SYSTEMS, ASSOCIATED SUPPORT SYSTEMS, OR MANAGEMENT INFORMATION SYSTEMS.

EDUCATION

-BACHELOR'S DEGREE IN ENGINEERING, OPERATIONS RESEARCH, PHYSICS, COMPUTER SCIENCE, MATHEMATICS OR A RELATED TECHNICAL FIELD FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND EXPERIENCE.

-A MINIMUM OF TEN (10) YEARS OF EXPERIENCE IN THE DEVELOPMENT, PLANNING, TESTING, AND EVALUATION OF AIRCRAFT SYSTEMS,

-DEMONSTRATED EXPERIENCE IN AIRCRAFT, PROPULSION, AVIONICS, ELECTRONIC WARFARE, TRAINING, MISSION PLANNING, OR WEAPON SYSTEMS AND SOFTWARE, INTEROPERABILITY, DEVELOPMENT TECHNOLOGIES, TEST AND EVALUATION, AND EQUIPMENT SPECIFICATIONS IS REQUIRED.

-DEMONSTRATED EXPERIENCE IN TWO (2) OF THE FOLLOWING AREAS IS REQUIRED: MANUFACTURING ENGINEERING, PRODUCTABILITY, MATERIAL CHARACTERIZATION, STRUCTURAL ANALYSIS, RELIABILITY ENGINEERING, SYSTEMS ENGINEERING, SOFTWARE DEVELOPMENT, SOFTWARE LIFE CYCLE SUPPORT, AVIONICS DEVELOPMENT, MISSION SYSTEM INTEGRATION, VERTICAL FLIGHT AERODYNAMICS, TILT-ROTOR MECHANICAL STATICS AND DYNAMICS, TURBOSHAFT ENGINE THERMODYNAMICS, CONFIGURATION MANAGEMENT, SPECIFICATION DEVELOPMENT, ENVIRONMENTAL IMPACT ANALYSIS, WEAPON SYSTEM PERFORMANCE, DATA PROTECTION PLANNING, OR FLIGHT INSTRUMENTATION.

ALLOWABLE SUBSTITUTION

-AN ADDITIONAL POSTGRADUATE DEGREE IN A BUSINESS, MANAGEMENT, ENGINEERING OR RELATED DISCIPLINE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.

11.8.7 CONFIGURATION MANAGEMENT ANALYST

FUNCTIONS.

-ACTS AS THE CONFIGURATION MANAGER FOR CONTROL OF TECHNICAL (HARDWARE AND

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SOFTWARE) CONFIGURATIONS OF LABORATORY OR PROJECT ASSETS. THE CONFIGURATION MANAGER WILL APPLY GOVERNMENT-INSTITUTED PROCESSES FOR DOCUMENTATION, CHANGE CONTROL MANAGEMENT, DATA MANAGEMENT, RECONFIGURATION, BASE LINING, DATA MANAGEMENT AND OTHER RELEVANT PROCESSES. THE CONFIGURATION MANAGER WILL ENSURE ADHERENCE TO INSTITUTIONALIZED PROCESSES AND PROCEDURES.

EDUCATION.

-BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND EXPERIENCE.

-A MINIMUM OF SIX (6) YEARS PROGRAM EXPERIENCE;

-A MINIMUM OF THREE (3) YEARS OUT OF THE PRIOR SIX (6) YEARS OF PROGRAM EXPERIENCE MUST INCLUDE AIRCRAFT SYSTEMS CONFIGURATION MANAGEMENT.

-DEMONSTRATED PROGRAM EXPERIENCE IN THE CONFIGURATION MANAGEMENT PROCESS MUST INCLUDE: CONFIGURATION IDENTIFICATION, CONTROL, AUDIT, AND STATUS; DOD CONFIGURATION MANAGEMENT POLICIES, PROCEDURES, REVIEW CYCLES, INSTRUCTIONS AND STANDARDS; ENGINEERING CHANGE PROPOSAL EVALUATIONS; AND OPERATIONAL AND SAFETY IMPROVEMENT PROGRAM (OSIP) PROCEDURES.

-DEMONSTRATED EXPERIENCE WITH AIRCRAFT AND SYSTEM AVIONICS, SUBSYSTEMS, ANCILLARY EQUIPMENT, AND GROUND SUPPORT EQUIPMENT DEVELOPMENT, TESTING, PRODUCTION AND OPERATIONAL USE.

ALLOWABLE SUBSTITUTION.

-AN ADDITIONAL POSTGRADUATE DEGREE IN A DIRECTLY RELATED AREA WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.

-EIGHT (8) YEARS OF ADDITIONAL GENERAL EXPERIENCE IN A DIRECTLY RELATED AREA WILL BE CONSIDERED EQUIVALENT TO A BACHELOR'S DEGREE

11.8.8 GRAPHICS SPECIALIST (SENIOR)

FUNCTIONS.

-THE GRAPHICS SPECIALIST SHALL DESIGN AND DEVELOP INTERACTIVE COURSEWARE TRAINING COMPLIANT WITH HUMAN FACTORS STUDIES, AND SHALL TRANSLATE IDEAS AND CONCEPTS INTO CREATIVE AS WELL AS FUNCTIONAL GRAPHICAL INTERFACES. THE GRAPHICS SPECIALIST SHALL DEVELOP COMPLEX 2D AND 3D GRAPHICS AND ANIMATION FROM SCRIPT/STORYBOARDS, PHOTOGRAPHS AND VIDEO UTILIZING COMMERCIAL-OFF-THE-SHELF (COTS) SOFTWARE PROGRAMS, AND SHALL EDIT (LINEAR AND NON-LINEAR) VIDEO PRODUCTIONS IN APPLICATIONS SUCH AS AVI AND QUICKTIME FORMATS. THE GRAPHICS SPECIALIST MAY BE REQUIRED TO SERVE AS THE GRAPHIC ARTS TEAM LEADER DURING THE ANALYSIS, DESIGN, DEVELOPMENT, PRESENTATION AND REVISION OF AIRCREW AND/OR MAINTENANCE TRAINING CURRICULA.

EDUCATION.

-BACHELOR'S DEGREE IN GRAPHIC-DESIGN, ELECTRONIC INTER-MEDIA, PHOTOGRAPHY, DRAWING OR A CLOSELY RELATED FIELD; OR SHALL POSSES THE BASIC EDUCATIONAL REQUIREMENTS PLUS A COURSE OF STUDY IN ART, DRAFTING OR DRAWING; AND

EXPERIENCE.

-A MINIMUM OF EIGHT (8) YEARS OF EXPERIENCE IN DESIGNING AND PRODUCING COMPUTER GRAPHICS AND ANIMATION OR DEMONSTRATED KNOWLEDGE AND EXPERIENCE UTILIZING ALL MS OFFICE PRODUCTS INCLUDING POWERPOINT OR EQUIVALENT GRAPHICS/PRESENTATION SOFTWARE.

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-DEMONSTRATED EXPERIENCE WITH DESIGN, ART, AND COPY LAYOUTS TO PRODUCE PRODUCTS FOR VISUAL COMMUNICATIONS MEDIA, PREPARING FINALIZED ILLUSTRATIONS AND DISPLAYS FOR USE IN TECHNICAL AND ADMINISTRATIVE DOCUMENTS, OR PREPARING VISUAL PRESENTATION MATERIAL WITH EMBEDDED VIDEO.

ALLOWABLE SUBSTITUTION.

-AN ADDITIONAL EIGHT (8) YEARS OF GENERAL EXPERIENCE WILL BE CONSIDERED EQUIVALENT TO A BACHELOR'S DEGREE.

#### 11.8.9 ADMINISTRATIVE ASSISTANT (SENIOR)

FUNCTIONS.

