

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE <div style="text-align: center;">U</div>		PAGE OF PAGES <div style="display: flex; justify-content: space-between;"><div>1</div><div>2</div></div>	
2. AMENDMENT/MODIFICATION NO. <div style="text-align: center;">51</div>		3. EFFECTIVE DATE <div style="text-align: center;">25-Jun-2013</div>		4. REQUISITION/PURCHASE REQ. NO. <div style="text-align: center;">1300353794</div>	
5. PROJECT NO. (If applicable) <div style="text-align: center;">N/A</div>		6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	
		<div style="text-align: center;">N00039</div>		<div style="text-align: center;">S2404A</div>	

SPAWAR HQ  
4301 Pacific Highway  
San Diego CA 92110  
Edward.Radi@navy.mil 619-524-6332

DCMA Manassas  
10500 BATTLEVIEW PARKWAY, SUITE 200  
MANASSAS VA 20109-2342

  

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102		9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO.  <div style="text-align: center;">N00178-04-D-4024-NS18</div>	
		10B. DATED (SEE ITEM 13)  <div style="text-align: center;">28-Sep-2006</div>	
CAGE CODE	17038	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) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 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)  <div style="text-align: center;">George T. Aban, Senior Contracts Administrator</div>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  <div style="text-align: center;">Diane C Thornewell, Contracting Officer</div>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
/s/George T. Aban (Signature of person authorized to sign)	25-Jun-2013	BY /s/Diane C Thornewell (Signature of Contracting Officer)	25-Jun-2013

NSN 7540-01-152-8070  
 PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
 Prescribed by GSA  
 FAR (48 CFR) 53.243

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

The purpose of this modification is to Deobligate FY07 RDT&E funding as shown in the table below. 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 decreased from \$98,633,611.00 by \$6,718.00 to \$98,626,893.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
100104	TBD	451,372.00	(5,624.00)	445,748.00
300104	TBD	26,000.00	(1,094.00)	24,906.00

The total value of the order is hereby increased from \$105,926,773.12 by \$0.00 to \$105,926,773.12.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 1 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## 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
1001	Base Year - Labor (TBD)	1.0	LO			\$19,235,450.12
100101	ACRN:AA O&M,N Funds for PWS paragraph 5.1 (TBD)					
100102	ACRN:AB RDT&E Funds For PWS paragraph 5.2 (TBD)					
100103	ACRN:AC RDT&E Funds (GMR) (TBD)					
100104	ACRN:AD RDT&E Funds (HMS) (TBD)					
100105	ACRN:AE RDT&E Funds (JNED) (TBD)					
100106	ACRN:AF RDT&E Funds (JPEO) (TBD)					
100107	ACRN:AG RDT&E Funds (AMF JTRS) (TBD)					
100108	ACRN:AH OMN Funds (TBD)					
100109	ACRN: AJ RDT&E (ASD NII) (TBD)					
100110	ACRN: AK SBIR Funding (TBD)					
1101	Option Year 1 - Labor (TBD)	1.0	LO			\$21,394,280.00
110101	RESERVE (TBD)					
110102	RESERVE (TBD)					
110103	ACRN: AC (FY07 RDT&E; GMR) (RDT&E)					
110104	ACRN: AD (FY07 RDT&E; HMS) (RDT&E)					

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 2 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

110105 ACRN: AE (FY07  
RDT&E; JNED)  
(RDT&E)

110106 ACRN: AF (FY07  
RDT&E; JPEO)  
(RDT&E)

110107 ACRN: AG (FY07  
RDT&E; AMF JTRS)  
(RDT&E)

110108 ACRN: AH (FY07  
OMN) (RDT&E)

110109 RESERVE (RDT&E)

110110 ACRN: AK (SBIR  
Funding) (RDT&E)

110111 ACRN: AL (FY07  
RDT&E; JPEO)  
(RDT&E)

110112 ACRN: AM (FY08  
RDT&E; JPEO)  
(RDT&E)

110113 ACRN: AN (FY08  
RDT&E; JNED)  
(RDT&E)

110114 ACRN: AP (FY08  
OMN) (OTHER)

110115 ACRN: AQ (FY 08  
RDT&E; GMR)  
(RDT&E)

110116 ACRN: AR (FY 08  
RDT&E; HMS) (TBD)

110117 ACRN: AS (FY 08  
RDT&E; AMF) (TBD)

110118 ACRN: AT (FY 08  
RDT&E; JPEO)  
(TBD)

1201 Option Year 2 - 1.0 LO [REDACTED] [REDACTED] \$19,266,491.00  
Labor (TBD)

120101 RESERVE (TBD)

120102 RESERVE (TBD)

120103 RESERVE (TBD)

120104 RESERVE (TBD)

120105 RESERVE (TBD)

120106 RESERVE (TBD)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 3 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

120107 RESERVE (TBD)

120108 RESERVE (TBD)

120109 RESERVE (TBD)

120110 RESERVE (TBD)

120111 RESERVE (TBD)

120112 RESERVE (TBD)

120113 FY08 RDT&E (JNED)  
-- ACRN AN  
(RDT&E)

120114 FY08 OMN -- ACRN  
AP (OTHER)

120115 FY08 RDT&E (GMR)  
-- ACRN AQ  
(RDT&E)

120116 FY08 RDT&E (HMS)  
-- ACRN AR  
(RDT&E)

120117 FY08 RDT&E (AMF)  
-- ACRN AS  
(RDT&E)

120118 FY08 FY07 RDT&E  
(JPEO) -- ACRN AT  
(RDT&E)

120119 FY08 RDT&E (JPEO)  
-- ACRN AU  
(RDT&E)

120120 FY08 RDT&E (JPEO)  
-- ACRN AV  
(RDT&E)

120121 FY08 RDT&E (JPEO)  
-- ACRN AW  
(RDT&E)

120122 FY 08 RDT&E (SBIR  
Support) -- ACRN  
AX (RDT&E)

120123 FY 09 RDT&E  
(JPEO) (RDT&E)

120124 FY 09 OMN (OTHER)

120125 FY 09 RDT&E (GMR)  
(RDT&E)

120126 FY 09 RDT&E (HMS)  
(RDT&E)

120127 FY 09 RDT&E (AMF)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 4 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

(RDT&E)

120128 FY 09 RDT&E  
(JPEO) (RDT&E)

120129 FY 09 RDT&E  
(JPEO) (RDT&E)

120130 FY 09 SBIR  
FUNDING (RDT&E)  
(RDT&E)

120131 FY 08 RDT&E  
(JPEO) (RDT&E)

1301 Option Year 3 - 1.0 LO [REDACTED] [REDACTED] \$21,308,771.00  
Labor (OTHER)

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130123 (RDT&E)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 5 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

130124 (O&MN, N)  
 130125 (RDT&E)  
 130126 (RDT&E)  
 130127 (RDT&E)  
 130128 (RDT&E)  
 130129 (RDT&E)  
 130130 (OTHER)  
 130131  
 130132 (RDT&E)  
 130133 (RDT&E)  
 130134 (RDT&E)  
 130135 (RDT&E)  
 130136 (RDT&E)  
 130137 (RDT&E)  
 130138 (RDT&E)  
 130139 (O&MN, N)  
 130140 (RDT&E)  
 130141 (RDT&E)  
 130142 (RDT&E)  
 130143 (RDT&E)  
 130144 (RDT&E)  
 130145 (RDT&E)  
 130146 (RDT&E)  
 130147 (RDT&E)  
 130148  
 130149 (OTHER)  
 130150 (O&MN, N)  
 130151 (RDT&E)  
 130152 (RDT&E)  
 130153 (OTHER)  
 130154 (OTHER)  
 130155 (OTHER)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 6 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

130156 (RDT&E)

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130158

130159 (RDT&E)

130160 (O&MN,N)

130161

130162 (RDT&E)

130163 (RDT&E)

1401	Option Year 4 - Labor (TBD)	1.0	LO			\$9,926,322.00
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140101

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140115

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140123



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 7 of 81	FINAL
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140125

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CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 8 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

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140165 (RDT&E)

140166 (RDT&E)

140167 (RDT&E)

140168 (RDT&E)

140169 (RDT&E)

140170

140171 (RDT&E)

140172

140173 (RDT&E)

140174 (O&MN, N)

140175 (TBD)

140176 (TBD)

140177 (TBD)

140178 (TBD)

140179 (TBD)

140180 (TBD)

140181 (TBD)

140182 (TBD)

140183 (TBD)

140184 (TBD)

140185 (TBD)

140186 (TBD)

140187 (TBD)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 9 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

140188 (TBD)

140189 (TBD)

140190 (TBD)

140191 (TBD)

140192

140193

140194 (TBD)

140195 (TBD)

140196 Incremental  
Funding, ACRN DN  
JPEO OMN FY11  
(O&MN,N)

140197 Incremental  
Funding, ACRN DP  
JPEO AMF (RD)  
FY11 (RDT&E)

140198 Incremental  
Funding, ACRN DQ  
JPEO NED (RD)  
FY11 (RDT&E)

140199 Incremental  
Funding, ACRN DR  
  
JPEO TD WEST FY11  
(RDT&E)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
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3001	Base Year - Other Direct Costs (ODC) and Travel. Non-fee bearing. (TBD)	1.0	LO	\$769,121.00
300101	ACRN:AA O&M,N Funds for PWS paragraph 5.1 (TBD)			
300102	ACRN:AB RDT&E Funds for PWS paragraph 5.2 (TBD)			
300103	ACRN:AC RDT&E Funds (GMR) (TBD)			
300104	ACRN:AD RDT&E			

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 10 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Funds (HMS) (TBD)

300105 ACRN:AE RDT&E  
Funds (JNED)  
(TBD)

300106 ACRN:AF RDT&E  
Funds (JPEO)  
(TBD)

300107 ACRN:AG RDT&E  
Funds (AMF JTRS)  
(TBD)

300108 ACRN:AH OMN Funds  
(TBD)

300109 ACRN: AJ RDT&E  
Funds (JPEO OCF  
from ASD NII)  
(TBD)

3101 Option Year 1 - 1.0 LO \$1,026,929.00  
Other Direct  
Costs (ODC) and  
Travel. Non-fee  
bearing. (TBD)

310101 RESERVE (TBD)

310102 RESERVE (TBD)

310103 ACRN: AC (FY07  
RDT&E; GMR)  
(RDT&E)

310104 ACRN: AD (FY07  
RDT&E; HMS)  
(RDT&E)

310105 ACRN: AE (FY07  
RDT&E; JNED)  
(RDT&E)

310106 ACRN: AF (FY07  
RDT&E; JPEO)  
(RDT&E)

310107 ACRN: AG (FY07  
RDT&E; AMF JTRS)  
(RDT&E)

310108 ACRN: AH (FY07  
OMN) (OTHER)

310109 RESERVE (TBD)

310110 ACRN: AK (SBIR  
FUNDING) (RDT&E)

310111 ACRN: AL (FY07  
RDT&E; JPEO)  
(RDT&E)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 11 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

310112 ACRN: AM (FY08  
RDT&E; JPEO)  
(RDT&E)

310113 ACRN: AN (FY08  
RDT&E; JNED)  
(RDT&E)

310114 ACRN: AP (FY08  
OMN) (OTHER)

310115 ACRN: AQ (FY08  
RDT&E; GMR)  
(RDT&E)

310116 ACRN: AR (FY 08  
RDT&E; HMS)  
(RDT&E)

310117 ACRN: AS (FY08  
RDT&E; AMF)  
(RDT&E)

3201 Option Year 2 - 1.0 LO \$750,000.00  
Other Direct  
Costs (ODC) and  
Travel. Non-fee  
bearing. (TBD)

320101 RESERVE (TBD)

320102 RESERVE (TBD)

320103 RESERVE (TBD)

320104 RESERVE (TBD)

320105 RESERVE (TBD)

320106 RESERVE (TBD)

320107 RESERVE (TBD)

320108 RESERVE (TBD)

320109 RESERVE (TBD)

320110 RESERVE (TBD)

320111 RESERVE (TBD)

320112 RESERVE (TBD)

320113 ACRN AN -- FY08  
RDT&E (JNED)  
(RDT&E)

320114 ACRN AP -- FY08  
OMN (OTHER)

320115 ACRN AQ -- FY08  
RDT&E (GMR)  
(RDT&E)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 12 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

320116 ACRN AR -- FY08  
RDT&E (HMS)  
(RDT&E)

320117 ACRN AS -- FY08  
RDT&E (AMF)  
(RDT&E)

320118 RESERVE (TBD)

320119 RESERVE (TBD)

320120 ACRN AV -- FY08  
RDT&E (JPEO)  
(RDT&E)

320121 RESERVE (TBD)

320122 ACRN AX -- FY08  
RDT&E (SBIR  
FUNDING) (RDT&E)

320123 ACRN AY -- FY09  
RDT&E (JPEO)  
(RDT&E)

320124 ACRN AZ -- FY09  
OMN (OTHER)

320125 ACRN BA -- FY09  
RDT&E (GMR)  
(RDT&E)

320126 ACRN BB -- FY09  
RDT&E (HMS)  
(RDT&E)

320127 ACRN BC -- FY09  
RDT&E (AMF)  
(RDT&E)

320128 ACRN BD -- FY09  
RDT&E (JPEO)  
(RDT&E)

320129 ACRN BE -- FY09  
RDT&E (JPEO)  
(RDT&E)

320130 ACRN BF -- FY09  
SBIR FUNDING  
(RDT&E)

320131 RESERVE (TBD)

3301 Option Year 3 - 1.0 LO \$969,287.00  
Other Direct  
Costs (ODC) and  
Travel. Non-fee  
bearing. (TBD)

330101

330102

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 13 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

330103

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330115

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330123 (RDT&E)

330124 (O&MN, N)

330125 (RDT&E)

330126 (RDT&E)

330127 (RDT&E)

330128

330129 (RDT&E)

330130 (OTHER)

330131

330132 (RDT&E)

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330134 (RDT&E)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 14 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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330137 (RDT&E)

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330139 (O&MN,N)

330140 (RDT&E)

330141 (RDT&E)

330142 (RDT&E)

330143 (RDT&E)

330144 (RDT&E)

330145 (RDT&E)

330146 (RDT&E)

330147 (RDT&E)

330148 (TBD)

330149

330150

330151

330152

330153

330154

330155

330156 (RDT&E)

330157 (RDT&E)

330158 (RDT&E)

330159 (RDT&E)

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330161 (RDT&E)

330162 (RDT&E)

330163

330164 (OTHER)

3401 Option Year 4 - 1.0 LO \$560,000.00  
Other Direct  
Costs (ODC) and



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 15 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Travel. Non-fee  
bearing. (TBD)

340101

340102

340103

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340111

340112

340113

340114

340115

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CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 16 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 17 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

340164

340165 (RDT&E)

340166 (O&MN, N)

340167 (RDT&E)

340168 (RDT&E)

340169 (RDT&E)

340170

340171 (RDT&E)

340172

340173 (RDT&E)

340174 (RDT&E)

340175 (TBD)

340176 (TBD)

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340182 (TBD)

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340184 (TBD)

340185 (TBD)

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340189 (TBD)

340190 (TBD)

340191 (TBD)

340192 (TBD)

340193 (TBD)

340194 (TBD)

340195 (TBD)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 18 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

340196 Incremental  
Funding- ACRN DN  
JPEO OMN FY11  
(O&MN,N)

340197 Incremental  
Funding-ACRN DP  
JPEO AMF (RD)  
FY11 (RDT&E)

340198 Incremental  
Funding-ACRN DQ  
JPEO NED (RD)  
FY11 (RDT&E)

340199 Incremental  
Funding- ACRN DR  
JPEO TD WEST FY11  
(RDT&E)

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4402	Labor Option Year 4 (TBD)	1.0	LO			\$10,530,122.00
440201	Incremental Funding-ACRN DS ARMY OPA FY11 (O&MN,N)					
440202	Incremental Funding-ACRN DT JTRS AMF FY11 (RDT&E)					
440203	Incremental Funding-ACRN DU JTRS HMS FY11 (RDT&E)					
440204	Incremental Funding-ACRN DV JTRS GMR FY11 (RDT&E)					
440205	Incremental Funding-ACRN BR (RDT&E)					
440206	Incremental Funding-ACRN CH (RDT&E)					
440207	Incremental Funding-ACRN DW JTRS HMS FY11 (RDT&E)					
440208	Incremental					

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 19 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Funding-ACRN DX  
JPEO TD WEST FY11  
(RDT&E)

440209 Incremental  
Funding-ACRN DY  
JPEO OMN (O&MN,N)

440210 Incremental  
Funding-ACRN EB  
JPEO AMF FY11  
(RDT&E)

440211 Incremental  
Funding-ACRN EC  
JPEO TD WEST FY11  
(RDT&E)

440212 Incremental  
Funding-ACRN ED  
JPEO PISP FY11  
OMA (O&MN,N)

440213 Incremental  
Funding - ACRN DZ  
FY10 SBIR (RDT&E)

440214 Incremental  
Funding - ACRN EA  
FY11 JPEO AMF  
(RDT&E)

440215 Incremental  
Funding - ACRN EE  
JPEO FY11 (AMF)  
(RDT&E)

440216 Incremental  
Funding - ACRN EF  
JPEO FY11 (GMR)  
(RDT&E)

440217 Incremental  
Funding - ACRN EG  
JPEO FY10 (NED)  
(RDT&E)

440218 Incremental  
Funding - ACRN EH  
JPEO FY11 (MIDS)  
(RDT&E)

440219 Incremental  
Funding - ACRN EJ  
JPEO FY11 (OMN)  
(O&MN,N)

440220 Incremental  
Funding - ACRN EK  
JPEO FY11  
(TDWEST) (RDT&E)

440221 Incremental  
Funding - ACRN EL

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 20 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

HMS FY11 (RDT&E)

440222 Incremental  
Funding - ACRN EM  
AMF FY10 (RDT&E)

440223 Incremental  
Funding - ACRN EN  
SBIR FY11 (RDT&E)

440224 Incremental  
Funding - ACRN EP  
JPEO FY11  
(O&MN,N)

440225 Incremental  
Funding - ACRN ES  
JPEO FY11 (GMR)  
(RDT&E)

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
-----	-----	-----	-----	-----
6402	ODC Option Year 4 (TBD)	1.0	LO	\$190,000.00
640201	Incremental Funding-ACRN DS ARMY OPA FY11 (O&MN,N)			
640202	Incremental Funding-ACRN DT JTRS ARMF FY11 (RDT&E)			
640203	Incremental Funding-ACRN DU JTRS HMS FY11 (RDT&E)			
640204	Incremental Funding-ACRN DV JTRS GMR FY11 (RDT&E)			
640205	Incremental Funding - ACRN EK JPEO FY11 (TDWEST) (RDT&E)			
640206	Incremental Funding - ACRN EL HMS FY11 (RDT&E)			
640207	Incremental Funding - ACRN EF JPEO FY11 (GMR) (RDT&E)			
640208	Incremental			

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 21 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Funding - ACRN EQ  
JPEO FY11  
(TDWEST) (RDT&E)

640209 Incremental  
Funding - ACRN ER  
JPEO FY11 (OMN)  
(O&MN,N)

640210 Incremental  
Funding - ACRN ET  
SBIR (RDT&E)

#### B-1 ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this Order.

#### B-2 PAYMENT OF FIXED FEE BASED ON STAFF-HOURS (TERM TYPE) (NOV 2003) (5252.216-9201)

The fixed fee for work performed under this contract is \$5,326,790 provided that not less than 1,010,000 staff-hours of direct labor are so employed on such work by the Contractor. If substantially less than 1,010,000 staff-hours of direct labor are so employed for such work, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make payments to the Contractor when requested as work progresses, but not more frequently than biweekly, on account of the fixed fee, equal to 5.85% of the amounts invoiced by the Contractor under the "Allowable Cost and Payment" clause hereof for the related period, subject to the withholding provisions of paragraph (b) of the "Fixed Fee" clause provided that the total of all such payments shall not exceed eighty-five percent (85%) of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any overpayment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government, at the time of final payment.

#### B-3 ALLOTMENT OF FUNDS (JAN 1989) (5252.232-9200)

(a) This contract is incrementally funded with respect to both cost and fee.

(b) The amounts presently available and allotted to this contract for payment of fee, as provided in the Section I clause of this contract entitled "Fixed Fee", are as follows:

#### ITEM(S) ALLOTTED TO FIXED FEE

BASE YEAR		Option Year 1		Option Year 2	
CLIN 1001		CLIN 1101			
100101		110101		120101	
100102		110102		120102	
100103		110103		120103	
100104		110104		120104	
100105		110105		120105	
100106		110106		120106	
100107		110107		120107	
100108		110108		120108	
100109		110109		120109	
100110		110110		120110	
100111		110111		120111	
100112		110112		120112	
100113		110113		120113	
100114		110114		120114	
		110115		120115	
		110116		120116	
		110117		120117	
		110118		120118	
				120119	
				120120	

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 22 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

120121	
120122	
120123	
120124	
120125	
120126	
120127	
120128	
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120131	
120132	
120133	
120134	
120135	

OPTION YEAR 3 - The Period of Performance for CLIN 1301 and all SLINs is 28 SEPT 2009 - 27 SEPT 1010

CLIN	TOTAL
130117	
130118	
130119	
130120	
130121	
130122	
130123	
130124	
130125	
130126	
130127	
130128	
130129	
130130	
130131	
130132	
130133	
130134	
130135	
130136	
130137	
130138	
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CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4024	NS18	51	23 of 81	

130157 [REDACTED]

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 24 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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OPTION YEAR 4 - The Period of Performance for CLIN 1401 and all SLINs is 28 SEPT 2010 - 27 SEPT 2011

CLIN	TOTAL
140165	
140166	
140167	
140168	
140169	
140171	
140173	
140174	
140175	
140176	
140177	
140178	
140179	
140180	
140181	
140182	
140183	
140184	
140186	
140187	
140188	
140190	
140191	
140194	
140195	
140196	
140197	
140198	
140199	
440201	
440202	
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CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 25 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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(c) The amounts presently available and allotted to this contract for payment of cost, subject to the Section I "Limitation of Funds" clause, the items covered thereby and the period of performance which it is estimated the allotted amount will cover are as follows:

ITEM(S) ALLOTTED TO COST PERIOD OF PERFORMANCE

BASE YEAR					
CLIN 1001	COST	POP			
100101		28 SEP 2006 - 27 SEP 2007			
100102		28 SEP 2006 - 27 SEP 2007			
100103		28 SEP 2006 - 27 SEP 2007			
100104		28 SEP 2006 - 27 SEP 2007			
100105		28 SEP 2006 - 27 SEP 2007			
100106		28 SEP 2006 - 27 SEP 2007			
100107		28 SEP 2006 - 27 SEP 2007			
100108		28 SEP 2006 - 27 SEP 2007			
100109		28 SEP 2006 - 27 SEP 2007			
100110		28 SEP 2006 - 27 SEP 2007			
CLIN 3001		POP			
300101		28 SEP 2006 - 27 SEP 2007			
300102		28 SEP 2006 - 27 SEP 2007			
300103		28 SEP 2006 - 27 SEP 2007			
300104		28 SEP 2006 - 27 SEP 2007			
300105		28 SEP 2006 - 27 SEP 2007			
300106		28 SEP 2006 - 27 SEP 2007			
300107		28 SEP 2006 - 27 SEP 2007			
300108		28 SEP 2006 - 27 SEP 2007			
300109		28 SEP 2006 - 27 SEP 2007			
OPTION YEA			OPTION YEAR 2		
CLIN 1101		POP	CLIN 1201	COST	POP
110101		28 SEP 2007 - 27 SEP 2008	120101		28 SEP 2008 - 27 SEP 2009
110102		28 SEP 2007 - 27 SEP 2008	120102		28 SEP 2008 - 27 SEP 2009
110103		28 SEP 2007 - 27 SEP 2008	120103		28 SEP 2008 - 27 SEP 2009
110104		28 SEP 2007 - 27 SEP 2008	120104		28 SEP 2008 - 27 SEP 2009
110105		28 SEP 2007 - 27 SEP 2008	120105		28 SEP 2008 - 27 SEP 2009
110106		28 SEP 2007 - 27 SEP 2008	120106		28 SEP 2008 - 27 SEP 2009
110107		28 SEP 2007 - 27 SEP 2008	120107		28 SEP 2008 - 27 SEP 2009
110108		28 SEP 2007 - 27 SEP 2008	120108		28 SEP 2008 - 27 SEP 2009
110109		28 SEP 2007 - 27 SEP 2008	120109		28 SEP 2008 - 27 SEP 2009
110110		28 SEP 2007 - 27 SEP 2008	120110		28 SEP 2008 - 27 SEP 2009
110111		28 SEP 2007 - 27 SEP 2008	120111		28 SEP 2008 - 27 SEP 2009
110112		28 SEP 2007 - 27 SEP 2008	120112		28 SEP 2008 - 27 SEP 2009
110113		28 SEP 2007 - 27 SEP 2008	120113		28 SEP 2008 - 27 SEP 2009

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 26 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

110114		29 SEP 2007 - 27 SEP 2008	120114		28 SEP 2008 - 27 SEP 2009
110115		29 SEP 2007 - 27 SEP 2008	120115		28 SEP 2008 - 27 SEP 2009
110116		29 SEP 2007 - 27 SEP 2008	120116		28 SEP 2008 - 27 SEP 2009
110117		29 SEP 2007 - 27 SEP 2008	120117		28 SEP 2008 - 27 SEP 2009
110118		29 SEP 2007 - 27 SEP 2008	120118		28 SEP 2008 - 27 SEP 2009
			120119		28 SEP 2008 - 27 SEP 2009
			120120		28 SEP 2008 - 27 SEP 2009
			120121		28 SEP 2008 - 27 SEP 2009
			120122		28 SEP 2008 - 27 SEP 2009
			120123		28 SEP 2008 - 27 SEP 2009
			120124		28 SEP 2008 - 27 SEP 2009
			120125		28 SEP 2008 - 27 SEP 2009
			120126		28 SEP 2008 - 27 SEP 2009
			120127		28 SEP 2008 - 27 SEP 2009
			120128		28 SEP 2008 - 27 SEP 2009
			120129		28 SEP 2008 - 27 SEP 2009
			120130		28 SEP 2008 - 27 SEP 2009
			120131		28 SEP 2008 - 27 SEP 2009
			120132		28 SEP 2008 - 27 SEP 2009
			120133		28 SEP 2008 - 27 SEP 2009
			120134		28 SEP 2008 - 27 SEP 2009
			120135		28 SEP 2008 - 27 SEP 2009

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 27 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

CLIN 3101	COST	POP	3201	POP
310101		28 SEP 2007 - 27 SEP 2008	320101	28 SEP 2008 - 27 SEP 2009
310102		28 SEP 2007 - 27 SEP 2008	320102	28 SEP 2008 - 27 SEP 2009
310103		28 SEP 2007 - 27 SEP 2008	320103	28 SEP 2008 - 27 SEP 2009
310104		28 SEP 2007 - 27 SEP 2008	320104	28 SEP 2008 - 27 SEP 2009
310105		28 SEP 2007 - 27 SEP 2008	320105	28 SEP 2008 - 27 SEP 2009
310106		28 SEP 2007 - 27 SEP 2008	320106	28 SEP 2008 - 27 SEP 2009
310107		28 SEP 2007 - 27 SEP 2008	320107	28 SEP 2008 - 27 SEP 2009
310108		28 SEP 2007 - 27 SEP 2008	320108	28 SEP 2008 - 27 SEP 2009
310109		28 SEP 2007 - 27 SEP 2008	320109	28 SEP 2008 - 27 SEP 2009
310110		28 SEP 2007 - 27 SEP 2008	320110	28 SEP 2008 - 27 SEP 2009
310111		28 SEP 2007 - 27 SEP 2008	320111	28 SEP 2008 - 27 SEP 2009
310112		28 SEP 2007 - 27 SEP 2008	320112	28 SEP 2008 - 27 SEP 2009
310113		28 SEP 2007 - 27 SEP 2008	320113	28 SEP 2008 - 27 SEP 2009
310114		28 SEP 2007 - 27 SEP 2008	320114	28 SEP 2008 - 27 SEP 2009
310115		28 SEP 2007 - 27 SEP 2008	320115	28 SEP 2008 - 27 SEP 2009
310116		28 SEP 2007 - 27 SEP 2008	320116	28 SEP 2008 - 27 SEP 2009
310117		28 SEP 2007 - 27 SEP 2008	320117	28 SEP 2008 - 27 SEP 2009
310118		28 SEP 2007 - 27 SEP 2008	320118	28 SEP 2008 - 27 SEP 2009
			320119	28 SEP 2008 - 27 SEP 2009
			320120	28 SEP 2008 - 27 SEP 2009
			320121	28 SEP 2008 - 27 SEP 2009
			320122	28 SEP 2008 - 27 SEP 2009
			320123	28 SEP 2008 - 27 SEP 2009
			320124	28 SEP 2008 - 27 SEP 2009
			320125	28 SEP 2008 - 27 SEP 2009
			320126	28 SEP 2008 - 27 SEP 2009
			320127	28 SEP 2008 - 27 SEP 2009
			320128	28 SEP 2008 - 27 SEP 2009
			320129	28 SEP 2008 - 27 SEP 2009
			320130	28 SEP 2008 - 27 SEP 2009
			320131	28 SEP 2008 - 27 SEP 2009
			320132	28 SEP 2008 - 27 SEP 2009
			320133	28 SEP 2008 - 27 SEP 2009
			320134	28 SEP 2008 - 27 SEP 2009
			320135	28 SEP 2008 - 27 SEP 2009

OPTION Year 3 - The Period of Performance for CLIN 1301 and 3301 and all SLINs is 28 SEPT 2009 - 27 SEPT 2010.