-USES GREATER JUDGMENT AND INITIATIVE IN HANDLING A WIDER VARIETY OF SITUATIONS AND CONFLICTS INVOLVING THE CLERICAL OR ADMINISTRATIVE FUNCTIONS OF THE OFFICE, WHICH OFTEN CANNOT BE BROUGHT TO THE ATTENTION OF THE SUPERVISOR. THE SUPERVISOR SETS THE OVERALL OBJECTIVES OF THE WORK. PARTICIPATES IN DEVELOPING WORK DEADLINES. COMPOSES CORRESPONDENCE REQUIRING SOME UNDERSTANDING OF TECHNICAL MATTERS; ARRANGES FOR STAFF IMPLEMENTATION ON OWN INITIATIVE; ARRANGES FOR STAFF MEMBER TO REPRESENT ORGANIZATION AT CONFERENCES AND MEETINGS; READS OUTGOING CORRESPONDENCE FOR APPROVAL AND ALERTS WRITER TO ANY CONFLICT WITH THE FILE OR DEPARTURE FROM POLICIES; ADVISES ON THE RESOLUTION OF PROBLEMS; SUMMARIZES THE CONTENT OF INCOMING MATERIALS, SPECIAL GATHERING OF INFORMATION, OR MEETINGS, COORDINATES THE NEW INFORMATION WITH BACKGROUND OFFICE SOURCES; DRAWS ATTENTION TO IMPORTANT PARTS OR CONFLICTS; ENSURES THAT REQUESTS FOR ACTION OR INFORMATION ARE RELAYED TO THE APPROPRIATE STAFF MEMBER; INTERPRETS REQUESTS AND HELPS IMPLEMENT ACTION; MAKES SURE THAT INFORMATION IS FURNISHED IN A TIMELY MANNER.

EDUCATION.

- HIGH SCHOOL DIPLOMA OR GENERAL EQUIVALENCY DIPLOMA; AND EXPERIENCE.
- FIVE (5) YEARS OF EXPERIENCE PERFORMING THE ABOVE FUNCTIONS.
- APPLIED KNOWLEDGE OF MICROSOFT OFFICE SOFTWARE.
- DEMONSTRATED ORAL AND WRITTEN SKILLS.

#### 11.8.10 ACQUISITION SPECIALIST

FUNCTIONS.

-INTEGRATES BUSINESS AND TECHNICAL METHODOLOGIES TO THE STUDY AND ANALYSIS OF TECHNOLOGICAL PROBLEMS IN RELATION TO ENGINEERING AND SCIENTIFIC DEVELOPMENT OF PROCESSES, SYSTEMS, AND EQUIPMENT. DESIGNS PROCEDURES FOR AND EXECUTES ACQUISITION, TEST, AND EVALUATION OF WEAPONS SYSTEMS OR EQUIPMENT.

EDUCATION.

- BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND

EXPERIENCE.

- A MINIMUM OF SIX (6) YEARS OF EXPERIENCE RELATED TO WEAPON SYSTEMS ACQUISITION, INCLUDING LOGISTICS, RESEARCH AND DEVELOPMENT, CONFIGURATION MANAGEMENT OR SYSTEMS ANALYSIS/DESIGN.
- DEMONSTRATED KNOWLEDGE IN ONE OR MORE OF THE FOLLOWING AREAS: PROGRAM

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MANAGEMENT, SYSTEMS ENGINEERING, SYSTEM ACQUISITION, FINANCIAL MANAGEMENT, TEST AND EVALUATION OR INTEGRATED LOGISTICS SUPPORT.

-DEMONSTRATED KNOWLEDGE, AND/OR FAMILIARITY WITH THE NAVY SYSTEMS ACQUISITION PROCESS, INCLUDING PERTINENT MILITARY STANDARDS.

-DEMONSTRATED KNOWLEDGE, AND/OR FAMILIARITY WITH THE COMPANY'S INTERNAL ADMINISTRATIVE AND INFORMATION TECHNOLOGY SYSTEMS INCLUDING THE WORD PROCESSING, SPREADSHEET, AND DATABASE SYSTEMS USED TO SUPPORT THE STATEMENT OF WORK.

ALLOWABLE SUBSTITUTIONS.

-AN ADDITIONAL POSTGRADUATE DEGREE IN A BUSINESS, MANAGEMENT, ENGINEERING OR RELATED DISCIPLINE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF EXPERIENCE.

-EIGHT (8) ADDITIONAL YEARS OF EXPERIENCE RELATED TO WEAPONS SYSTEMS ACQUISITION REQUIREMENTS FOR THE POSITION WILL BE CONSIDERED EQUIVALENT TO A BACHELOR'S DEGREE.

#### 11.8.11 PROGRAM ANALYST (JUNIOR)

FUNCTIONS.

-PERFORMS PROGRAM MANAGEMENT, TECHNICAL, OR BUSINESS ANALYSIS. PROVIDES PROGRAM ANALYSIS SUPPORT AND HAS KNOWLEDGE OF DoD SYSTEMS ACQUISITIONS IN THE TECHNICAL OR PROGRAM AREA SPECIFIED IN TASK ORDERS. PARTICIPATES AS A MEMBER OF AND/OR SUPPORTS THE SPECIFIED PROGRAM INTEGRATED PRODUCT TEAMS (IPTs); AND IPT DIRECTED BUSINESS MEETINGS.

-COLLECT, COMPLETE, ORGANIZE AND INTERPRET TECHNICAL DATA AND FINANCIAL INFORMATION RELATING TO ACQUISITION AND PRODUCT PROGRAMS. TRACKS PROGRAM/PROJECT STATUS AND SCHEDULES.

-APPLIES POLICIES AND PROCEDURES RELATIVE TO CASE MANAGEMENT, CASE CLOSURE, FINANCIAL PLANNING AND TRACKING OF COMMITMENTS, OBLIGATIONS, AND EXPENDITURES. FAMILIAR WITH SECNAV, OPNAV, AND OSD FORMS RELATED TO PPBS, MILITARY INTERDEPARTMENTAL PROCUREMENT REQUESTS, WORK REQUESTS, REQUISITIONS, CONTRACT DATA REQUIREMENTS LISTS, AND DD254's. UTILIZES WRITTEN AND ORAL COMMUNICATION SKILLS COMMENSURATE WITH TECHNICAL ROLE.

EDUCATION.

-HIGH SCHOOL DIPLOMA OR GENERAL EQUIVALENCY DIPLOMA; AND

-A BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IS DESIRED; AND EXPERIENCE.

-A MINIMUM OF TWO (2) YEARS OF EXPERIENCE IN A PROGRAM MANAGEMENT, TECHNICAL, OR BUSINESS ANALYSIS DISCIPLINE.

-EXPERIENCE SHALL INCLUDE THE COLLECTION, COMPLETION, ORGANIZATION, AND INTERPRETATION OF TECHNICAL DATA AND FINANCIAL INFORMATION RELATING TO ACQUISITION AND PRODUCTION PROGRAMS.

-DEMONSTRATED WRITTEN AND ORAL COMMUNICATIONS SKILLS.

ALLOWABLE SUBSTITUTION.

-EIGHT (8) ADDITIONAL YEARS OF GENERAL EXPERIENCE DIRECTLY RELATING TO PROGRAM ANALYSIS CAN SUBSTITUTE FOR THE BACHELORS DEGREE.

-AN ADDITIONAL POSTGRADUATE DEGREE WILL BE CONSIDERED EQUIVALENT TO FOUR (4) YEARS OF GENERAL EXPERIENCE.

AN ADDITIONAL FOUR (4) YEARS OF GENERAL EXPERIENCE WITH AN ASSOCIATES DEGREE WILL BE CONSIDERED EQUIVALENT TO A BACHELORS DEGREE.