CLIN	Amount	PoP
130123		28 SEP 2009 - 27 SEP 2010
130124		28 SEP 2009 - 27 SEP 2010
130125		28 SEP 2009 - 27 SEP 2010
130126		28 SEP 2009 - 27 SEP 2010
130127		28 SEP 2009 - 27 SEP 2010
130128		28 SEP 2009 - 27 SEP 2010
130129		28 SEP 2009 - 27 SEP 2010
130130		28 SEP 2009 - 27 SEP 2010
130131		28 SEP 2009 - 27 SEP 2010
130132		28 SEP 2009 - 27 SEP 2010

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 28 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

130133		28 SEP 2009 - 27 SEP 2010
130134		28 SEP 2009 - 27 SEP 2010
130135		28 SEP 2009 - 27 SEP 2010
130136		28 SEP 2009 - 27 SEP 2010
130137		28 SEP 2009 - 27 SEP 2010
130138		28 SEP 2009 - 27 SEP 2010
130139		28 SEP 2009 - 27 SEP 2010
130140		28 SEP 2009 - 27 SEP 2010
130141		28 SEP 2009 - 27 SEP 2010
130142		28 SEP 2009 - 27 SEP 2010
130143		28 SEP 2009 - 27 SEP 2010
130144		28 SEP 2009 - 27 SEP 2010
130145		28 SEP 2009 - 27 SEP 2010
130146		28 SEP 2009 - 27 SEP 2010
130147		28 SEP 2009 - 27 SEP 2010
130148		28 SEP 2009 - 27 SEP 2010
130149		28 SEP 2009 - 27 SEP 2010
130150		28 SEP 2009 - 27 SEP 2010
130151		28 SEP 2009 - 27 SEP 2010
130152		28 SEP 2009 - 27 SEP 2010
130153		28 SEP 2009 - 27 SEP 2010
130154		28 SEP 2009 - 27 SEP 2010
130155		28 SEP 2009 - 27 SEP 2010
130156		28 SEP 2009 - 27 SEP 2010
130157		28 SEP 2009 - 27 SEP 2010
130158		28 SEP 2009 - 27 SEP 2010
130159		28 SEP 2009 - 27 SEP 2010
130160		28 SEP 2009 - 27 SEP 2010
130161		28 SEP 2009 - 27 SEP 2010
130162		28 SEP 2009 - 27 SEP 2010
130163		28 SEP 2009 - 27 SEP 2010

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 29 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

330123		28 SEP 2009 - 27 SEP 2010
330124		28 SEP 2009 - 27 SEP 2010
330125		28 SEP 2009 - 27 SEP 2010
330126		28 SEP 2009 - 27 SEP 2010
330127		28 SEP 2009 - 27 SEP 2010
330128		28 SEP 2009 - 27 SEP 2010
330129		28 SEP 2009 - 27 SEP 2010
330130		28 SEP 2009 - 27 SEP 2010
330131		28 SEP 2009 - 27 SEP 2010
330132		28 SEP 2009 - 27 SEP 2010
330133		28 SEP 2009 - 27 SEP 2010
330134		28 SEP 2009 - 27 SEP 2010
330135		28 SEP 2009 - 27 SEP 2010
330136		28 SEP 2009 - 27 SEP 2010
330137		28 SEP 2009 - 27 SEP 2010
330138		28 SEP 2009 - 27 SEP 2010
330139		28 SEP 2009 - 27 SEP 2010
330140		28 SEP 2009 - 27 SEP 2010
330141		28 SEP 2009 - 27 SEP 2010
330142		28 SEP 2009 - 27 SEP 2010
330143		28 SEP 2009 - 27 SEP 2010
330144		28 SEP 2009 - 27 SEP 2010
330145		28 SEP 2009 - 27 SEP 2010
330146		28 SEP 2009 - 27 SEP 2010
330147		28 SEP 2009 - 27 SEP 2010
330148		29 SEP 2009 - 27 SEP 2010
330149		28 SEP 2009 - 27 SEP 2010
330150		28 SEP 2009 - 27 SEP 2010
330151		28 SEP 2009 - 27 SEP 2010
330152		28 SEP 2009 - 27 SEP 2010
330153		28 SEP 2009 - 27 SEP 2010
330154		28 SEP 2009 - 27 SEP 2010
330155		28 SEP 2009 - 27 SEP 2010
330156		28 SEP 2009 - 27 SEP 2010
330157		28 SEP 2009 - 27 SEP 2010
330158		28 SEP 2009 - 27 SEP 2010
330159		28 SEP 2009 - 27 SEP 2010
330160		28 SEP 2009 - 27 SEP 2010
330161		28 SEP 2009 - 27 SEP 2010
330162		28 SEP 2009 - 27 SEP 2010
330163		28 SEP 2009 - 27 SEP 2010
330164		28 SEP 2009 - 27 SEP 2010

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 30 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

OPTION Year 4 - The Period of Performance for CLIN 1401, 3401, 4402, and 6602 and all SLINs is 28 SEPT 2010 - 27 SEPT 2011

CLIN	Total	CLIN	Total
140165		340165	
140166		340166	
140167		340167	
140168		340168	
140169		340169	
140170		340170	
140171		340171	
140172		340172	
140173		340173	
140174		340174	
140175		340175	
140176		340176	
140177		340177	
140178		340178	
140179		340179	
140180		340180	
140181		340181	
140182		340182	
140183		340183	
140184		340184	
140185		340185	
140186		340186	
140187		340187	
140188		340188	
140189		340189	
140190		340190	
140191		340191	
140192		340192	
140193		340193	
140194		340194	
140195		340195	
140196		340196	
140197		340197	
140198		340198	
140199		340199	
440201		640201	
440202		640202	
440203		640203	
440204		640204	
440205		640205	
440206		640206	
440207		640207	
440208		640208	
440209		640209	
440210		640210	
440211		640225	
440212			
440213			
440214			
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CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 31 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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(d) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state separately the amounts allotted for cost and for fee, the items covered thereby, and the period of performance the amounts are expected to cover.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 32 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### C-1 SPECIFICATIONS/STATEMENT OF WORK (DEC 1998) (SPAWAR C-301)

Work under this contract shall be performed in accordance with the following performance work statement:

Work under this contract shall be performed in accordance with Attachment No. 1 Performance Work Statement (PWS) and Attachment No. 2 Contract Data Requirements List (CDRL).

### C-2 QUALITY ASSURANCE PLAN

(1) Objective: The purpose of this plan is to provide a quality assurance plan for the services contracted under this Task Order. This plan provides a basis for the Task Order Manager (TOM) to evaluate the quality of the contractor's performance. The oversight provided for in this plan, and the remedy established, will help ensure that service levels are of high quality throughout the task order term.

#### (2) Performance Standards:

- a. The deliverables under this task order will be consistently technically accurate.
- b. The services delivered under this task order will be consistently of high quality.
- c. The contractor's cost control efforts under this task order will be consistently effective (applicable to cost reimbursement task orders).
- d. The contractor will be consistently responsive to Government customers in its performance of this task order.
- e. For the purposes of this plan, "consistently" is defined as "generally holding true", "persistently over time", and/or "overall uniformly".

(3) Evaluation Methods: The TOM will conduct performance evaluations based the standards in paragraph 2 above using the following technique:

- a. During the performance period of the task order, the TOM will continually and proactively monitor contractor efforts and obtain input from other Government personnel with performance oversight functions to ascertain the level of compliance with the Performance Standards.
- b. Every 12 months after the effective date of the task order, the TOM will prepare a Task Order Performance Evaluation (TOPE) documenting the results of the efforts performed under paragraph 3.a. above.
- c. The TOM will upload the TOPE to the SeaPort Portal.

#### (4) Remedy

- a. If the annual Performance Evaluation indicates that the contractor has not met one or more of the Performance Standards, the following negative remedy becomes effective: the TOM will submit a negative TOPE on the SeaPort Portal for the applicable Performance Standard.
- b. This is a significant negative remedy as the TOPE is a key part of the Performance Monitoring process which:
  - i. Provides input to the annual Contractor Performance Assessment Report (CPAR); and
  - ii. Determines the contractor's ability to earn term extensions to its basic SeaPort-e contract in accordance with the Award Term provisions contained therein.

### C-3 SECURITY REQUIREMENTS (DEC 1999) (SPAWAR C-313)

The work to be performed under this contract as delineated in the DD Form 254, Attachment No. 3 [Contracting officer insert attachment number] involves access to and handling of classified material up to and including Secret.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 33 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

In addition to the requirements of the FAR 52.204-2 "Security Requirements" clause, the Contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instructions from the Security Officer .

#### C-4 WORKWEEK (DEC 1999) (SPAWAR C-315)

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal workweek for Government employees at SPAWARSCOM is Monday - Friday 0800 to 1630 hours. Work at this Government installation, shall be performed by the contractor within the normal workweek unless differing hours are specified on the individual task orders. Following is a list of holidays observed by the Government:

Name of Holiday	Time of Observance
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

(b) If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(c) If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

(d) This contract does not allow for payment of overtime during the normal workweek for employees who are not exempted from the Fair Labor Standards Act unless expressly authorized by the Ordering Officer. Under Federal regulations the payment of overtime is required only when an employee works more than 40 hours in a normal week

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 34 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

period.

C-5 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES (DEC 1999) (SPAWAR C-317)

- (a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.
- (b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:
- (1) Routine inspection of contractor occupied work spaces.
  - (2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.
  - (3) Random inspections of personnel possessions on entry or exit from the installation.
- (c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.
- (d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.
- (e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.
- (f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

C-6 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY (JUN 2001) (SPAWAR C-718)

- (a) Each Electronic and Information Technology (EIT) supply or service provided under this task order shall comply with the EIT Accessibility Standards listed below:

[The Contracting Officer shall consult with the program office to determine which standards listed in subsection (a) apply and shall check all applicable standards prior to issuing the solicitation.]

36 C.F.R. § 1194.21 (Software Applications and operating systems)

36 C.F.R. § 1194.22 (Web-based and internet information and applications)

36 C.F.R. § 1194.23 (Telecommunications products)

36 C.F.R. § 1194.24 (Video and multimedia products)

36 C.F.R. § 1194.25 (Self contained, closed products)

36 C.F.R. § 1194.26 (Desktop and portable computers)

In addition, each EIT supply or service provided under this task order shall comply with 36 C.F.R. § 1194.31 (Functional performance criteria) and 36 C.F.R. § 1194.41 (Information, documentation, and support).

- (b) If the Contracting Officer determines that any supply or service delivered under this task order does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing accordingly. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the task order, the Government will have the rights and remedies

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 35 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

contained in the task order.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 36 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

### **D-1 SHIP TO INFORMATION**

See Section G – Task Order Manager

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4024	NS18	51	37 of 81	

## **SECTION E INSPECTION AND ACCEPTANCE**

### **E-1 INSPECTION AND ACCEPTANCE--DESTINATION (JAN 2002)**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his/her duly authorized representative.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 38 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

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

1001	9/28/2006 - 9/27/2007
1101	9/28/2007 - 9/27/2008
1201	9/28/2008 - 9/27/2009
1301	9/28/2009 - 9/27/2010
1401	9/28/2010 - 9/27/2011
3001	9/28/2006 - 9/27/2007
3101	9/28/2007 - 9/27/2008
3201	9/28/2008 - 9/27/2009
3301	9/28/2009 - 9/27/2010
3401	9/28/2010 - 9/27/2011
4402	9/28/2010 - 9/27/2011
6402	9/28/2010 - 9/27/2011

### F-1 PERIODS OF PERFORMANCE (DEC 1999)

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

1001	9/28/2006 - 9/27/2007
1101	9/28/2007 - 9/27/2008
1201	9/28/2008 - 9/27/2009
1301	9/28/2009 - 9/27/2010
1401	9/28/2010 - 9/27/2011
3001	9/28/2006 - 9/27/2007
3101	9/28/2007 - 9/27/2008
3201	9/28/2008 - 9/27/2009
3301	9/28/2009 - 9/27/2010
3401	9/28/2010 - 3/27/2012
4402	9/28/2010 - 3/27/2012
6402	9/28/2010 - 3/27/2012

The above period(s) of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 "Option to Extend Services" or FAR 52.217-9 "Option to Extend the Term of the Contract.

Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 39 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### G-1 STANDARD MONTHLY STATUS REPORTS

The contractor shall electronically submit Monthly Status Reports (MSR) in accordance with the format and content detailed CDRL Item A001. Submissions are due monthly by the 10th of the following month to the Task Order Manager and the SPAWAR Business Resource Manager (SPAWAR 01). This submission may be to a central website.

In addition to the content specified in the CDRL Item, a brief narrative shall be included in the MSR to address the following:

- a) Period Covered by Report
- b) Significant Accomplishments – Description of the technical progress made during that period.
- c) Significant Issues
- d) Schedule Status – Indicate if efforts are on schedule. If not, indicate the reason for the delay and the projected completion or delivery date, if applicable.
- e) Travel Activity

The contractor shall provide emergent reports at the request of the Task Order Contracting Officer or Task Order Manager.

### G-2 INVOICING AND PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

Consistent with task order clause H-1, Segregation of Costs, the contractor shall segregate and accumulate costs for the performance of this task order by the appropriate Accounting Classification Reference Number (ACRN) listed on the attached Financial Accounting Data (FAD) sheet. The contractor's invoice shall identify the appropriate Contract and Task Order numbers. For the work performed, invoiced costs shall be associated to the Contract Line Item Number (CLIN), the Contract Subline Item (SLIN), and the specific ACRN. Invoices submitted to the paying office that do not comply with this requirement will be returned to the contractor for resubmission. The contractor shall provide an electronic copy of each invoice to the Task Order Manager at the time of submission to DCAA/DFAS. The paying office will disburse funds in strict compliance with the amounts invoiced by CLIN/SLIN/ACRN.

### G-3 TYPE OF CONTRACT (DEC 1999) (SPAWAR G-314)

This is a Cost Plus Fixed Fee task order.

### G-4 INVOICES

See basic contract.

### G-5 ACTIVITY OMBUDSMAN

The SPAWAR Ombudsman for this Task Order is:

Name: [REDACTED]

Code: SPAWAR 02B

Address: 4301 Pacific Highway, San Diego CA 92110

Phone: [REDACTED]

E-Mail: [REDACTED]

### G-6 TASK ORDER MANAGER

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 40 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

LTC Peter Cushing, JPEO JTRS Operations  
33000 Nixie Way, Building 50, 2nd Floor  
San Diego, CA 92147  
Email: [REDACTED]  
Phone: [REDACTED]

#### Accounting Data

SLINID	PR Number	Amount
100101		3430000.00
LLA :		
AA 1761804 5T6M 000 EA E19 0 068342 2D 04A6M0 70600000600		
ACRN:AA		
O&M,N		
PWS paragraph 5.1		

100102		400000.00
LLA :		
AB 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX		
ACRN:AB		
RDT&E		
PWS paragraph 5.2		

300101		100000.00
LLA :		
AA 1761804 5T6M 000 EA E19 0 068342 2D 04A6M0 70600000600		
ACRN:AA		
O&M,N		
PWS paragraph 5.1		

300102		50000.00
LLA :		
AB 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX		
ACRN:AB RDT&E Funds		
for PWS paragraph 5.2		

BASE Funding 3980000.00  
Cumulative Funding 3980000.00

#### MOD 02

100103	N00039-07-MR-55372	1541500.00
LLA :		
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET		

100104	N00039-07-MR-555372	216500.00
LLA :		
AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET		

300103	N00039-07-MR-555372	98000.00
LLA :		
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET		

300104	N00039-07-MR-555372	38000.00
LLA :		
AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET		

MOD 02 Funding 1894000.00  
Cumulative Funding 5874000.00

#### MOD 03

100105	N00039-07-MR-55670	701000.00
LLA :		
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET		

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 41 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

100106 N00039-07-MR-55670 3513000.00  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

300105 N00039-07-MR-55670 24000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

300106 N00039-07-MR-55670 75000.00  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 03 Funding 4313000.00  
Cumulative Funding 10187000.00

MOD 04

100105 N00039-07-MR-55832 638000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

100107 N00039-07-MR-55832 501141.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

300105 N00039-07-MR-55832 22000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

300107 N00039-07-MR-55832 13589.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

MOD 04 Funding 1174730.00  
Cumulative Funding 11361730.00

MOD 05

100105 N00039-07-MR-55832 1650000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

100106 N00039-07-MR-55670 678000.00  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AF RDT&E Funds (JPEO)

100108 N00039-07-MR-56850 433000.00  
LLA :  
AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

300105 N00039-07-MR-55832 72000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

300108 N00039-07-MR-56850 105000.00  
LLA :  
AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

MOD 05 Funding 2938000.00  
Cumulative Funding 14299730.00

MOD 06

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 42 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

100108 N00039-07-MR-56850 637000.00  
LLA :  
AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

300107 N00039-07-MR-55832 15000.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

MOD 06 Funding 652000.00  
Cumulative Funding 14951730.00

MOD 07

100105 06-MR-JTRS-1 1534000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

100106 06-MR-JTRS-1 365000.00  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AF RDT&E Funds (JPEO)

100107 06-MR-JTRS-1 182000.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

100108 06-MR-JTRS-1 247000.00  
LLA :  
AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

100109 06-MR-JTRS-1 137900.00  
LLA :  
AJ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
JPEO-OCF from ASD NII (PWS 5.2)

300105 N00039-07-MR-55832 32000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

300107 N00039-07-MR-55832 6000.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

300109 06-MR-JTRS-1 2100.00  
LLA :  
AJ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
JPEO-OCF from ASD NII

MOD 07 Funding 2506000.00  
Cumulative Funding 17457730.00

MOD 08

100103 465100.00  
LLA :  
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AC RDT&E Funds (GMR)

100104 222000.00  
LLA :  
AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AD RDT&E Funds (HMS)

100105 06-MR-JTRS-1 286000.00

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 43 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

100106 06-MR-JTRS-1 (60000.00)  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AF RDT&E Funds (JPEO)

100107 06-MR-JTRS-1 66000.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

100108 06-MR-JTRS-1 20000.00  
LLA :  
AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