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#### 11.8.12 CONSULTANT

##### FUNCTIONS.

-PROVIDES EXPERT ADVICE AND RECOMMENDATIONS TO PARTICULAR PROGRAM AREAS, PARTICULAR TECHNOLOGY AREAS, AND/OR SPECIALTIES RELATED TO INFORMATION TECHNOLOGY, ENGINEERING, ACQUISITION, HARDWARE/SOFTWARE ENGINEERING, GOVERNMENT AND COMMERCIAL CONTRACTING, CONSULTING AND/OR SOURCE SELECTION.

##### EDUCATION.

- BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY; AND EXPERIENCE.
- A MINIMUM OF TWENTY (20) YEARS ACTIVE GOVERNMENT DUTY; OR
- HELD A MILITARY RANK AT PAY GRADE "06" OR ABOVE, OR
- HELD A GRADE CLASSIFICATION OF GS-15 TO SENIOR EXECUTIVE SERVICE IN CIVILIAN GOVERNMENT SERVICE, OR
- TEN (10) YEARS AS A CONTRACTOR SENIOR MANAGER OR EXECUTIVE.

### **5252.204-9505 INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION TECHNOLOGY SYSTEMS (OCT 2007)**

(A) CONTRACTOR PERSONNEL ASSIGNED TO PERFORM WORK UNDER THIS CONTRACT MAY REQUIRE ACCESS TO GOVERNMENT IT SYSTEMS. CONTRACTOR PERSONNEL REQUIRING ACCESS TO GOVERNMENT IT SYSTEMS SHALL COMPLY WITH AIR-7.2/7.4 POLICY MEMO 5510, "INFORMATION TECHNOLOGY (IT) POSITIONS" DTD 17 MAY 2007 OR LATEST VERSION THEREOF, AVAILABLE AT [IT POSITIONS.PDF](#) AS AMENDED [IT POLICY AMENDMENT 6 JUNE 07](#) OR THROUGH THE PROCURING CONTRACTING OFFICER (PCO) [OR PROVIDED AS AN ATTACHMENT]. PRIOR TO ACCESSING ANY GOVERNMENT IT SYSTEM, CONTRACTOR PERSONNEL SHALL SUBMIT A COMPLETED SYSTEMS AUTHORIZATION ACCESS REQUEST (SAAR), DD FORM 2875, ANNUAL INFORMATION ASSURANCE (IA) TRAINING CERTIFICATE, AND INITIATE THE REQUISITE BACKGROUND INVESTIGATION (OR PROVIDE PROOF OF A CURRENT BACKGROUND INVESTIGATION) TO THE CONTRACTING OFFICER'S REPRESENTATIVE (COR). FOR PURPOSES OF THIS CLAUSE, REFERENCE TO THE COR SHALL MEAN THE PCO FOR CONTRACTS THAT DO NOT HAVE A DESIGNATED COR. IN ORDER TO MAINTAIN ACCESS TO REQUIRED SYSTEMS, THE CONTRACTOR SHALL ENSURE COMPLETION OF ANNUAL IA TRAINING, MONITOR EXPIRATION OF REQUISITE BACKGROUND INVESTIGATIONS, AND INITIATE RE-INVESTIGATIONS AS REQUIRED.

(B) CONTRACTOR PERSONNEL SHALL COMPLETE, SIGN AND DATE PART I OF THE SAAR (AVAILABLE AT [DD2875 12 JUNE 2006.PDF](#) [OR PROVIDED AS AN ATTACHMENT] AND COORDINATE WITH THE COR TO DESIGNATE IN PART III, BLOCK 28C, THE APPROPRIATE IT LEVEL DESIGNATION (IT-1, IT-2, OR IT-3). THE COMPLETED SAAR AND PROOF OF A CURRENT BACKGROUND INVESTIGATION IS TO BE PROVIDED TO THE COR. THE COR WILL REVIEW THE SAAR SUBMITTED BY THE CONTRACTOR, AND IF THE COR CONCURS THAT THE CONTRACTOR REQUIRES THE IT ACCESS DESIGNATED, THE COR WILL COMPLETE AND SIGN PART II. WHEN A BACKGROUND INVESTIGATION IS REQUIRED, CONTRACTOR PERSONNEL SHALL COORDINATE WITH COMMAND PERSONNEL SECURITY, AIR-7.4, AND FOLLOW THE PROCEDURES AS DESCRIBED AT THE NAVAIR WEBSITE [IT POSITIONS PROCESS FOR CONTRACTORS.DOC](#).

(C) THE CONTRACTOR SHALL PROVIDE SEPARATE INFORMATION TECHNOLOGY PERSONNEL SECURITY

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REPORTS TO THE COR AND TO NAVAIR SECURITY IN ACCORDANCE WITH CDRL [A001]. THE REPORT SUBMITTED TO THE COR SHALL NOT CONTAIN SOCIAL SECURITY INFORMATION THAT IS REQUIRED IN THE REPORT SUBMITTED TO NAVAIR SECURITY. BOTH REPORTS SHALL SHOW THAT ALL CONTRACTOR PERSONNEL MEET THE REQUIREMENTS FOR OBTAINING ACCESS TO GOVERNMENT IT SYSTEMS, AND THAT ALL REQUIREMENTS ARE VERIFIED AND VALIDATED THEREAFTER ON AN ANNUAL BASIS. ALL PRIME, SUBCONTRACTOR, CONSULTANTS, AND TEMPORARY EMPLOYEES SHALL BE INCLUDED IN THE REPORTS. REVISED REPORTS SHALL BE SUBMITTED WHEN GAINS AND/OR LOSSES OF EMPLOYEES OCCUR TO ENSURE THAT ALL EMPLOYEES COMPLY WITH THESE REQUIREMENTS PRIOR TO ACCESSING GOVERNMENT IT SYSTEMS.

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## **SECTION D PACKAGING AND MARKING**

**Clauses specific in Section D - of the Seaport-e basic contract are incorporated into this task order, if applicable.**

### **5252.247-9507 PACKAGING AND MARKING OF REPORTS (NAVAIR) (OCT 2005)**

(a) All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation, if any, shall be prepared for shipment in accordance with the National Industry Security Program Operating Manual, DoD 5220.22-M.

(b) The contractor shall prominently display on the cover of each report the following information:

- (1) Name and business address of contractor.
- (2) Contract Number/Delivery/Task order number.
- (3) Contract/Delivery/Task order dollar amount.
- (4) Whether the contract was competitively or non-competitively awarded.
- (5) Name of sponsoring individual.
- (6) Name and address of requiring activity.

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

### **5252.247-9514 TECHNICAL DATA PACKING INSTRUCTIONS (NAVAIR) (SEP 1999)**

Technical Data and Information shall be packed and packaged for domestic shipment in accordance with best commercial practices. The package or envelope should be clearly marked with any special markings specified in this contract (or delivery/task order), e.g., Contract Number, CLIN, Device No., and document title must be on the outside of the package. Classified reports, data and documentation, if applicable, shall be prepared for shipment in accordance with Defense Industrial Manual for Safeguarding Classified Information, DoD 5520.22M

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## **SECTION E INSPECTION AND ACCEPTANCE**

**Clauses specific in Section E - of the Seaport-e basic contract are incorporated into this task order, if applicable.**

### **5252.246-9512 INSPECTION AND ACCEPTANCE (NAVAIR) (OCT 2005)**

(a) Inspection and acceptance of the supplies or services to be furnished hereunder shall be performed by Task Order Manager.

(b) Acceptance of all Contract Line Items/Subcontract Line Items (CLINs/SLINs) shall be made by signature of the accepting authority on a DD Form 250 submitted through the WAWF system. Acceptance will only occur when the accepting authority is sure that inspections performed demonstrate compliance with contract requirements.

### **5252.246-9514 INSPECTION AND ACCEPTANCE OF TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)**

Inspection and acceptance of technical data and information will be performed by the Procuring Contracting Officer (PCO) or his duly authorized representative. Inspection of technical data and information will be performed by ensuring successful completion of the requirements set forth in the DD Form 1423, Contract Data Requirements List (CDRL) and incorporation/resolution of Government review comments on the data items. Acceptance will be evidenced by execution of an unconditional DD Form 250, Material Inspection and Receiving Report, as appropriate, and/or upon receipt of a second endorsement acceptance by the PCO on the attachment to this contract entitled Not Applicable (N/A). The attached form will not be used for high cost data such as drawings, specifications, and technical manuals.

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

1000	3/9/2009 - 3/8/2010
1100	3/9/2009 - 3/8/2010
2000	3/9/2009 - 3/8/2010
2100	3/9/2009 - 3/8/2010
3000	3/9/2009 - 3/8/2010
3100	3/9/2009 - 3/8/2010
3200	3/9/2009 - 3/8/2010
4001	3/9/2010 - 3/8/2011
4002	3/9/2011 - 3/8/2012
4101	3/9/2010 - 3/8/2011
5001	3/9/2010 - 3/8/2011
5002	3/9/2011 - 3/8/2012
5101	3/9/2010 - 3/8/2011
5102	3/9/2011 - 3/8/2012
6001	3/9/2010 - 3/8/2011
6002	3/9/2011 - 3/8/2012
6101	3/9/2010 - 3/8/2011
6102	3/9/2011 - 3/8/2012
6201	3/9/2010 - 3/8/2011
6202	3/9/2011 - 3/8/2012

The periods of performance for the following Option Items are as follows:

4003	3/9/2012 - 3/8/2013
4004	3/9/2013 - 3/8/2014
4102	3/9/2011 - 3/8/2012
4103	3/9/2012 - 3/8/2013
4104	3/9/2013 - 3/8/2014
5003	3/9/2012 - 3/8/2013
5004	3/9/2013 - 3/8/2014
5103	3/9/2012 - 3/8/2013
5104	3/9/2013 - 3/8/2014
6003	3/9/2012 - 3/8/2013
6004	3/9/2013 - 3/8/2014
6103	3/9/2012 - 3/8/2013

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6104	3/9/2013 - 3/8/2014
6203	3/9/2012 - 3/8/2013
6204	3/9/2013 - 3/8/2014

Services to be performed hereunder will be provided at (insert specific address and building etc.)

**5252.211-9507 PERIOD OF PERFORMANCE (NAVAIR) (MAR 1999)**

(a) The contract shall commence on 9 March 2009 and shall continue through 8 March 2010. However, the period of performance may be extended in accordance with the option provisions contained herein.

(b) If FAR Clause 52.216-18, "Ordering", is incorporated into this contract, then the period in which the Government can issue orders under the contract will be extended at the exercise of an option, and extended to the end of that option period.

**5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)**

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

- (1) PCO, Code N/A
- (2) ACO, Code N/A

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses:

NAVAIR, PMA-208  
47123 Buse Rd.  
Building 2272  
Patuxent River, MD 20670

**5252.247-9521 PLACE OF PERFORMANCE (NAVAIR) (OCT 2005)**

The services to be performed herein shall be performed at Patuxent River Naval Air Station, MD, Pentagon, Contractor Facility.

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## SECTION G CONTRACT ADMINISTRATION DATA

### TASK ORDER MANAGER (TOM) APPOINTMENT (APR 2005)

(a) The Task Order Ordering Officer hereby appoints the following individual as the Task Order Manger (TOM) for this task order:

Name: LCDR Michael N. Jefferson

Code: PMA-208

Mailing Address: 47123 Buse Road, Building 2272, Patuxent River, MD 20670

Telephone: (301) 757 - 6106

(b) The TOM is responsible for those specific functions assigned in the Task Order Administration Plan, attached.

(c) Only the Task Order Ordering Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Order Ordering Office in writing. No action shall be taken by the contractor unless the Task Order Ordering Officer, PCO or ACO has issued a formal modification.

(end of clause)

Note: The Task Order Ordering Manager hereby appoints the following individual as the Alternate Task Order Manger (ATOM) for this task order:

Name: Anna Schibler

Code: PMA-208

Mailing Address: 47123 Buse Road, Building 2272, Patuxent River, MD 20670

Telephone: (301) 757 - 4106

### 5252.232-9504 SPECIAL PAY INSTRUCTIONS FOR PAYING OFFICE (NAVAIR) (MAY 2006)

(a) Invoices submitted for payment, which do not contain contract line item number (CLIN) (or subline item number (SLIN), if any) and the accounting classification references number (ACRN) information, will be returned for correction.

(b) The disbursement of funds will be by the CLIN/SLIN/ACRN designation.

(c) If progress payments are authorized, payments will be made against the unliquidated balance of all applicable

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CLINs/SLINs.

**5252.232-9510 PAYMENT OF FIXED FEE (NAVAIR) (OCT 2005)**

(a) The fixed fee, as specified in Section B of this contract, subject to any adjustment required by other provisions of this contract, will be paid in installments. The fixed fee will be paid not more frequently than monthly based on the allowable cost. The amount of each such installment shall be in the same ratio to the total fixed fee as the net direct labor hours expended during the installment period is to direct labor hours specified in the clause entitled "Level of Effort". Payment shall be made in accordance with FAR Clauses 52.216-7, "Allowable Cost and Payment", and 52.216-8, "Fixed Fee".

(b) In the event of termination of the work in accordance with the FAR Clause 52.232-22, "Limitation of Funds", the fixed fee shall be redetermined by mutual agreement equitably to reflect the reduction of the work performed. The amount by which such fixed fee is less than or exceeds payments previously made on account of fee, shall be paid to (or repaid by) the contractor.

(c) The balance of the fixed fee shall be payable in accordance with other clauses of this contract.

(d) For indefinite delivery type contracts the terms of this clause apply to each delivery/task order there under.

**5252.232-9504 I SPECIAL PAY INSTRUCTIONS FOR PAYING OFFICE (NAVAIR) (MAY 2006) – ALT I (MAY 2006)**

Make the following changes to the basic clause: Add paragraph (a) below and redesignated paragraphs (a), (b), and (c) as (b), (c), and (d) respectively. Add paragraph (e) below.

(a) All payments against informational (numeric) sub-line items (SLINs) shall be processed manually by the paying office.

...

(e) Informational SLINs, e.g. 000101, are as follows: **See Accounting Data herein Section G**

**5252.232-9511 NOTICE OF REQUIREMENTS FOR PROMPT PAYMENT (NAVAIR) (MAR 2006)**

The Government anticipates that this contract will be distributed to Defense Finance and Accounting Service (DFAS) by the DOD Electronic Document Access (EDA) system. DFAS is responsible for payment of contractor invoices.

(a) In accordance with FAR Clause 52.232-33 "Payment By Electronic Funds Transfer--Central Contractor Registration", the contractor is responsible for providing updated information to the Central Contractor Register (CCR) database. Additionally, the contractor is responsible for maintaining its active status in the CCR database.

(b) If the DUNS, CAGE code, TIN or address set forth in the contract do not match the information in the CCR, then DFAS will return invoices without payment. Therefore, it is imperative that the contractor ensure the DUNS, CAGE code, TIN and contractor address on the contract are accurate and in compliance with the CCR database. Additionally, any changes/updates made to the CCR database should be communicated to the Contracting Officer for the purpose of modifying the contract to reflect the new data.

**5252.232-9513 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (MAR 2008)**

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

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(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:  
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for the size of files per invoice is 5 megabytes.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

WAWF Invoice Type:	-- Select <b>Combo</b> for Fixed Price Supplies and Services. (Separate Invoices and Receiving Reports may also be used.)  -- Select <b>Cost Voucher</b> for all Cost or T&M contracts or CLINs.  Questions? Call 1-800-559-WAWF (9293).
Issuing Office DODAAC	N00421
Admin Office DODAAC:	S0512A
Inspector DODAAC (usually only used when Inspector & Acceptor are different people):	N/A
Ship To DODAAC (for Combo),  Service Approver DODAAC (Cost Voucher)	N00421
DCAA Office DODAAC (Used on Cost Voucher's only):	HAA619
Paying Office DODAAC:	HQ0339

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Final voucher submission will be approved by the ACO.