100110 06-MR-JTRS-1 (NS18-08) 40000.00  
LLA :  
AK SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
SBIR FUNDING

300103 N00039-07-MR-555372 39900.00  
LLA :  
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AC RDT&E Funds (GMR)

300104 N00039-07-MR-555372 (12000.00)  
LLA :  
AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AD RDT&E Funds (HMS)

300105 N00039-07-MR-55832 14000.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

300106 N00039-07-MR-55670 60000.00  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AF RDT&E Funds (JPEO)

300107 N00039-07-MR-55832 9000.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AG RDT&E Funds (AMF JTRS)

300108 N00039-07-MR-56850 (20000.00)  
LLA :  
AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

MOD 08 Funding 1130000.00  
Cumulative Funding 18587730.00

MOD 09

100103 31673.00  
LLA :  
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AC RDT&E Funds (GMR)

100104 12872.00  
LLA :  
AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AD RDT&E Funds (HMS)

100105 06-MR-JTRS-1 961608.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AE RDT&E Funds (JNED)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 44 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

100106 06-MR-JTRS-1 (5000.00)  
 LLA :  
 AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AF RDT&E Funds (JPEO)

100107 06-MR-JTRS-1 (15000.00)  
 LLA :  
 AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AG RDT&E Funds (AMF JTRS)

100108 06-MR-JTRS-1 362093.00  
 LLA :  
 AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

300103 N00039-07-MR-555372 22768.00  
 LLA :  
 AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AC RDT&E Funds (GMR)

300105 N00039-07-MR-55832 22764.00  
 LLA :  
 AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AE RDT&E Funds (JNED)

300106 N00039-07-MR-55670 (5000.00)  
 LLA :  
 AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AF RDT&E Funds (JPEO)

300107 N00039-07-MR-55832 (5000.00)  
 LLA :  
 AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AG RDT&E Funds (AMF JTRS)

300108 N00039-07-MR-56850 (10000.00)  
 LLA :  
 AH 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

MOD 09 Funding 1373778.00  
 Cumulative Funding 19961508.00

MOD 10

110103 N0003907MRJT003 672919.00  
 LLA :  
 AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110104 N0003907MRJT003 191646.00  
 LLA :  
 AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110105 N0003907MRJT003 717030.00  
 LLA :  
 AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110106 N0003907MRJT003 418119.00  
 LLA :  
 AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110107 N0003907MRJT003 100000.00  
 LLA :  
 AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110108 N0003907MRJT003 1258800.00  
 LLA :  
 AH SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110111 N0003907MRJT003 616451.00  
 LLA :  
 AL SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 45 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

310103 N0003907MRJT003 22640.00  
LLA :  
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310104 N0003907MRJT003 8354.00  
LLA :  
AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310105 N0003907MRJT003 32970.00  
LLA :  
AE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310106 N0003907MRJT003 25000.00  
LLA :  
AF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310107 N0003907MRJT003 10000.00  
LLA :  
AG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310108 N0003907MRJT003 50000.00  
LLA :  
AH SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310111 N0003907MRJT003 25000.00  
LLA :  
AL SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 10 Funding 4148929.00  
Cumulative Funding 24110437.00

MOD 11

110108 N0003907MRJT004 850000.00  
LLA :  
AH SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310108 N0003907MRJT003 50000.00  
LLA :  
AH SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 11 Funding 900000.00  
Cumulative Funding 25010437.00

MOD 12

110110 N0003908MRJT001 261000.00  
LLA :  
AK SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110112 N0003908MRJT001 216419.00  
LLA :  
AM SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110113 N0003908MRJT001 2248428.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310110 N0003908MRJT001 9000.00  
LLA :  
AK BV 97- 11 X 8242 86CG 252 S8 380 0 068342 2D CCXT08 044DG PMS 217Z

310112 N0003908MRJT001 50000.00  
LLA :  
AM SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310113 N0003908MRJT001 120824.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 46 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

MOD 12 Funding 2905671.00  
Cumulative Funding 27916108.00

MOD 13

110112 N0003908MRJT001 3614011.00  
LLA :  
AM SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110113 N0003908MRJT001 1321535.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110114 N0003908MRJT003 241400.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110115 N0003908MRJT003 876492.00  
LLA :  
AQ 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

110116 N0003908MRJT003 128404.00  
LLA :  
AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310112 N0003908MRJT001 85000.00  
LLA :  
AM SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310113 N0003908MRJT001 82285.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310114 N0003908MRJT003 58600.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310115 N0003908MRJT003 27733.00  
LLA :  
AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310116 N0003908MRJT003 5596.00  
LLA :  
AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 13 Funding 6441056.00  
Cumulative Funding 34357164.00

MOD 14

110117 N0003908MRJT004 83000.00  
LLA :  
AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 14 Funding 83000.00  
Cumulative Funding 34440164.00

MOD 15

110114 N0003908MRJT003 4458038.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110117 N0003908MRJT004 428115.00  
LLA :  
AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 47 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

MOD 15 Funding 4886153.00  
Cumulative Funding 39326317.00

MOD 16

110112 N0003908MRJT001 518410.00  
LLA :  
AM SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110113 N0003908MRJT001 655000.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110114 N0003908MRJT003 106855.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110115 N0003908MRJT003 684624.00  
LLA :  
AQ 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

110116 N0003908MRJT003 283232.00  
LLA :  
AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110118 N0003908MRJT006 997352.00  
LLA :  
AT SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310114 N0003908MRJT003 200000.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310115 N0003908MRJT003 104627.00  
LLA :  
AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310116 N0003908MRJT003 39300.00  
LLA :  
AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310117 20000.00  
LLA :  
AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 16 Funding 3609400.00  
Cumulative Funding 42935717.00

MOD 17

100103 (15000.00)  
LLA :  
AC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
ACRN:AC RDT&E Funds (GMR)

110113 N0003908MRJT001 (168000.00)  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110114 N0003908MRJT003 (100000.00)  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110115 N0003908MRJT003 (285000.00)  
LLA :  
AQ 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

310113 N0003908MRJT001 (22000.00)  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 48 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

310114 N0003908MRJT003 (60000.00)  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310115 N0003908MRJT003 (15000.00)  
LLA :  
AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

MOD 17 Funding -665000.00  
Cumulative Funding 42270717.00

MOD 18

120113 120000.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JNED)

120114 3565650.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 OMN

120115 375000.00  
LLA :  
AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (GMR)

120116 140000.00  
LLA :  
AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (HMS)

120117 155000.00  
LLA :  
AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (AMF)

120118 19408.00  
LLA :  
AT SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JPEO)

120119 27810.00  
LLA :  
AU SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JPEO)

120120 195247.00  
LLA :  
AV SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JPEO)

120121 30153.00  
LLA :  
AW SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JPEO)

120122 133869.00  
LLA :  
AX SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 SBIR Funding

320113 10000.00  
LLA :  
AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JNED)

320114 100000.00  
LLA :  
AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 49 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

FY08 OMN

320115 25000.00  
LLA :  
AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (GMR)

320116 10000.00  
LLA :  
AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 08 RDT&E (HMS)

320117 10000.00  
LLA :  
AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (AMF)

320120 30000.00  
LLA :  
AV SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY08 RDT&E (JPEO)

320122 5000.00  
LLA :  
AX SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 08 RDT&E (SBIR FUNDING)

MOD 18 Funding 4952137.00  
Cumulative Funding 47222854.00

MOD 19

120123 N0003909MRJT003 1228000.00  
LLA :  
AY SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (JPEO)

120124 N0003909MRJT003 185000.00  
LLA :  
AZ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 OMN

120125 N0003909MRJT003 562000.00  
LLA :  
BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (GMR)

120126 N0003909MRJT003 250000.00  
LLA :  
BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (HMS)

120127 N0003909MRJT003 1175000.00  
LLA :  
BC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (AMF)

120128 N0003909MRJT003 1349186.00  
LLA :  
BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (JPEO)

120129 N0003909MRJT003 1449500.00  
LLA :  
BE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (JPEO)

320123 N0003909MRJT003 92000.00  
LLA :  
AY 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03076 000 THD 0  
FY 09 RDT&E (JPEO)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 50 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

320124 N0003909MRJT003 15000.00

LLA :

AZ 1791804 5T6M 252 EAE19 0 068342 2D 04A6M0 706000006000  
FY 09 OMN

320125 N0003909MRJT003 55000.00

LLA :

BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (GMR)

320126 N0003909MRJT003 20000.00

LLA :

BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (HMS)

320127 N0003909MRJT003 60000.00

LLA :

BC 1791319 55HK 255 EA19W 0 068342 2D 98051Q 03073 000 THX 0  
FY 09 RDT&E (AMF)

320128 N0003909MRJT003 75000.00

LLA :

BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (JPFO)

320129 N0003909MRJT003 37500.00

LLA :

BE 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (JPFO)

MOD 19 Funding 6553186.00

Cumulative Funding 53776040.00

MOD 20

110110 N0003908MRJT001 (4138.00)

LLA :

AK SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110112 N0003908MRJT001 (529389.00)

LLA :

AM SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110114 N0003908MRJT003 (156255.00)

LLA :

AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110115 N0003908MRJT003 (73025.00)

LLA :

AQ 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

110116 N0003908MRJT003 (39603.00)

LLA :

AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110117 N0003908MRJT004 (28223.00)

LLA :

AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

110118 N0003908MRJT006 (127622.00)

LLA :

AT SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310110 N0003908MRJT001 (2728.00)

LLA :

AK BV 97- 11 X 8242 86CG 252 S8 380 0 068342 2D CCXT08 044DG PMS 217Z

310111 N0003907MRJT003 (730.00)

LLA :

AL SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4024	NS18	51	51 of 81	

310113 N0003908MRJT001 (61732.00)  
 LLA :  
 AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310114 N0003908MRJT003 (23967.00)  
 LLA :  
 AP SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310115 N0003908MRJT003 (18468.00)  
 LLA :  
 AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310116 N0003908MRJT003 (27671.00)  
 LLA :  
 AR SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

310117 (10565.00)  
 LLA :  
 AS SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY08 RDT&E; AMF JTRS

MOD 20 Funding -1104116.00  
 Cumulative Funding 52671924.00

MOD 21

120115 91493.00  
 LLA :  
 AQ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY08 RDT&E (GMR)

120118 150622.00  
 LLA :  
 AT SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY08 RDT&E (JPEO)

120124 N0003909MRJT003 1365000.00  
 LLA :  
 AZ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY 09 OMN

120125 N0003909MRJT003 398507.00  
 LLA :  
 BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
 FY 09 RDT&E (GMR)

120126 N0003909MRJT003 151000.00  
 LLA :  
 BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
 FY 09 RDT&E (HMS)

120128 N0003909MRJT003 692174.00  
 LLA :  
 BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
 FY 09 RDT&E (JPEO)

120129 N0003909MRJT003 1426500.00  
 LLA :  
 BE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY 09 RDT&E (JPEO)

120130 N0003909MRJT005 266000.00  
 LLA :  
 BF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY09 SBIR FUNDING

120131 N0003909MRJT005 529389.00  
 LLA :  
 BG SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY08 RDT&E (JPEO)

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4024	NS18	51	52 of 81	

320123 N0003909MRJT003 (20000.00)  
 LLA :  
 AY 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03076 000 THD 0  
 FY 09 RDT&E (JPFO)

320124 N0003909MRJT003 35000.00  
 LLA :  
 AZ 1791804 5T6M 252 EAE19 0 068342 2D 04A6M0 706000006000  
 FY 09 OMN

320125 N0003909MRJT003 40000.00  
 LLA :  
 BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
 FY 09 RDT&E (GMR)

320126 N0003909MRJT003 1000.00  
 LLA :  
 BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
 FY 09 RDT&E (HMS)

320128 N0003909MRJT003 24000.00  
 LLA :  
 BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
 FY 09 RDT&E (JPFO)

320129 N0003909MRJT003 37500.00  
 LLA :  
 BE 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03075 000 THC 0  
 FY 09 RDT&E (JPFO)

320130 N0003909MRJT005 4000.00  
 LLA :  
 BF 17 9 1319 56ED 255 EA 10D 0 068342 2D 98051Q 02241 000 100 0  
 FY 09 SBIR FUNDING

MOD 21 Funding 5192185.00  
 Cumulative Funding 57864109.00

MOD 22

120113 20000.00  
 LLA :  
 AN SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY08 RDT&E (JNED)

120124 N0003909MRJT003 1050000.00  
 LLA :  
 AZ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY 09 OMN

320124 N0003909MRJT003 50000.00  
 LLA :  
 AZ 1791804 5T6M 252 EAE19 0 068342 2D 04A6M0 706000006000  
 FY 09 OMN

MOD 22 Funding 1120000.00  
 Cumulative Funding 58984109.00

MOD 23

120124 N0003909MRJT003 1019350.00  
 LLA :  
 AZ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 FY 09 OMN

120126 N0003909MRJT003 5000.00  
 LLA :  
 BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
 FY 09 RDT&E (HMS)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 53 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

120127 N0003909MRJT003 363000.00

LLA :

BC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (AMF)

120128 N0003909MRJT003 101200.00

LLA :

BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (JPFO)

320124 N0003909MRJT003 29000.00

LLA :

AZ 1791804 5T6M 252 EAE19 0 068342 2D 04A6M0 706000006000  
FY 09 OMN

320126 N0003909MRJT003 (5000.00)

LLA :

BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (HMS)

320127 N0003909MRJT003 34000.00

LLA :

BC 1791319 55HK 255 EA19W 0 068342 2D 98051Q 03073 000 THX 0  
FY 09 RDT&E (AMF)

320128 N0003909MRJT003 (24000.00)

LLA :

BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (JPFO)

MOD 23 Funding 1522550.00

Cumulative Funding 60506659.00

MOD 24

110115 N0003908MRJT003 (7646.00)

LLA :

AQ 1761319 55HK 000 EAE19 0 068342 2D 000000 03073000THX

110118 N0003908MRJT006 (40000.00)

LLA :

AT SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET

120123 N0003909MRJT003 (325408.00)

LLA :

AY SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (JPFO)

120124 N0003909MRJT003 (139933.00)

LLA :

AZ SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 OMN

120125 N0003909MRJT003 (69500.00)

LLA :

BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (GMR)

120126 N0003909MRJT003 (27055.00)

LLA :

BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (HMS)

120127 N0003909MRJT003 121763.00

LLA :

BC SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (AMF)

120129 N0003909MRJT003 (331908.00)

LLA :

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 54 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

BE SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY 09 RDT&E (JPEO)

120130 N0003909MRJT005 (45946.00)

LLA :

BF SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
FY09 SBIR FUNDING

320127 N0003909MRJT003 (20000.00)

LLA :

BC 1791319 55HK 255 EA19W 0 068342 2D 98051Q 03073 000 THX 0  
FY 09 RDT&E (AMF)

320129 N0003909MRJT003 20000.00

LLA :

BE 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (JPEO)

MOD 24 Funding -865633.00  
Cumulative Funding 59641026.00

MOD 25

130123 157590.00

LLA :

AY See attached FAD Sheet

130124 1575642.00

LLA :

AZ See attached FAD Sheet

130125 400000.00

LLA :

BA See attached FAD Sheet

130126 298000.00

LLA :

BB See attached FAD Sheet

130127 750000.00

LLA :

BC See attached FAD Sheet

130128 315000.00

LLA :

BD See attached FAD Sheet

130129 310000.00

LLA :

BE See attached FAD Sheet

130130 43946.00

LLA :

BF See attached FAD Sheet

330123 20000.00

LLA :

AY See attached FAD Sheet

330124 100000.00

LLA :

AZ See attached FAD Sheet

330125 68493.00

LLA :

BA See attached FAD Sheet

330126 22000.00

LLA :

BB See attached FAD Sheet



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 55 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

330127 50000.00

LLA :

BC See attached FAD Sheet

330129 25000.00

LLA :

BE See attached FAD Sheet

330130 2000.00

LLA :