(d) For each invoice / cost voucher submitted for payment, the contractor shall also email the WAWF automated invoice notice directly to the following points of contact:

Name	Email	Phone	Role
CDR Michael N. Jefferson	<a href="mailto:michael.n.jefferson@navy.mil">michael.n.jefferson@navy.mil</a>	301 757-6106	Acceptor/Inspector

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(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number 1000, subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ESTIMATED

ITEM (S)	ALLOTTED TO COST	ALLOTTED TO FEE	PERIOD OF PERFORMANCE
1000	[REDACTED]		3/9/2009 - 12/20/2010
4001			3/9/2010 - 1/25/2011
4002			3/9/2011 - 1/10/2012

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs [2000, 5001, and 5002] are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

FUNDING PROFILE

It is estimated that these incremental funds will provide for \*96,637 hours for the base year through Option II. The following details funding to date:

Base Year					
CLIN		Funds this	Previous	Funds	Balance
	Total	Action	Funding	Available	Unfunded
1000	[REDACTED]				
2000					
3000					
3100					
3200					
Total					
Option 1					
CLIN		Funds this	Previous	Funds	Balance
	Total	Action	Funding	Available	Unfunded
4001	[REDACTED]				
5001					
6001					
6101					
6201					
Total					

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<b>Total</b>	<b>\$6,271,565.64</b>	<b>\$0.00</b>	<b>\$5,271,121.00</b>	<b>\$5,271,121.00</b>	<b>\$1,000,444.64</b>
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<b>Option 2</b>					
CLIN		Funds this	Previous	Funds	Balance
	Total	Action	Funding	Available	Unfunded
4002					
5002					
6002					
6102					
6202					
<b>Total</b>					
<b>Grand Total</b>					

Estimate of [REDACTED] hours correspond to Base Period.  
Estimate of [REDACTED] hours correspond to Option I.  
\*Estimate of [REDACTED] hours correspond to Option II.