BF See attached FAD Sheet

MOD 25 Funding 4137671.00

Cumulative Funding 63778697.00

MOD 26

130132 PR000391411 471809.00

LLA :

BH 1791319 55HK 255 00039 0 050120 2D 000000 000000179562

130133 PR000391411 495664.00

LLA :

BJ 1791319 55HK 255 00039 0 050120 2D 000000 000000179569

330132 PR000391411 100000.00

LLA :

BH 1791319 55HK 255 00039 0 050120 2D 000000 000000179562

MOD 26 Funding 1067473.00

Cumulative Funding 64846170.00

MOD 27

130133 PR000391411 (2664.00)

LLA :

BJ 1791319 55HK 255 00039 0 050120 2D 000000 000000179569

COST CODE:000000179569

AMOUNT:493,000.00

CIN PR000391411130133: \$493,000.00

MOD 27 Funding -2664.00

Cumulative Funding 64843506.00

MOD 28

130134 1300141341 5000.00

LLA :

BK 1701319 D5HK 225 00039 0 050120 2D 000000

COST CODE A20000336293

CIN 130014134100003

PR ATTACHED

130135 1300141341 250000.00

LLA :

BL 1701319 D5HK 225 00039 0 050120 2D 000000

COST CODE: A00000336293

CIN 130014134100001

PR ATTACHED

130136 1300141341 750000.00

LLA :

BM 1701319 D5HK 225 00039 0 050120 2D 000000

COST CODE: A100000336293

CIN 130014134100002

PR ATTACHED

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 56 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

130137 1300141341 140000.00  
 LLA :  
 BN 1701319 D5HK 225 00039 0 050120 2D 000000  
 COST CODE: A40000336293  
 CIN 130014134100005

PR ATTACHED

130138 1300141341 200000.00  
 LLA :  
 BP 1701319 D5HK 225 00039 0 050120 2D 000000  
 COST CODE: A30000336293  
 CIN 130014134100004

330134 1300141341 5000.00  
 LLA :  
 BK 1701319 D5HK 225 00039 0 050120 2D 000000  
 COST CODE: A20000336293  
 CIN 130014134100003

PR ATTACHED

330137 1300141341 30000.00  
 LLA :  
 BN 1701319 D5HK 225 00039 0 050120 2D 000000  
 COST CODE: A40000336293  
 CIN 130014134100005

PR ATTACHED

MOD 28 Funding 1380000.00  
 Cumulative Funding 66223506.00

MOD 29

130139 1300145101 1900000.00  
 LLA :  
 BQ 1701804 5T6M 252 00039 0 050120 2D 000000  
 Cost Code A30000363589  
 CIN 130014510100004

130140 1300145101 464000.00  
 LLA :  
 BR 1701319 D5HK 255 00039 0 050120 2D 000000  
 Cost Code A50000363589  
 CIN 130014510100006

130141 1300145101 1067000.00  
 LLA :  
 BS 1701319 D5HK 255 00039 0 050120 2D 000000  
 Cost Code A80000363589  
 CIN 130014510100009

130142 1300145101 2342191.00  
 LLA :  
 BT 1701319 D5HK 255 00039 0 050120 2D 000000  
 Cost Code A20000363589  
 CIN 130014510100003

130143 1300145101 1536000.00  
 LLA :  
 BU 1701319 D5HK 255 00039 0 050120 2D 000000  
 Cost Code A10000363589  
 CIN 130014510100002

130144 1300145101 180000.00  
 LLA :  
 BV 1701319 D5HK 255 00039 0 050120 2D 000000  
 Cost Code A00000363589  
 CIN 130014510100001

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 57 of 81	FINAL
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130145 1300145101 200000.00  
LLA :  
BW 1791319 55HK 255 00039 0 050120 2D 000000  
Cost Code A70000363589  
CIN 130014510100008

130146 1300145101 2095000.00  
LLA :  
BX 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A60000363589  
CIN 130014510100007

130147 1300145101 974410.00  
LLA :  
BY 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A40000363589  
CIN 130014510100005

330139 1300145101 100000.00  
LLA :  
BQ 1701804 5T6M 252 00039 0 050120 2D 000000  
Cost Code A30000363589  
CIN 130014510100004

330140 1300145101 16000.00  
LLA :  
BR 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A50000363589  
CIN 130014510100006

330141 1300145101 51507.00  
LLA :  
BS 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A80000363589  
CIN 130014510100009

330142 1300145101 40000.00  
LLA :  
BT 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A20000363589  
CIN 130014510100003

330146 1300145101 85000.00  
LLA :  
BX 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A60000363589  
CIN 130014510100007

330147 1300145101 35000.00  
LLA :  
BY 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A40000363589  
CIN 130014510100005

MOD 29 Funding 11086108.00  
Cumulative Funding 77309614.00

MOD 30 Funding 0.00  
Cumulative Funding 77309614.00

MOD 31

330139 1300145101 (20000.00)  
LLA :  
BQ 1701804 5T6M 252 00039 0 050120 2D 000000  
Cost Code A30000363589  
CIN 130014510100004

330148 1300154394 20000.00  
LLA :

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4024	NS18	51	58 of 81	

BZ 1701319 D5HK 252 00039 0 050120 2D 000000  
COST CODE A00000423637  
CIN 130015439400002

MOD 31 Funding 0.00  
Cumulative Funding 77309614.00

MOD 32

120123 1300158533 (25665.00)  
LLA :  
AY 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03076 000 THD 0  
FY 09 RDT&E (JPBO)

120124 1300158533 (49103.00)  
LLA :  
AZ 1791804 5T6M 252 EAE19 0 068342 2D 04A6M0 706000006000  
FY 09 OMN

120125 N0003909MRJT003 (49808.00)  
LLA :  
BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (GMR)

120126 N0003909MRJT003 (33249.00)  
LLA :  
BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (HMS)

120128 N0003909MRJT003 (175753.00)  
LLA :  
BD 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (JPBO)

120130 N0003909MRJT005 (6582.00)  
LLA :  
BF 17 9 1319 56ED 255 EA 10D 0 068342 2D 98051Q 02241 000 100 0  
FY09 SBIR FUNDING

130149 1300158722 75000.00  
LLA :  
CA 1701319 W3DM 000 RA313 068342 2D 000000  
COST CODE 0219000MF30  
CIN 130015872200001

320123 N0003909MRJT003 (24753.00)  
LLA :  
AY 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03076 000 THD 0  
FY 09 RDT&E (JPBO)

320124 N0003909MRJT003 (10970.00)  
LLA :  
AZ 1791804 5T6M 252 EAE19 0 068342 2D 04A6M0 706000006000  
FY 09 OMN

320125 N0003909MRJT003 (14530.00)  
LLA :  
BA 1791319 55HK 255 EA191 0 068342 2D 98051Q 03074 000 THB 0  
FY 09 RDT&E (GMR)

320126 N0003909MRJT003 (5957.00)  
LLA :  
BB 1791319 55HK 255 EA192 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (HMS)

320127 N0003909MRJT003 (10095.00)  
LLA :  
BC 1791319 55HK 255 EA19W 0 068342 2D 98051Q 03073 000 THX 0  
FY 09 RDT&E (AMF)

320129 N0003909MRJT003 (2048.00)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 59 of 81	FINAL
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LLA :  
BE 1791319 55HK 255 EAE19 0 068342 2D 98051Q 03075 000 THC 0  
FY 09 RDT&E (JPFO)

320130 N0003909MRJT005 (303.00)  
LLA :  
BF 17 9 1319 56ED 255 EA 10D 0 068342 2D 98051Q 02241 000 100 0  
FY 09 SBIR FUNDING

MOD 32 Funding -333816.00  
Cumulative Funding 76975798.00

MOD 33

130150 1300160894 1900000.00  
LLA :  
CB 1701804 5T6M 252 00039 0 050120 2D 000000 A100000464888

130151 1300160894 61880.00  
LLA :  
CC 1791319 56ED 252 00039 0 050120 2D 000000 A000000464888

130152 1300160894 397329.00  
LLA :  
CD 1701319 D5HK 255 00039 0 050120 2D 000000 A200000464888

MOD 33 Funding 2359209.00  
Cumulative Funding 79335007.00

MOD 34

130153 1300166960 285000.00  
LLA :  
CE 2110102020 0000 022 20104 1 162800 00 02512V IRQ00MIPR0JS NWC9078C9GWRA 023185

130154 1300166960 175753.00  
LLA :  
CF 1791319 55HK 255 00039 0 050120 2D 000000 A000000501340

MOD 34 Funding 460753.00  
Cumulative Funding 79795760.00

MOD 35 Funding 0.00  
Cumulative Funding 79795760.00

MOD 36

130141 1300145101 (100000.00)  
LLA :  
BS 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A80000363589  
CIN 130014510100009

130155 1300172524 294500.00  
LLA :  
CG 1791319 55HK 255 00039 0 050120 2D 000000 A800000533861

130156 1300172524 574504.00  
LLA :  
CH 1701319 D5HK 255 00039 0 050120 2D 000000 A500000533861

130159 1300172524 136084.00  
LLA :  
CL 1701319 56ED 255 00039 0 050120 2D 000000 A700000533861

130160 1300172524 434456.00  
LLA :  
CM 1701804 5T6M 252 00039 0 050120 2D 000000 A100000533861

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 60 of 81	FINAL
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130162 1300172524 104534.00  
LLA :  
CP 1701319 D5HK 255 00039 0 050120 2D 000000 A30000533861

130163 1300172524 51143.00  
LLA :  
CQ 1791319 55HK 255 00039 0 050120 2D 000000 A00000533861

330156 1300172524 25404.00  
LLA :  
CH 1701319 D5HK 255 00039 0 050120 2D 000000 A50000533861

330157 1300172254 48000.00  
LLA :  
CJ 1701319 D5HK 255 00039 0 050120 2D 000000 A40000533861

330158 1300172524 12883.00  
LLA :  
CK 1701319 D5HK 255 00039 0 050120 2D 000000 A20000533861

330159 1300172524 13000.00  
LLA :  
CL 1701319 56ED 255 00039 0 050120 2D 000000 A70000533861

330161 1300172524 100000.00  
LLA :  
CN 1701319 D5HK 255 00039 0 050120 2D 000000 A60000533861

330162 1300172524 10000.00  
LLA :  
CP 1701319 D5HK 255 00039 0 050120 2D 000000 A30000533861

330164 1300172524 10000.00  
LLA :  
CR 2110102020 0000 022 20104 0 162800 00 02512V IRQ00MIPR0JS NWC9078C9GWRA 023185

MOD 36 Funding 1714508.00  
Cumulative Funding 81510268.00

MOD 37

140165 1300177883-0001 235857.00  
LLA :  
CS 1701319 D5HK 255 00039 0 050120 2D 000000 A10000558779

140166 1300177883-0001 2511125.00  
LLA :  
CT 1701804 5T6M 252 00039 0 050120 2D 000000 A00000558779

140167 1300177883 174926.00  
LLA :  
CU 1701319 D5HK 255 00039 0 050120 2D 000000 A20000558779

140168 1300177883 31000.00  
LLA :  
CV 1701319 D5HK 255 00039 0 050120 2D 000000 A30000558779

140169 1300177883 85000.00  
LLA :  
CW 1701319 D5HK 255 00039 0 050120 2D 000000 A50000558779

140171 1300177883 110000.00  
LLA :  
CX 1701319 D5HK 255 00039 0 050120 2D 000000 A60000558779

140173 1300177883 1041926.00  
LLA :  
CY 1701319 D5HK 255 00039 0 050120 2D 000000 A70000558779

140174 1300177883 94090.00  
LLA :

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 61 of 81	FINAL
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CZ 1701319 56ED 255 00039 0 050120 2D 000000 A40000558779

340165 1300177883 5000.00

LLA :

CS 1701319 D5HK 255 00039 0 050120 2D 000000 A10000558779

340166 1300177883 30000.00

LLA :

CT 1701804 5T6M 252 00039 0 050120 2D 000000 A00000558779

340167 1300177883 25000.00

LLA :

CU 1701319 D5HK 255 00039 0 050120 2D 000000 A20000558779

340168 1300177883 3000.00

LLA :

CV 1701319 D5HK 255 00039 0 050120 2D 000000 A30000558779

340169 1300177883 15000.00

LLA :

CW 1701319 D5HK 255 00039 0 050120 2D 000000 A50000558779

340171 1300177883 5000.00

LLA :

CX 1701319 D5HK 255 00039 0 050120 2D 000000 A60000558779

340173 1300177883 65000.00

LLA :

CY 1701319 D5HK 255 00039 0 050120 2D 000000 A70000558779

340174 1300177883 5000.00

LLA :

CZ 1701319 56ED 255 00039 0 050120 2D 000000 A40000558779

MOD 37 Funding 4436924.00

Cumulative Funding 85947192.00

MOD 38 Funding 0.00

Cumulative Funding 85947192.00

MOD 39

140175 1300181714 49588.00

LLA :

DA 1701319 D5HK 255 00039 0 050120 2D 000000 A00000592111

140176 1300181714 80000.00

LLA :

DB 1711804 5T6M 255 00039 0 050120 2D 000000 A10000592111

140177 1300181714 250000.00

LLA :

DC 1701319 D5HK 255 00039 0 050120 2D 000000 A20000592111

140178 1300181714 30000.00

LLA :

DD 1701319 D5HK 255 00039 0 050120 2D 000000 A30000592111

140179 1300181714 358452.00

LLA :

DE 1701319 D5HK 255 00039 0 050120 2D 000000 A40000592111

140180 1300181714 79158.00

LLA :

DF 1701319 D5HK 255 00039 0 050120 2D 000000 A60000592111

140181 1300181714 563000.00

LLA :

DG 1711319 D5HK 255 00039 0 050120 2D 000000 A70000592111

140182 1300181714 135000.00

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 62 of 81	FINAL
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LLA :  
DH 1701319 D5HK 255 00039 0 050120 2D 000000 A80000592111

140183 1300181714 95000.00  
LLA :  
DJ 1711319 D5HK 255 00039 0 050120 2D 000000 A50000592111

140184 1300181714 830000.00  
LLA :  
DK 1701319 D5HK 255 00039 0 050120 2D 000000 A90000592111

340175 1300181714 5000.00  
LLA :  
DA 1701319 D5HK 255 00039 0 050120 2D 000000 A00000592111

340176 1300181714 20000.00  
LLA :  
DB 1711804 5T6M 255 00039 0 050120 2D 000000 A10000592111

340182 1300181714 15000.00  
LLA :  
DH 1701319 D5HK 255 00039 0 050120 2D 000000 A80000592111

340184 1300181714 50000.00  
LLA :  
DK 1701319 D5HK 255 00039 0 050120 2D 000000 A90000592111

MOD 39 Funding 2560198.00  
Cumulative Funding 88507390.00

MOD 40

130141 1300145101 (151000.00)  
LLA :  
BS 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A80000363589  
CIN 130014510100009

130142 1300145101 (200000.00)  
LLA :  
BT 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A20000363589  
CIN 130014510100003

130143 1300145101 (112000.00)  
LLA :  
BU 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A10000363589  
CIN 130014510100002

130159 1300172524 (7000.00)  
LLA :  
CL 1701319 56ED 255 00039 0 050120 2D 000000 A70000533861

130160 1300172524 (20000.00)  
LLA :  
CM 1701804 5T6M 252 00039 0 050120 2D 000000 A10000533861

130162 1300172524 (3400.00)  
LLA :  
CP 1701319 D5HK 255 00039 0 050120 2D 000000 A30000533861

140186 1300186174 151000.00  
LLA :  
BS 1701319 D5HK 255 00039 0 050120 2D 000000 A80000363589

140187 1300186174 200000.00  
LLA :  
BT 1701319 D5HK 255 00039 0 050120 2D 000000 A20000363589

140188 1300186174 112000.00



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 63 of 81	FINAL
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LLA :  
BU 1701319 D5HK 255 00039 0 050120 2D 000000 A10000363589

140190 1300186174 7000.00  
LLA :  
CL 1701319 D5HK 255 00039 0 050120 2D 000000 A70000533861

140191 1300186174 3400.00  
LLA :  
CP 1701319 D5HK 255 00039 0 050120 2D 000000 A30000533861

140194 1300188285 216000.00  
LLA :  
DL 1711319 D5HK 255 00039 0 050120 2D 000000 A10000636700

140195 1300188285 148000.00  
LLA :  
DM 1711319 D5HK 255 00039 0 050120 2D 000000 A00000636700

330139 1300145101 (10000.00)  
LLA :  
BQ 1701804 5T6M 252 00039 0 050120 2D 000000  
Cost Code A30000363589  
CIN 130014510100004

330146 1300145101 (4000.00)  
LLA :  
BX 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A60000363589  
CIN 130014510100007

330159 1300172524 (3000.00)  
LLA :  
CL 1701319 56ED 255 00039 0 050120 2D 000000 A70000533861

330161 1300172524 (61000.00)  
LLA :  
CN 1701319 D5HK 255 00039 0 050120 2D 000000 A60000533861

330162 1300172524 (6000.00)  
LLA :  
CP 1701319 D5HK 255 00039 0 050120 2D 000000 A30000533861

340190 1300186174 3000.00  
LLA :  
CL 1701319 D5HK 255 00039 0 050120 2D 000000 A70000533861

340191 1300186174 6000.00  
LLA :  
CP 1701319 D5HK 255 00039 0 050120 2D 000000 A30000533861

340192 1300186174 4000.00  
LLA :  
BX 1701319 D5HK 255 00039 0 050120 2D 000000 A60000363589

340193 1300186174 61000.00  
LLA :  
CN 1701319 D5HK 255 00039 0 050120 2D 000000 A60000533861

340194 1300188285 12000.00  
LLA :  
DL 1711319 D5HK 255 00039 0 050120 2D 000000 A10000636700

340195 1300188285 78000.00  
LLA :  
DM 1711319 D5HK 255 00039 0 050120 2D 000000 A00000636700

MOD 40 Funding 424000.00  
Cumulative Funding 88931390.00

MOD 41

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 64 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

140196 1300193745-0001 1100000.00

LLA :

DN 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10000673217  
CIN 130019374500004

140197 1300193745-0001 955000.00

LLA :

DP 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000673217  
Standard Number: CIN 130019374500001

140198 1300193745-0001 77800.00

LLA :

DQ 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000673217  
Standard Number: CIN 130019374500002

140199 1300193745-0001 202000.00

LLA :

DR 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A50000673217  
Standard Number: CIN 130019374500003

340196 1300193745-0001 100000.00

LLA :

DN 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10000673217  
Standard Number: CIN 130019374500004

340197 1300193745-0001 30000.00

LLA :

DP 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000673217  
Standard Number: CIN 130019374500001

340198 1300193745-0001 11000.00

LLA :

DQ 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000673217  
Standard Number: CIN 130019374500002

340199 1300193745-0001 12000.00

LLA :

DR 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A50000673217  
Standard Number: CIN 130019374500003

440201 1300193745-0001 664000.00

LLA :

DS 2112020 0000 222 01041 1 628000 00 2512VF REF1201MIPR1 DJPEC9026C9GQRA 023185  
Standard Number: CIN 130019374500007: \$672,000.00

440202 1300193745-0001 3072000.00

LLA :

DT 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000673217  
Standard Number: CIN 130019374500005

440203 1300193745-0001 48000.00

LLA :

DU 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A40000673217  
Standard Number: CIN 130019374500006

440204 1300193745-0001 359000.00

LLA :

DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008:

640201 1300193745-0001 8000.00

LLA :

DS 2112020 0000 222 01041 1 628000 00 2512VF REF1201MIPR1 DJPEC9026C9GQRA 023185  
Standard Number: CIN 130019374500007

640202 1300193745-0001 97000.00

LLA :

DT 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000673217  
Standard Number: CIN 130019374500005

640203 1300193745-0001 2000.00

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 65 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

LLA :  
DU 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A40000673217  
Standard Number: CIN 130019374500006

640204 1300193745-0001 83000.00  
LLA :  
DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008

MOD 41 Funding 6820800.00  
Cumulative Funding 95752190.00

MOD 42

130140 1300145101 (40000.00)  
LLA :  
BR 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A50000363589  
CIN 130014510100006

130156 1300172524 (290000.00)  
LLA :  
CH 1701319 D5HK 255 00039 0 050120 2D 000000 A50000533861

330140 1300145101 (15000.00)  
LLA :  
BR 1701319 D5HK 255 00039 0 050120 2D 000000  
Cost Code A50000363589  
CIN 130014510100006

330156 1300172524 (21200.00)  
LLA :  
CH 1701319 D5HK 255 00039 0 050120 2D 000000 A50000533861

440205 1300198259 55000.00  
LLA :  
BR 1701319 D5HK 255 00039 0 050120 2D 000000 A50000363589  
CIN 130014510100006

440206 1300198259 311200.00  
LLA :  
CH 1701319 D5HK 255 00039 0 050120 2D 000000 A50000533861

440207 1300198259 50000.00  
LLA :  
DW 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000705879  
CIN 130019825900001

440208 1300198259 125000.00  
LLA :  
DX 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000705879  
CIN 130019825900002

440209 1300198259 450000.00  
LLA :  
DY 1711804 5T6M 255 00039 0 050120 2D 000000 COST CODE: A20000705879  
CIN 130019825900003

MOD 42 Funding 625000.00  
Cumulative Funding 96377190.00

MOD 43

440210 1300201883 350000.00  
LLA :  
EB 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000730743  
CIN 130020188300001

440211 1300201883 250000.00  
LLA :

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 66 of 81	FINAL
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EC 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000730743  
CIN 130020188300002

440212 1300201883 35000.00  
LLA :  
ED 2112020 0000 222 01041 1 628000 00 2512VF REF1201MIPR1 DJPEC9026C9GQRA 023185  
CIN 130020188300003

MOD 43 Funding 635000.00  
Cumulative Funding 97012190.00

MOD 44

440213 1300205657 23000.00  
LLA :  
DZ 1701319 56ED 255 00039 0 050120 2D 000000 COST CODE: A10000755574  
CIN 130020565700002: \$23,000.00

440214 1300205657 37000.00  
LLA :  
EA 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000755574  
CIN 130020565700001

MOD 44 Funding 60000.00  
Cumulative Funding 97072190.00

MOD 45

440204 1300193745-0001 50000.00  
LLA :  
DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008:

440215 1300206193 180800.00  
LLA :  
EE 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000759001  
CIN 130020619300001

440216 1300206193 895364.00  
LLA :  
EF 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000759001  
CIN 130020619300002

440217 1300206193 34000.00  
LLA :  
EG 1701319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000759001  
CIN 130020619300003

440218 1300206193 61000.00  
LLA :  
EH 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000759001  
CIN 130020619300004

440219 1300206193 709975.00  
LLA :  
EJ 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A50000759001  
CIN 130020619300005

440220 1300206193 332655.00  
LLA :  
EK 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A70000759001  
CIN 130020619300006

440221 1300206193 405970.00  
LLA :  
EL 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000759001  
CIN 130020619300007

440222 1300206193 158000.00  
LLA :

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-04-D-4024	NS18	51	67 of 81	

EM 1701319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A40000759001  
CIN 130020619300008

640204 1300193745-0001 (50000.00)  
LLA :  
DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008

640205 1300206193 20000.00  
LLA :  
EK 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A70000759001  
CIN 130020619300006

640206 1300206193 10000.00  
LLA :  
EL 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000759001  
CIN 130020619300007

640207 1300206193 20000.00  
LLA :  
EF 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000759001  
CIN: 130020619300002

MOD 45 Funding 2827764.00  
Cumulative Funding 99899954.00

MOD 46

440223 1300216786 102910.00  
LLA :  
EN 1711319 56ED 252 00039 0 050120 2D 000000 COST CODE: A00000819374  
CIN 130021678600001

440224 1300216786 35000.00  
LLA :  
EP 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10000819374  
CIN 130021678600002

MOD 46 Funding 137910.00  
Cumulative Funding 100037864.00

MOD 47

340193 1300186174 (7000.00)  
LLA :  
CN 1701319 D5HK 255 00039 0 050120 2D 000000 A60000533861

440220 1300206193 (5000.00)  
LLA :  
EK 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A70000759001  
CIN 130020619300006

440225 1300223483 43000.00  
LLA :  
ES 1711319 D5HK 252 00039 0 050120 2D 000000 COST CODE: A20000856181  
CIN 130022348300003

640204 1300193745-0001 (33000.00)  
LLA :  
DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008

640205 1300206193 5000.00  
LLA :  
EK 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A70000759001  
CIN 130020619300006

640207 1300206193 (14200.00)  
LLA :  
EF 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000759001

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 68 of 81	FINAL
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CIN: 130020619300002

640208 1300223483 19500.00  
LLA :  
EQ 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000856181  
CIN 130022348300001

640209 1300223483 10200.00  
LLA :  
ER 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10000856181  
CIN 130022348300002

640210 1300223483 7000.00  
LLA :  
ET 1711319 56ED 255 00039 0 050120 2D 000000 COST CODE: A30000856181  
CIN 130022348300004

MOD 47 Funding 25500.00  
Cumulative Funding 100063364.00

MOD 48 Funding 0.00  
Cumulative Funding 100063364.00

MOD 49

340196 1300193745-0001 (14000.00)  
LLA :  
DN 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10000673217  
Standard Number: CIN 130019374500004

440202 1300193745-0001 (717000.00)  
LLA :  
DT 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000673217  
Standard Number: CIN 130019374500005

440204 1300193745-0001 (25850.00)  
LLA :  
DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008:

440216 1300206193 (300000.00)  
LLA :  
EF 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000759001  
CIN 130020619300002

440221 1300206193 (187000.00)  
LLA :  
EL 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000759001  
CIN 130020619300007

640202 1300193745-0001 (26000.00)  
LLA :  
DT 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000673217  
Standard Number: CIN 130019374500005

640208 1300223483 (12000.00)  
LLA :  
EQ 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000856181  
CIN 130022348300001

MOD 49 Funding -1281850.00  
Cumulative Funding 98781514.00

MOD 50

340176 1300181714 (2289.00)  
LLA :  
DB 1711804 5T6M 255 00039 0 050120 2D 000000 A10000592111

340193 1300186174 (11000.00)

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 69 of 81	FINAL
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LLA :  
CN 1701319 D5HK 255 00039 0 050120 2D 000000 A60000533861

340195 1300188285 (2700.00)  
LLA :  
DM 1711319 D5HK 255 00039 0 050120 2D 000000 A00000636700

440202 1300193745-0001 (7800.00)  
LLA :  
DT 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000673217  
Standard Number: CIN 130019374500005

440204 1300193745-0001 (3600.00)  
LLA :  
DV 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A60000673217  
Standard Number: CIN 130019374500008:

440215 1300206193 (12000.00)  
LLA :  
EE 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000759001  
CIN 130020619300001

440219 1300206193 (18600.00)  
LLA :  
EJ 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A50000759001  
CIN 130020619300005

440220 1300206193 (7500.00)  
LLA :  
EK 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A70000759001  
CIN 130020619300006

440221 1300206193 (3880.00)  
LLA :  
EL 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000759001  
CIN 130020619300007

440222 1300206193 (38000.00)  
LLA :  
EM 1701319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A40000759001  
CIN 130020619300008

440223 1300216786 (910.00)  
LLA :  
EN 1711319 56ED 252 00039 0 050120 2D 000000 COST CODE: A00000819374  
CIN 130021678600001

640202 1300193745-0001 (30000.00)  
LLA :  
DT 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A30000673217  
Standard Number: CIN 130019374500005

640203 1300193745-0001 (30.00)  
LLA :  
DU 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A40000673217  
Standard Number: CIN 130019374500006

640205 1300206193 (1800.00)  
LLA :  
EK 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A70000759001  
CIN 130020619300006

640206 1300206193 (795.00)  
LLA :  
EL 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A10000759001  
CIN 130020619300007

640207 1300206193 (1000.00)  
LLA :  
EF 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A20000759001  
CIN: 130020619300002

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 70 of 81	FINAL
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640208 1300223483 (2600.00)  
 LLA :  
 EQ 1711319 D5HK 255 00039 0 050120 2D 000000 COST CODE: A00000856181  
 CIN 130022348300001

640209 1300223483 (3354.00)  
 LLA :  
 ER 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10000856181  
 CIN 130022348300002

640210 1300223483 (45.00)  
 LLA :  
 ET 1711319 56ED 255 00039 0 050120 2D 000000 COST CODE: A30000856181  
 CIN 130022348300004

MOD 50 Funding -147903.00  
 Cumulative Funding 98633611.00

MOD 51

100104 (5624.00)  
 LLA :  
 AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AD RDT&E Funds (HMS)

300104 N00039-07-MR-555372 (1094.00)  
 LLA :  
 AD SEE ATTACHED FINANCIAL ACCOUNTING DATA (FAD) SHEET  
 ACRN:AD RDT&E Funds (HMS)

MOD 51 Funding -6718.00  
 Cumulative Funding 98626893.00



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 71 of 81	FINAL
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-1 SEGREGATION OF COSTS (DEC 2003) (5252.232-9206)

(a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task or subtask.

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in attached Financial Accounting Data (FAD) sheet. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.

(c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA, to the Task Order Manager.

### H-2 DATA RIGHTS (RESTATED FROM BASIC CONTRACT)

The following clause restates the Data Rights clause in the basic contract. The requirements of this clause are invoked for this task order:

A. Task Order Intellectual Property Deliverable Restrictions. For each task order to be issued under the contract, the Contractor shall identify, prior to award of the affected task order(s) to the best of its ability, noncommercial and commercial technical data and computer software that it intends to deliver with restrictions on the Government's right to use, release or disclose such identified technical data and/or computer software (see DFARS 252.227-7017). The Government further requires that the Contractor identify, prior to award of affected task order(s), background inventions that will be embodied in items, components, processes, technical data, computer software or computer software documentation developed or delivered under the task order. To identify such technical data, computer software and background inventions, the Contractor shall submit the following three lists:

1. Noncommercial Computer Software and Technical Data. The Government desires appropriate rights in all noncommercial technical data and noncommercial computer software developed or delivered under each task order. The Contractor shall identify all asserted restrictions on the Government's license rights in such data and software, pursuant to paragraph (e) of the clauses at DFARS 252.227-7013 ('7013) and DFARS 252.227-7014 ('7014). The '7013 and the '7014 clauses shall govern the format and content of the Contractor's assertions of software and data restrictions for each task order. The Contractor may combine the '7013(e) and the '7014(e) post-award lists into a single list, as long as the technical data items can be clearly distinguished from the computer software items. The Contractor shall submit the post-award assertions to the Task Order Contracting Officer as soon as practicable before the scheduled delivery of the relevant data and/or software. The Contract shall update the post-award assertions as necessary during performance of the task order to ensure that the list is accurate before making final delivery of data or software under the task order.

2. Commercial Computer Software and Technical Data. For each task order, the Contractor shall identify all asserted restrictions on the Government's license rights in commercial computer software and commercial technical data. To identify such restrictions, the Contractor shall submit a Commercial Restrictions List, dated and signed by an official contractually authorized to obligate the Contractor, as an attachment to the affected task order. The format of the Commercial Restrictions List shall be substantially same as the format set forth in DFARS 252.227-7017(d). The Commercial Restrictions List shall include the assertions of the Contractor's subcontractors or suppliers or potential subcontractors or suppliers. For each entry in the Commercial Restrictions List which indicates that the asserted rights category is a special license or the license customarily provided to the public, the Contractor shall attach to the Commercial Restrictions List a copy of such license, except that if any particular license is identified as applying to more than one such entry, only one copy of that license need be provided. The Contractor shall update the Commercial Restrictions List as necessary during performance of the task order to ensure that the list is accurate before making final delivery of data or software under the task order.