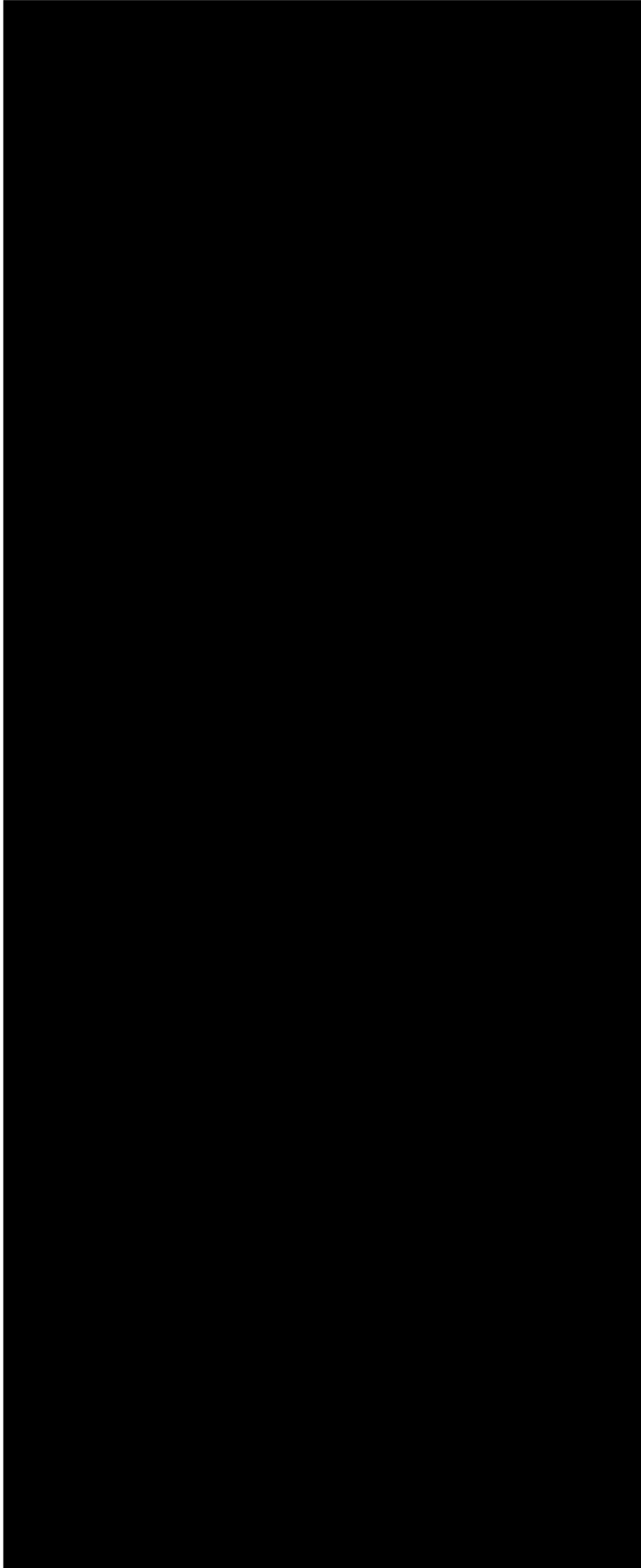
Accounting Data

SLINID PR Number Amount

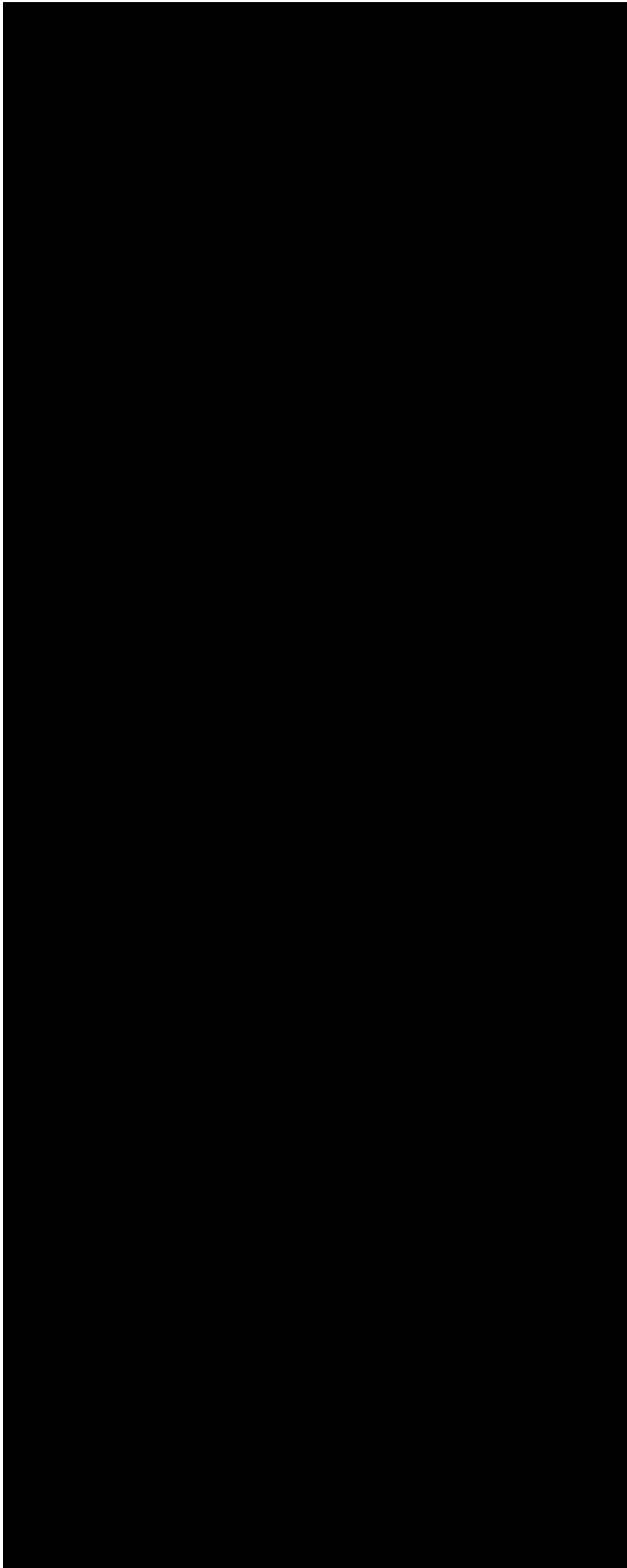
[REDACTED]		
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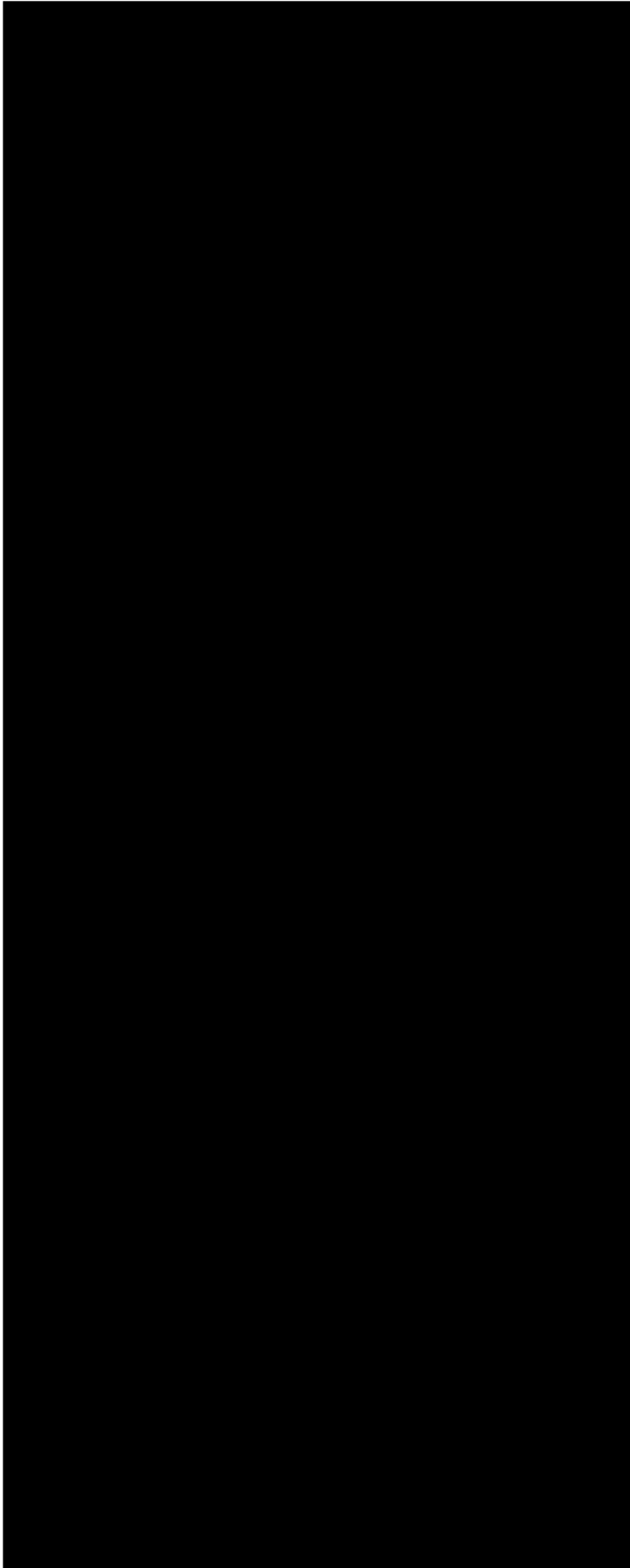
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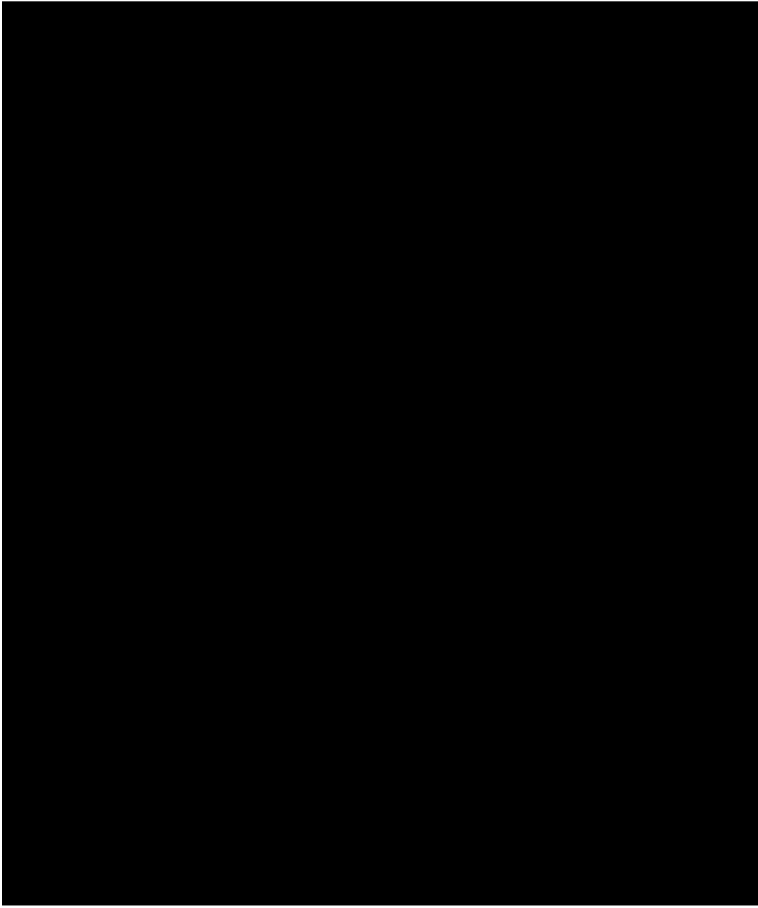
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

**Clauses specific in Section H- of the Seaport-e basic contract are incorporated into this task order, if applicable.**

### H-1 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6 , NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

### **5252.209-9510 ORGANIZATIONAL CONFLICTS OF INTEREST (NAVAIR) (SERVICES)(MAR 2007)**

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in Attachment [N/A]. The task order will specify to which suppliers and/or equipment subparagraph (f) restrictions apply.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

- (1) "System" includes system, major component, subassembly or subsystem, project, or item.
- (2) "Nondevelopmental items" as defined in FAR 2.101.
- (3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (5) "Advisory and Assistance Services" (AAS) as defined in FAR 2.101.
- (6) "Consultant services" as defined in FAR 31.205-33(a).
- (7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.
- (8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.
- (9) "Interest" means organizational or financial interest.
- (10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

[ ] (1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply

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the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of [insert the period of prohibition] after the date of completion of the contract. (FAR 9.505-1(a))

(2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of [insert the period of prohibition] after the terms of this contract. (FAR 9.505-2(a)(1))

(3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or more than one contractor has been involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of 3 yrs. after the terms of this contract. (FAR 9.505-2(b)(1))

(4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

(5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505)

(6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with 3 yrs. after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

(7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract

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on any of its products or services, or the products or services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

- (1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;
- (2) a description of the work to be performed;
- (3) the dollar amount;
- (4) the period of performance; and
- (5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

#### **5252.211-9502 GOVERNMENT INSTALLATION WORK SCHEDULE (NAVAIR) (OCT 2005)**

(a) The Holidays applicable to this contract are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

(b) In the event that the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination that applies to the using activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the using activity.

#### **5252.216-9509 TASK ORDERS WITH OPTIONS (NAVAIR) (AUG 2001)**

(a) The Ordering Officer may issue Task Orders that include options under any of the following conditions:

- (1) The services being acquired are highly unique or specialized;
- (2) The efforts to be performed are so integrally related that only a single contractor can reasonably perform the work; or
- (3) Foreseeable additional effort fits the criteria of FAR 16.505(b)(2)(iii) as a logical follow-on.

(b) Only those Task Orders for which all awardees were given a fair opportunity to be considered shall include options. For purposes of FAR 52.216-19(b), the base award and each option are separate orders.

(c) Prior to exercising an option on a Task Order, the Government will ensure that the contract has adequate quantities and period of performance. The contractor shall not begin performance on requirements in the Task Order option until the Government has exercised the option on the Task Order and, if necessary, the option on the contract.

(d) Award of a Task Order with an option is subject to the conditions of FAR clause 52.217-5, "Evaluation of Options".

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**5252.232-9509 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS (NAVAIR)  
(OCT 2006)**

(a) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances. All contractor personnel required to perform work on any U.S. Navy vessel shall obtain boarding authorization from the Commanding Officer of the vessel before boarding.

(b) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

(c) Travel. Travel and subsistence are authorized for travel beyond a fifty-mile radius of the contractor's office whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a fifty-mile radius of the contractor's office. The contractor shall not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

(1) For travel costs other than described in paragraph (c) above, the contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of services under the contract and is authorized by the COR in writing.

(2) When transportation by privately owned conveyance is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance shall be indicated in the basic contract. Distances traveled between points shall be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.

(3) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

(4) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

(d) Vehicle and/or Truck Rentals. The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

(e) Car Rental. The contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

(f) Per Diem. The contractor shall not be paid for per diem for contractor personnel who reside in the

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metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a fifty-mile radius of the contractor's home office or the contractor's local office. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate shall be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem shall be limited to actual payments to per diem defined herein. The contractor shall provide actual payments of per diem defined herein. The contractor shall provide supporting documentation for per diem expenses as evidence of actual payment.

(g) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraph C8101.2C or C81181.3B(6) of the Department of Defense Joint Travel Regulations, Volume II.

(h) Special Material. "Special material" includes only the costs of material, supplies, or services which is peculiar to the ordered data and which is not suitable for use in the course of the contractor's normal business. It shall be furnished pursuant to specific authorization approved by the COR. The contractor will be required to support all material costs claimed by its costs less any applicable discounts. "Special materials" include, but are not limited to, graphic reproduction expenses, or technical illustrative or design requirements needing special processing.

**5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES) (NAVAIR)(OCT 2005)**

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution to such personnel, in accordance with paragraph (d) below.

(c) The contractor agrees that during the term of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or family friendly leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly

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notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

**5252.237-9503 ORDERING PROCEDURES FOR NAVY MARINE CORPS INTRANET (NMCI) SERVICES (NAVAIR) (SEP 2000)**

(a) This Support Services contract may require the use of and/or access to Department of Navy (DoN) Information Technology (IT) Resources by contractor personnel for contract performance. Applicable DoN IT Resources for performance of this contract shall be procured from the NMCI Contractor pursuant to the authority of NMCI Contract # N00024-00-D-6000, clause 5.2 "Ordering."

(b) The Support Services contractor shall obtain written authorization from the Contracting Officer executing this contract, prior to ordering directly from the NMCI Contractor. No NMCI Order may be placed without the prior written authorization of the Contracting Officer. Any NMCI Order exceeding the written authorization of the Contracting Officer shall be treated as an unallowable cost pursuant to FAR Part 31.

(c) The Government shall reimburse the contractor for the placement of NMCI Orders including applicable indirect burdens (general & administrative, etc.), excluding profit or fee.

**5252.243-9504 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (NAVAIR) (JAN 1992)**

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

**PCO: Tara Flores  
Code 2.5.1.8., Bldg 441  
Patuxent River, MD 20670**

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**5252.242-9515 RESTRICTION ON THE DIRECT CHARGING OF MATERIAL (NAVAIR) (JUL 1998)**

(a) The term “material” includes supplies, materials, parts, equipment, hardware and Information Technology (IT) resources including equipment, services and software. This is a service contract and the procurement of material of any kind that are not incidental to and necessary for contract performance may be determined to be unallowable costs pursuant to FAR Part 31. No materials may be acquired under the contract without the prior written authorization of the Contracting Officer’s Representative (COR). IT resources may not be procured under the material line item of this contract unless the approvals required by Department of Defense purchasing procedures have been obtained. Any material provided by the contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions.

(b) Prior written approval of the COR shall be required for all purchases of materials. If the contractor’s proposal submitted for a task order includes a list of materials with associated prices, then the COR’s acceptance of the contractor’s proposal shall constitute written approval of those purchases.

(c) The costs of general purpose business expenses required for the conduct of the contractor’s normal business operations will not be considered an allowable direct cost in the performance of this contract. General purpose business expenses include, but are not limited to, the cost for items such as telephones and telephone charges, reproduction machines, word processing equipment, personal computers and other office equipment and office supplies.

**5252.242-9502 TECHNICAL DIRECTION (NAVAIR) (APR 2011)**

(a) Definition. Technical Direction Letters (TDLs) are a means of communication between the Contracting Officer’s Representative (COR) or SeaPort-e Task Order Manager (TOM), and the contractor to answer technical questions, provide technical clarification, and give technical direction regarding the content of the Statement of Work (SOW) of a Contract, Order, or Agreement; herein after referred to as contract.

(i) “Technical Direction” means “clarification of contractual requirements or direction of a technical nature, within the context of the SOW of the contract.”

(b) Scope. The Defense Federal Acquisition Regulation Supplement (DFARS) 201.602-2 states that the Contracting Officer may designate qualified personnel as a COR. In this capacity, the COR or TOM may provide Technical Direction to the contractor, so long as the Technical Direction does not make any commitment or change that affects price, quality, quantity, delivery, or other terms and conditions of the contract. This Technical Direction shall be provided consistent with the limitations specified below.

(c) Limitations. When necessary, Technical Direction concerning details of requirements set forth in the contract, shall be given through issuance of TDLs prepared by the COR or TOM subject to the following limitations.

(i) The TDL, and any subsequent amendments to the TDL, shall be in writing and signed by both the COR or TOM, and the Contracting Officer prior to issuance of the TDL to the contractor. Written TDLs are the only medium permitted for use when technical direction communication is required. Any other means of communication (including such things as Contractor Service Request Letters, Authorization Letters, or Material Budget Letters) are not permissible means of communicating technical direction during contract performance.

(ii) In the event of an urgent situation, the COR/TOM may issue the TDL directly to the contractor prior to obtaining the Contracting Officer’s signature.

(iii) Each TDL issued is subject to the terms and conditions of the contract and shall not be used to assign new work, direct a change to the quality or quantity of supplies and/or services delivered, change the delivery date(s) or period of performance of the contract, or change any other conditions of the contract. TDLs shall only provide additional clarification and direction regarding technical issues. In the event of a conflict between a TDL and the contract, the contract shall take precedence.

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(iv) Issuance of TDLs shall not incur an increase or decrease to the contract price, estimated contract amount (including fee), or contract funding, as applicable. Additionally, TDLs shall not provide clarification or direction of a technical nature that would require the use of existing funds on the contract beyond the period of performance or delivery date for which the funds were obligated.

(v) TDLs shall provide specific Technical Direction to the contractor only for work specified in the SOW and previously negotiated in the contract. TDLs shall not require new contract deliverables that may cause the contractor to incur additional costs.