3. Background Inventions. For each task order, the Contractor shall provide an identification and licensing list to the Government, that identifies all inventions (background inventions), other than subject inventions, disclosed in any patents or pending patent applications in which the Contractor has:

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 72 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(a) any title, right or interest; and

(b) intends to include in any Items, Components or Processes developed or delivered under the affected task order, or that are described or disclosed in any Technical Data, Computer Software or Computer Software Documentation developed or delivered under the affected task order. For each background invention, the list shall identify:

(a) patent or pending patent application number;

(b) title of the patent or pending patent application;

(c) issue date of the patent, or filing date of the pending patent application;

(d) the Item, Component, Process, Technical Data, Computer Software or Computer

Software Documentation that will include or disclose the background invention;

(e) the nature of the Contractor's right, title or interest in the background invention;

(f) if the Government or any third part has any right, title or interest in the background invention; and

(g) if the Contractor is willing to sell the Government a license to practice the background invention.

The list shall be an attachment to the affected task order, and the Contractor shall update the list, as necessary, during performance of the task order to promptly identify all background inventions.

B. Delivery of Noncommercial Computer Software and Technical Data. Unless expressly otherwise stated in the task order, the Contractor's deliveries of noncommercial technical data shall include physical delivery of the digital version of that technical data. The Contractor's deliveries of noncommercial computer software shall include physical delivery of a digital version of both the executable code and the annotated source code. This includes noncommercial data/software that was developed exclusively at private expense. As used in this paragraph, "physical delivery" means submission to the Government of the data/software in a predetermined format on appropriate digital storage media (e.g., CD-ROM), and, if specified in the delivery requirement, may also include submission of paper copies of that data/software. However, due to the variety and number of task orders contemplated under this contract, it may be mutually beneficial to modify the physical delivery requirement. Accordingly, the Contractor may, before delivery of the affected computer software or technical data, notify the Task Order Contracting Officer in writing that it intends to modify the physical delivery requirement. If the Task Order Contracting Officer accepts the modified physical delivery, the modified physical delivery shall be incorporated into the affected task order by modification.

### H-3 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000) (RESTATED FROM BASIC CONTRACT)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 73 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the SeaPort/Task Order Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the SeaPort/Task Order Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract/Task Orders for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer, the Government may terminate this contract/task orders for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The SeaPort/Task Order's Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 74 of 81	FINAL
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(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in the basic contract or this task order.

(n) Compliance with this requirement is a material requirement of the basic contract and this task order.

#### H-4 CONTRACTOR PICTURE BADGE (DEC 1999) (SPAWAR H-323)

(a) A contractor picture badge may be issued to contractor personnel by the SPAWARSSYSCOM Security Office upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SPAWARSSYSCOM prior to completion of the picture badge request.

(b) An automobile decal will be issued by SPAWARSSYSCOM Security Office upon presentation of a valid contractor picture badge and the completion of the Badge and Decal Record.

(c) The contractor assumes full responsibility for the proper use of the identification badge and automobile decal, and shall be responsible for the return of the badge and/or destruction of the automobile decal upon termination of personnel or expiration or completion of the contract.

(d) At the completion of the contract, the contractor shall forward to SPAWARSSYSCOM Security Office a list of all unreturned badges with a written explanation of any missing badges.

#### H-5 CONTRACTOR IDENTIFICATION (DEC 1999) (SPAWAR H-355)

(a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

#### H-6 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (NOV 2003) (SPAWAR H-359)

(a) Definition.

"Confidential business information," as used in this clause, is defined as all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such information secret, and (2) the information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Confidential business information may include technical data as that term is defined in DFARS §§ 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). It may also include computer software as that term is defined in DFARS §§ 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors confidential business information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its confidential business information.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 75 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(c) Circumstances where SPAWAR may release the contractor's or subcontractors' confidential business information include the following:

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout.

(2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

(3) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in crafting performance work statements, assisting with the evaluation of task order cost/technical proposals and assembling performance metrics information.

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such information. SPAWAR will permit the limited release of confidential business information under paragraphs (c)(1), (c)(2) and (c)(3) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1), (c)(2) and (c)(3),

(2) Access to confidential business information is restricted to individuals with a bona fide need to possess,

(3) Contractors, their subcontractors, and their employees who are granted access to confidential business information have signed an appropriate non-disclosure agreement requiring them to provide the same level of protection to confidential business information that would be provided by SPAWAR employees,

(4) Contractors and their subcontractors having access to confidential business information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to confidential business information that would be provided by SPAWAR employees, and

(5) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1), (c)(2) or (c)(3) have agreed under their contract or a separate non-disclosure agreement to not use confidential business information for any purpose other than performing the tasks described in paragraphs (c)(1), (c)(2) and (c)(3).

(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

(f) If SPAWAR satisfies the conditions listed in paragraph (d), the contractor and its subcontractors agree to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including attorneys fees, court costs, and expenses, arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, display, or disclosure of confidential business information provided by the contractor to the Government.

(g) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of confidential business information.

#### H-7 RELEASE OF PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS) DATA

(a) As defined in this clause, "Planning, Programming and Budgeting System (PPBS) data" includes, but is not limited to, one or more of the following:

(1) Planning phase.

(2) Defense Planning Guidance.

(3) Programming Phase.

(4) Fiscal Guidance (when separate from Defense Planning guidance).

(5) Program Objective Memoranda.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 76 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(6) Port Defense Program (formerly FYDP) documents (POM Defense Program, Procurement Annex, RTD&E Annex).

(7) Program review Proposals.

(8) Issue Papers (also referred to as Major Issue Papers, Tier II Issue Papers, Cover Briefs).

(9) Proposed Military Department Program Reductions (or Program Offsets).

(10) Tentative Issue Decision Memoranda.

(11) Program Decision Memoranda.

(12) Budgeting Phase.

(13) Defense Program (formerly FYDP) documents for September Budget Estimate Submission and President's Budget Estimate submission including Procurement, RTD&E and Construction Annexes).

(14) Classified P1, R1 and C1.

(15) Program Budget Decisions and Defense Management Report Decisions.

(16) Reports Generated by the Automated Budget Review System (BRS).

(17) DD 1414 Base for Reprogramming.

(18) DD 1416 Report of Programs.

(19) Contract Award Reports.

(20) Congressional Data Sheets.

(21) Any other data or information identified by the Government as PPBS data or information.

This definition includes all such documentation (whether published or unpublished), and equivalent published or unpublished PPBS data in whatever form produced and maintained by any service component.

(b) The Contractor hereby agrees that it will not divulge any Planning, Programming and Budgeting System (PPBS) data made available to it under this contract to any individual (including other members of the contractor's organization), company or Government representative, unless specific written authorization is received from the Contracting Officer. The Contractor also agrees that it will promptly notify the Contracting Officer of any attempt by any individual (including other members of the contractor's organization), company or Government representative to gain access to such PPBS data. Such notification shall include the name and organization, if available, of the individual (including other member's of the contractor's organization), company or Government representative.

(c) Within fourteen calendar days of contract award, the Contractor shall submit to the Contracting Officer a statement describing the Contractor, its parent company and subsidiaries (if any), and any financial interests they have in current or future systems and services being acquired by the Navy.

(d) The Contractor shall require that all employees who have access to such data execute the following "STATEMENT OF NONDISCLOSURE OF PPBS DATA," and submit these nondisclosure statements to the Contracting Officer prior to granting access to PPBS data to such employees:

#### STATEMENT OF NONDISCLOSURE OF PPBS DATA

I will not divulge Planning, Programming and Budgeting System (PPBS) Information available to me through Task Order (INSERT NUMBER) as the term PPBS is defined in Clause H-7 of that task order to anyone, including other employees of my corporation, without specific written authorization from the Contracting Officer.

This restriction applies not only to information from PPBS documents, published or unpublished, but also to equivalent published or unpublished budget data in whatever form produced and maintained by the service

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 77 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

components.

SIGNATURE \_\_\_\_\_

TYPED NAME \_\_\_\_\_

DATE \_\_\_\_\_

(e) In the event the Contractor, or any of its employees, agents, or subcontractors (or their employees, agents or subcontractors), fail to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the contract for which the Government reserves the right to avail itself of any or all of the following remedies:

(1) Terminate the contract for default in accordance with FAR § 52.249-6 (“Termination (Cost-Reimbursement)”) (SEP 1996) or FAR § 52.249-8 (“Default (Fixed-Price Supply and Service”

(2) Include a discussion of such failure to comply with this clause in any evaluation by the Government of the Contractor's performance of this contract created pursuant to FAR 42.15.

(3) resort to such other rights and remedies as provided for under this contract and under Federal law.

Waiver of such rights by the Government for noncompliance shall not be construed as waiver for any successive noncompliance.

(f) Any subcontractor who is granted access to PPBS data shall be subject to the restrictions stated in subparagraphs (a) through (e) above. The Contractor shall notify the subcontractor that it is so subject. The Contractor agrees that the requirements of this clause shall be inserted in all subcontracts such that the restriction on disclosure of PPBS data shall apply to all subcontractors at any tier.

#### H-8 TECHNICAL INSTRUCTIONS

(a) Performance of work hereunder may be subject to written technical instructions signed by the Task Order Manager (TOM) specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details and otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work descriptions.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instruction may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the “CHANGES” clause in this task order; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of the task order.

#### H-9 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (DFARS 252.239-7001, JAN 2008)

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 78 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

(End of clause)



CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 79 of 81	FINAL
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## SECTION I CONTRACT CLAUSES

### I-1 OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9) (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor on or before the expiration of the task order; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 80 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION J LIST OF ATTACHMENTS

Attachment 1 - Performance Work Statement

Attachment 2 - Contract Data Requirements List , DD Form1423

Attachment 2a - Work Breakdown Structure

Attachment 3 - Contract Security Classification Specification, DD Form 254, Rev. 2 dated 09 September 2008

Attachment 4 - Financial Accounting Data (FAD) Sheet - NS18

Attachment 5 - Financial Accounting Data (FAD) Sheet - NS1802

Attachment 6 - Financial Accounting Data (FAD) Sheet - NS1803

Attachment 7 - Financial Accounting Data (FAD) Sheet - NS1804

Attachment 8 - Financial Accounting Data (FAD) Sheet - NS1805

Attachment 9 - Financial Accounting Data (FAD) Sheet - NS1806

Attachment 10 - Financial Accounting Data (FAD) Sheet - NS1807

Attachment 11 - Financial Accounting Data (FAD) Sheet - NS1808

Attachment 12 - Financial Accounting Data (FAD) Sheet - NS1809

Attachment 13 - Financial Accounting Data (FAD) Sheet - NS1810

Attachment 14 - Financial Accounting Data (FAD) Sheet - NS1811

Attachment 15 - Financial Accounting Data (FAD) Sheet - NS1812

Attachment 16 - Financial Accounting Data (FAD) Sheet - NS1813

Attachment 17 - Financial Accounting Data (FAD) Sheet - NS1814

Attachment 18 - Financial Accountning Data (FAD) Sheet - NS1815

Attachment 19 - Financial Accounting Data (FAD) Sheet - NS1816

Attachment 20 - Financial Accounting Data (FAD) Sheet - NS1817

Attachment 21 - Financial Accounting Data (FAD) Sheet - NS1818

Attachment 22 - Financial Accounting Data (FAD) Sheet - NS1819

Attachment 23 - Financial Accounting Data (FAD) Sheet - NS1820

Attachment 24 -- Financial Accounting Data (FAD) Sheet - NS1821

Attachment 25 -- Financial Accounting Data (FAD) Sheet - NS1822

Attachment 26 -- Financial Accounting Data (FAD) Sheet -NS 1823

Attachment 27 -- Financial Accounting Data (FAD) Sheet - NS 1824

Attachment 28 - Contract Security Classification Specification, DD Form 254, Rev. 3 dated 01 September 2009

CONTRACT NO. N00178-04-D-4024	DELIVERY ORDER NO. NS18	AMENDMENT/MODIFICATION NO. 51	PAGE 81 of 81	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Attachment 29- Financial Accounting Data (FAD) Sheet - NS 1824

Attachment 30 - Financial Accounting Data (FAD) Sheet - NS 1825

Attachment 31 - PR 1300141341 - NS1828

# **Performance Work Statement JPEO JTRS Enterprise Support**

**Task Title: JTRS Program Management and Systems Engineering Support**

## **1.0 INTRODUCTION**

The Joint Program Executive Office (JPEO) for the Joint Tactical Radio System (JTRS) is acquiring Program Management, Acquisition Management, Systems Engineering, Logistics, Management, Financial Management, Cost Estimating, Administrative Support, and Operations Management support services to for the JPEO JTRS Headquarters and JTRS Program Management Offices, primarily located in San Diego, CA.

## **2.0 BACKGROUND**

The JPEO-JTRS was established in San Diego, CA in March 2005 via a formal Acquisition Decision Memorandum (ADM) signed out by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD, AT&L). In order to meet the goals and objectives established for the JPEO-JTRS, the JPEO has determined that industry based programmatic and technical support is required across multiple disciplines that are complementary to the Department of Defense (DoD) Acquisition Community processes and procedures.

The mission of the JTRS program is to develop, produce and field a family of interoperable, digital, modular, software defined radios that operate as nodes in a network. The JTRS family will have the ability to receive, transmit, and relay voice, data and video. The program was established based on the need to address key shortfalls in battlefield communications capabilities, enable mobile wireless networking and bring separate service led radio programs together into a joint development effort. This transformational effort will enable information superiority and network centric warfare and provide communications interoperability across the service components and Allied forces. It is based on the ability to port and reuse software on a variety of hardware configurations. The program is structured in individual product lines to meet

## **Performance Work Statement JPEO JTRS Enterprise Support**

specific war fighting needs that are organized into four domains: Ground; Airborne, Maritime, Fixed; Special Operations; and Networking Services.

### **3.0 SCOPE**

The objective of this Task Order is to obtain the full range of program management and engineering support services to assist and support the JPEO-JTRS and associated PMOs to carry out responsibilities to develop, produce and field a family of interoperable, digital, modular, software defined radios while applying sound program management and acquisition techniques to meet cost, schedule, performance requirements while executing JTRS at moderate risk.

The range of Task Order services required span subject matter expertise in program management, acquisition, systems engineering, information assurance, financial management, cost estimating, logistics management, administrative support, and operations management services with skill sets and experience commensurate with the need of the JPEO-JTRS and associated PMOs to comply with and respond to DoD, Service, Joint, Allied and Coalition requirements including all program planning and acquisition documentation, systems engineering / architecture documentation, cost / financial documentation, and budgetary documentation as mandated by DoD 5000.2 and other applicable regulations and policies.

### **4.0 APPLICABLE DIRECTIVES**

The Contractor shall adhere to the following documentation in the performance of the tasks identified in Section 5.0, Performance Requirements of this PWS:

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
Guidance		Information Assurance Strategy Template for Submission by Acquisition Program Managers, DON CIO Guidance	11/9/1999
Guidance	Basic	JPEO JTRS Global WBS Handbook	04/12/2006

## Performance Work Statement JPEO JTRS Enterprise Support

SECNAVINST	5216.5D Change 1	Department of the Navy Correspondence Manual	05/28/1998
SPAWARINST	5721.1	Electronic and Information Technology (EIT) Section 508 Accessibility Standards	12/21/2000
CNETINST	4650.4	Government Travel Charge Card Program	
SECNAVINST	5210.11	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	10/20/1987
SECNAVINST	5214.2	DON Information Requirements (Reports) Management Program	12/06/1988
OPNAVNOTE	5215	DON Directives Consolidated Subject Index	
OPNAVINST	5218.7B	Navy Official Mail Management Instruction	10/21/1998
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards	
JFTR	Vol 1	DoD Uniformed Service Travel	
JTR		DoD Civilian Personnel Travel	4/1/2004
NTP-3	SUPP-1	U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook	
NTP-3		Naval Telecommunications Procedures Telecommunications Users Manual	7/1987
NTP-22		Defense Message System Local Management Policies and Procedures	
DoD Directive	5000.2	The Defense Acquisition System	
DoD Regulation	7000.14	Financial Management Regulations	
Federal Regulation	48 CFR, Part 1	Federal Acquisition Regulation	1/1/2004
DoD Regulation	48 CFR Part 2	Defense Federal Acquisition Regulation Supplement	
Public Law		Federal Managers Financial Integrity Act	
SECNAVINST	5200.3 5D	DoN Management Control Program	
DODI	5010.40	Management Control Program Procedures	
DOD Directive	5010.38	Management Control Program	

# **Performance Work Statement JPEO JTRS Enterprise Support**

## **5.0 PERFORMANCE REQUIREMENTS**

### **5.1 JPEO JTRS Program Management Support (O&M, Navy)**

The Contractor shall provide management support to the JPEO JTRS in the following areas. All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality, form and substance.