(vi) When, in the opinion of the contractor, a TDL calls for effort outside the terms and conditions of the contract or available funding, the contractor shall notify the Contracting Officer in writing, with a copy to the COR or TOM, within two (2) working days of having received the Technical Direction. The contractor shall undertake no performance to comply with the TDL until the matter has been resolved by the Contracting Officer through a contract modification or other appropriate action.

(vii) If the contractor undertakes work associated with a TDL that is considered to be outside the scope of the contract, the contractor does so at its own risk and is not subject to recover any costs and fee or profit associated with the scope of effort.

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## SECTION I CONTRACT CLAUSES

**Clauses specific in Section I - of the Seaport-e basic contract are incorporated into the task order, if applicable.**

### **I-1 Task Order Options**

- (a) The Government may extend the term of this order by written notice to the Contractor within 5 calendar days of the end of the current period of performance; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended order shall be considered to include this option clause.
- (c) The total duration of this order, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

### **I-2 Option to Extend Order**

The Government may require continued performance of any services within the limits and at the rates specified in the order. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 5 calendar days of the end of the current period of performance.

#### **Clauses incorporated by reference only:**

**52.204-2 Security Requirements**

**52.222-41 Service Contract Act (1965)**

**52.237-3 Continuity of Services (JAN 1991)**

**52.219-1ALT I Small Business Program Representations**

**52.219-6 Notice of Total Small Business Set-Aside**

**52.219-8 Utilization of Small Business Concerns**

**52.219-14 Limitations on Subcontracting**

**52.203-13 Contractor Code of Business Ethics and Conduct (Dec 2008)**

(a) Definitions. As used in this clause-

"Agent" means any individual, including a director, an officer, an employee, or an independent Contractor, authorized to act on behalf of the organization.

"Full cooperation"-

- (1) Means disclosure to the Government of the information sufficient for law enforcement to identify the nature and extent of the offense and the individuals responsible for the conduct. It includes providing timely and complete response to Government auditors' and investigators' request for documents and access to employees with information;

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(2) Does not foreclose any Contractor rights arising in law, the FAR, or the terms of the contract. It does not require-

(i) A Contractor to waive its attorney-client privilege or the protections afforded by the attorney work product doctrine; or

(ii) Any officer, director, owner, or employee of the Contractor, including a sole proprietor, to waive his or her attorney client privilege or Fifth Amendment rights; and

(3) Does not restrict a Contractor from-

(i) Conducting an internal investigation; or

(ii) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

"Principal" means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

"Subcontract" means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract.

"Subcontractor" means any supplier, distributor, vendor, or firm that furnished supplies or services to or for a prime contractor or another subcontractor.

"United States," means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct.

(1) Within 30 days after contract award, unless the Contracting Officer establishes a longer time period, the Contractor shall-

(i) Have a written code of business ethics and conduct; and

(ii) Make a copy of the code available to each employee engaged in performance of the contract.

(2) The Contractor shall-

(i) Exercise due diligence to prevent and detect criminal conduct; and

(ii) Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.

(3)(i) The Contractor shall timely disclose, in writing, to the agency Office of the Inspector General (OIG), with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed-

(A) A violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code; or

(B) A violation of the civil False Claims Act (31 U.S.C. 3729-3733).

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(ii) The Government, to the extent permitted by law and regulation, will safeguard and treat information obtained pursuant to the Contractor's disclosure as confidential where the information has been marked "confidential" or "proprietary" by the company. To the extent permitted by law and regulation, such information will not be released by the Government to the public pursuant to a Freedom of Information Act request, 5 U.S.C. Section 552, without prior notification to the Contractor. The Government may transfer documents provided by the Contractor to any department or agency within the Executive Branch if the information relates to matters within the organization's jurisdiction.

(iii) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the Contractor shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract.

(c) Business ethics awareness and compliance program and internal control system. This paragraph (c) does not apply if the Contractor has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101. The Contractor shall establish the following within 90 days after contract award, unless the Contracting Officer establishes a longer time period:

(1) An ongoing business ethics awareness and compliance program.

(i) This program shall include reasonable steps to communicate periodically and in a practical manner the Contractor's standards and procedures and other aspects of the Contractor's business ethics awareness and compliance program and internal control system, by conducting effective training programs and otherwise disseminating information appropriate to an individual's respective roles and responsibilities.

(ii) The training conducted under this program shall be provided to the Contractor's principals and employees, and as appropriate, the Contractor's agents and subcontractors.

(2) An internal control system.

(i) The Contractor's internal control system shall-

(A) Establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) At a minimum, the Contractor's internal control system shall provide for the following:

(A) Assignment of responsibility at a sufficiently high level and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.

(B) Reasonable efforts not to include an individual as a principal, whom due diligence would have exposed as having engaged in conduct that is in conflict with the Contractor's code of business ethics and conduct.

(C) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct and the special requirements of Government contracting, including-

(1) Monitoring and auditing to detect criminal conduct;

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(2) Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal control system, especially if criminal conduct has been detected; and

(3) Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.

(D) An internal reporting mechanism, such as a hotline, which allows for anonymity or confidentiality, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports.

(E) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.

(F) Timely disclosure, in writing, to the agency OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by the Contractor or a subcontract thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C. or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(1) If a violation relates to more than one Government contract, the Contractor may make the disclosure to the agency OIG and Contracting Officer responsible for the largest dollar value contract impacted by the violation.

(2) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the contractor shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract, and the respective agencies' contracting officers.

(3) The disclosure requirement for an individual contract continues until at least 3 years after final payment on the contract.

(4) The Government will safeguard such disclosures in accordance with paragraph (b)(3)(ii) of this clause.

(G) Full cooperation with any Government agencies responsible for audits, investigations, or corrective actions.

(d) Subcontracts.

(1) The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts that have a value in excess of \$5,000,000 and a performance period of more than 120 days.

(2) In altering this clause to identify the appropriate parties, all disclosures of violation of the civil False Claims Act or of Federal criminal law shall be directed to the agency Office of the Inspector General, with a copy to the Contracting Officer.

**52.232-22--Limitation of Funds (Apr 1984)**

(a) The parties estimate that performance of this contract will not cost the Government more than

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(1) the estimated cost specified in the Schedule or,

(2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule.

The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of

(1) the total amount so far allotted to the contract by the Government or,

(2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share.

The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause --

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of --

(i) The amount then allotted to the contract by the Government or;

(ii) If this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

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(g) The estimated cost shall be increased to the extent that

(1) the amount allotted by the Government or,

(2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule.

If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of --

(1) The amount previously allotted by the Government or;

(2) If this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equaling the percentage of completion of the work contemplated by this contract.

## **52.244-2 Subcontracts ALT I (June 2007)**

(a) *Definitions.* As used in this clause—

“Approved purchasing system” means a Contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR)

“Consent to subcontract” means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

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(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

N/A

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(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting -

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason cost or pricing data were or were not required;

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(D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) If the Contractor has an approved purchasing system and consent is not required under paragraph (c) or (d) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (e)(1)(i) through (e)(1)(iv) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

- (1) Of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

#### **5252.204-9504 DISCLOSURE OF CONTRACT INFORMATION (NAVAIR) (JAN 2007)**

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information (e.g., announcement of contract award), regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless the Contracting Officer has given prior written approval.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least ten (10) days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract.

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Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

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## **SECTION J LIST OF ATTACHMENTS**

Exhibit A - Contract Data Requirements List, A001 and A002

Exhibit B - IT Security CDRL, A003

Attachment #1 - Wage Determination No. 2005-2103 Rev (6)

Attachment #2 - Quality Assurance Surveillance Plan

Attachment #3 - SAAR Form

Attachment #4 - TOM Appointment Letter (Rev 1)

Attachment #4a - TOM Nomination Letter, Attachment to TOM Appointment Letter (Rev 1)

Attachment #5 - Post-Award DD254

Attachment #6 - ATOM Appointment Letter

Attachment #6a - ATOM Nomination Letter, Attachment to ATOM Appointment Letter