#### **5.1.1 JPEO JTRS Operations**

**5.1.1.1** The Contractor shall coordinate and participate in working group meetings, IPT sessions, in-process reviews, and other meetings. The Contractor shall be responsible for creating all supporting documentation necessary for full participation in the meeting to represent the JPEO JTRS position. The Contractor shall submit this documentation to the requestor for review and approval no later than two days prior to the meeting; and revise the documentation as requested. The Contractor shall submit meeting minutes, noting all action items within four days of the meeting.

**5.1.1.2** The Contractor shall provide management support in developing and responding to program data calls, white papers and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate sources the necessary data to develop, initial and final revisions within the time required to support scheduled deadlines. Support shall meet the schedule and format assigned by the requester. Documents shall be accurate, complete and free of grammatical, typographical and spelling errors, 95% of the time.

**5.1.1.3** The Contractor shall provide subject matter expertise to the JTRS programs for briefs, program plans, presentations, documentation and diagrams in support of the JTRS programs, operations and management initiatives. All support shall be prepared in accordance with Section 4.0 Directives and Section 13.0 Best Practices or as assigned, and submitted within the requested schedule.

**5.1.1.4** The Contractor shall assist the JTRS team in identifying and resolving program action

## **Performance Work Statement JPEO JTRS Enterprise Support**

items. The Contractor shall evaluate, research and submit recommendations to resolve/improve all assigned action items to the requester within 30 days or earlier if specifically requested.

**5.1.1.5** The Contractor shall compile, track and analyze JTRS performance metrics and provide detailed reports, charts and graphs in the format and timeframe prescribed by the requester.

**5.1.1.6** The Contractor shall develop, implement and maintain management operating policies, process flow charts, procedures and information management used to support JTRS functions. All procedures and processes that support JTRS shall be documented, and the Contractor shall maintain a desk book of all operating procedures and processes used to support all functions. The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

**5.1.1.7** The Contractor shall develop methods, processes and tools to strive for cost, schedule and performance efficiencies. The Contractor shall be able to identify and correct problems and make recommendations in all aspects of JTRS operations contained in this PWS. Contractor recommendations shall reduce JTRS costs and/or improve performance and schedule.

**5.1.1.8** The Contractor shall take meeting minutes as assigned by the meeting planner or customer. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the JTRS Task Manager. Meeting minutes shall be 95% accurate and completed in the time that is required by requester.

**5.1.1.9** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requester.



## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.1.1.10** The Contractor shall coordinate special events, meetings, conferences and work groups. The Contractor shall notify participants, provide agendas, directions and arrange for appropriate equipment. The arrangements shall be made in accordance with the procedures and schedule set by the requestor, and all changes/modifications approved by the requestor before implementation. Contractor planned events shall be arranged so there are fewer than five verified attendee complaints and the Contractor shall submit a summary event report within the timeframe assigned by the requestor.

**5.1.1.11** The Contractor shall provide website administration support to maintain the JTRS website and/or VPO and ensure configuration management of data. The Contractor shall review the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with JPEO JTRS policy and be responsible for adding and deleting users from the access list as approved by the Operations Director. The website shall be 98% current at all times, and new information shall be posted within one day of receipt.

**5.1.1.12** The Contractor shall provide Assistant Contractor's Technical Representative (A-CTR) NMCI support. This will include placement and tracking of orders, asset management, trouble call assistance, and data call support. The Contractor shall respond to a request for NMCI support within four hours of receipt and resolve 90% of the support calls the same business day.

**5.1.1.13** The Contractor shall provide analysis support of the JTRS metrics program. This will include recommendations of processes to measure and measurement methods, collection of data, and analysis of metrics. The Contractor shall collect metrics monthly and quarterly as required by the reporting schedule. Metrics reports will be provided in assigned briefing format NLT the 20<sup>th</sup> of the following month.

### **5.1.2 JPEO JTRS Acquisition and Logistics Management**

**5.1.2.1** The Contractor shall provide acquisition management support services for JPEO JTRS

## **Performance Work Statement JPEO JTRS Enterprise Support**

Programs. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be able to identify and correct problems, and make recommendations as they relate to acquisition management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors.

**5.1.2.2** The Contractor shall provide documentation, processes, and draft policies to support JPEO JTRS enterprise wide acquisition management initiatives. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.1.2.3** The Contractor shall assist Program Managers in the development, documentation and maintenance of acquisition strategies, strategic plans, and other formal acquisition documentation. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.1.2.4** The Contractor shall assist JTRS program offices in reviewing acquisition documentation, and advising the JTRS Task Manager on acquisition policy and procedures. The Contractor shall complete reviews within the time assigned and work products, if requested, shall be delivered by the required date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.1.2.5** The Contractor shall provide SME support to the JPEO JTRS program staff regarding JTRS pre-milestone C (System Development and Demonstration (SDD) phase) project management and planning activities. The Contractor shall be able to identify programmatic developmental deficiencies and make recommendations accordingly. The contractor shall assist in identifying and resolving related action items. All Contractor support and recommendations shall be in accordance with Section 4.0 Directives and Section 13.0 Best Practices.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.1.2.4** The Contractor shall assist JTRS Program Managers and JTRS staff in the development of acquisition strategies, strategic plans, and other formal acquisition documentation, appropriate for the SDD phase of JTRS. Work products shall be delivered by the required delivery date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.1.2.5** The Contractor shall support non-Seaport-e contract documentation planning and preparation (e.g. Requests For Proposal (RFP), Requests For Quote (RFQ), Task Requirements Notices (TRN), Statements of Objectives (SOO), Statements of Work (SOW), and Service Level Agreements (SLA)). Work outputs shall meet the requirements of the Federal Acquisition Regulation as supplemented by all applicable Department of Defense policies and shall be provided within the timeframe assigned by the requester.

**5.1.2.6** The Contractor shall support execution of non-Seaport-e contracts to include preparation of procurement packages, contract modification requests, and prompt payment certificates. Procurement packages, contract modification requests, and prompt payment certificates shall be provided to the customer within the timeframe assigned and in the format required by the requester.

<b>Acquisition Work Products</b>	<b>Frequency</b>
Procurement Packages	As required "
Prompt Payment Certification	As required "

**5.1.2.7** The contractor shall provide Integrated Logistic Support (ILS) subject matter expertise to support: JTRS ILS Baseline (B/L) documentation; development and maintenance of relationships with DoD logistics commands; ILS planning, scheduling, budgeting management; review of existing ILS procedures and revision, development, and/or implementation of ILS processes as required; full Life Cycle Support management; Training Program Management; BOM Management; Performance Based Logistics Implementation; Provisioning and Sparing analysis and recommendations; Operations and Maintenance (O&M) Manual development and

## **Performance Work Statement JPEO JTRS Enterprise Support**

management; development and oversight of inventory and distribution concept; and technology refreshment management. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

### **5.1.3 JPEO JTRS Financial Management Support**

The Contractor shall provide financial and cost management support services for the JPEO JTRS and associated Programs. The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The contractor shall be capable of preparing and/or reviewing detailed cost analyses. Final work products shall have no accounting or calculation errors and no spelling or grammatical errors. Contractors shall be proficient with: Microsoft Office (Excel, Word, PowerPoint, and Access), Acquisition Management Automated System (AMAS), Financial Management Information System 2000 (FMIS2K), intranet Resource Allocation and Planning System (iRAPs), Standard Accounting and Reporting System (STARS), Financial Information Management System plus (FIMS+), Comprehensive Cost and Requirement System (CCaRS), Standard Army Finance Information System (STANFINS), Program Budget and Accounting System (PBAS), Army Knowledge On-line (AKO), Program Optimization & Budget Evaluation (PROBE), Procurement and R&D (P&R) Forms - Army Budget Data Base, Database Commitment Accounting System (DBCAS), Select and Native Programming – Information Technology (SNAP-IT), wInsight / CS Glue, System Evaluations and Estimation of Resources Software Estimation Model (SEER/SEM), SEER Hardware (SEER-H), Parametric Review of Information for Costing and Evaluation (PRICE), and Automated Cost Estimating Integrated Tool (ACE-IT).

**5.1.3.1** The Contractor shall assist in the consolidation and review of JTRS Program Objective Memorandum (POM) inputs, including POM briefing packages. The Contractor shall consolidate and review POM exhibits (initial, drafts, and final) within the time required to support JTRS program schedules. The Contractor shall compile and maintain POM data and shall track,

## **Performance Work Statement JPEO JTRS Enterprise Support**

maintain, and update POM documentation and data throughout the budget cycle. Documentation shall be prepared in accordance with the POM standards and Section 4.0 Directives and submitted to the requester within the timeframe assigned.

**5.1.3.2** The Contractor shall support the DoD POM process, including Sponsor Program Proposal (SPP) preparation and “what-if” scenarios for JTRS Programs. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM process shall be provided to the requester within the timeframe assigned for POM submission in the format prescribed by the requester.

<b>POM/PR Work Products</b>	<b>Frequency</b>
POM Briefing Packages and Backup	Annual plus 3 possible updates
POM Executive Summary	Annual plus 3 possible updates
POM Consolidation Reports	Annual plus 3 possible updates

**5.1.3.3** The Contractor shall coordinate and/or draft budgetary impact statements. The Contractor shall prepare impact statements (initial, draft, and final) in accordance with JPEO JTRS guidance, as applicable, within the time required to support JTRS schedules. Documentation shall be prepared in accordance with the impact statement standards provided by the requester. Consolidation and review of impact statements shall be performed within the time required to meet JTRS schedules.

**5.1.3.4** The Contractor shall support initial preparation and updates to budget data calls as required by applicable Comptrollers, OSD Staff, Congress, General Accountability Office (GAO) and other external entities as appropriate. The Contractor shall provide budgetary information in support of data calls. The Contractor shall prepare responses to budgetary data calls within the standards and time frames requested to support schedule deadlines.

**5.1.3.5** The Contractor shall support the JTRS program in the following activities: defend budgets; respond to Comptroller budget review questions, “what-if drills”, “plus-up” and

## **Performance Work Statement JPEO JTRS Enterprise Support**

supplemental inquiries; respond to Congressional requests for information; and prepare briefings for the JPEO and external authorities. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requester. Documentation shall be prepared in accordance with the customer requested data call standard.

<b>Budgetary Work Products</b>	<b>Frequency</b>
Controls Tracking	Three cycles per year (Navy FMB, OSD, Pres Budget)
Executive Controls Summary	Three cycles per year (Navy FMB, OSD, Pres Budget)
Budget Exhibits	Three cycles per year (Navy FMB, OSD, Pres Budget)
Impact Statements	Possibly two per budget cycle and five per Congressional review period
Congressional “Plus Up” Release Papers	Possibly one per year
Budget Questions and Answers	Possibly three sets per year
Midyear Exhibits and Justification	Annual

**5.1.3.6** The Contractor shall coordinate compilation of execution data, analysis and updates in support of monthly reports, Service mid-year reviews, and external execution status requests/reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the JPEO and Comptroller midyear standards.

**5.1.3.7** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer’s reporting requirements, within the time-frame required by the requester. The Contractor shall maintain up-to-date spend plans for the JPEO front office and assist with program spend plans that reflect the most recent information reviewed. Spend plans shall be in accordance with requirements as prescribed by the requester and shall be maintained in all applicable planning and financial systems.

<b>Execution Work Products</b>	<b>Frequency</b>
Monthly Status Brief	Monthly
Execution Status Reports	Monthly

## **Performance Work Statement JPEO JTRS Enterprise Support**

JTRS Travel Execution Status Reports	Monthly
Tri-Annual Review	Three time per year
Action Item Tracking Report	Weekly
Spend Plans	Base plus weekly updates as required
Monthly Status Review Analysis Report	Monthly
Obligation Phasing Plan	Annual plus updated monthly projections

**5.1.3.8** The Contractor shall draft / initiate financial execution transactions within all applicable financial systems for customer approval (e.g. CCaRS, FMIS, FIMS+, DBCAS, etc.). The Contractor shall be expert in all required systems. The Contractor shall coordinate with all applicable Comptroller organizations and the Defense Finance and Accounting Service (DFAS) for posting and reconciliation of commitment, obligation and expenditure data.

**5.1.3.9** The Contractor shall conduct, coordinate, and evaluate ACAT ID level cost analyses consistent with OSD Cost Analysis Improvement Group (CAIG), Air Force Cost Analysis Agency (AFCAA), Army Cost and Economic Analysis Center (CEAC), Navy Center for Cost Analysis (NCCA), and JPEO JTRS standards, processes and procedures. The contractor shall be proficient in all required methods and tool sets for OSD level staff and all Services. The contractor shall be expert in the creation and/or evaluation of Cost Analysis Requirements Documents (CARDs) and all applicable types of cost models (e.g. parametric, historical, engineering estimates, etc.). The Contractor shall assist in the evaluation of ACAT II, III or IV cost estimates, to include all applicable documentation. The Contractor shall provide subject matter expertise in DoD formal cost analyses procedures and be proficient in cost related statutes, regulations and policies. The contractor shall ensure that all cost deliverables meet the time and quality standards prescribed by the requester.

### **5.1.4 JPEO JTRS Administrative Support**

The Contractor shall provide administrative support services for the JPEO JTRS and associated Programs. Final work products shall have no spelling or grammatical errors in the final work product submissions. Contractors shall be proficient with: Microsoft Office (Outlook, Excel, Word, and PowerPoint).

## **Performance Work Statement JPEO JTRS Enterprise Support**

### **5.1.4.1 Document Tracking**

The Contractor shall track all document due dates, sending out reminder notices no later than two days before the documents are due. The contractor shall follow-up on all reminder notices on the day the document is due to ensure due dates are met. The date the document is received by the contractor shall be documented.

### **5.1.4.2 Research and Documentation**

The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requester. Background research will be coordinated within the JPEO in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

### **5.1.4.3 Documentation**

The Contractor shall be responsible for the collection, organization, filing and retrieval of all JTRS program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business. All documentation shall be promptly filed in accordance with SECNAVINST 5210.11 or local procedures as appropriate.

### **5.1.4.4 Personnel Calendars**

The Contractor shall maintain and update calendars for the JPEO, Deputy JPEO, JPEO Directors, and PMO Personnel, as requested, and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.



## **Performance Work Statement JPEO JTRS Enterprise Support**

### **5.1.4.5 Event Calendars**

Contractor shall maintain and update the JPEO event calendar as assigned. Calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.

### **5.1.4.6 Conference Room Calendars**

The contractor shall maintain assigned conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms. Conference room calendars shall be updated immediately upon receipt of an authorized request.

### **5.1.4.7 Data Repository**

Contractor shall maintain the JTRS Data Repository. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate CDRLs and other program files. Data files will be updated before close of business, the same day the change is received.

### **5.1.4.8 Graphics Support**

The contractor shall provide support with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. Material shall be prepared in accordance with JPEO and JTRS Program formats, be free of errors, and submitted according to the schedule of the requester.

### **5.1.4.9 Correspondence Support**

The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required, using applicable DoD Correspondence standards for guidance. Documents shall be free of errors in spelling, grammar, punctuation and

## **Performance Work Statement JPEO JTRS Enterprise Support**

in the proper format specified by the requester. Documents shall be finalized and submitted on schedule as required by the requester.

### **5.1.4.10 Advanced Clerical Duties**

The contractor shall perform a variety of advanced clerical duties to assist with the proper management. These duties include use of the advanced features in the provided software to perform data and statistical analysis of information and the ability to transform this information into spreadsheets, graphs, pivot charts and other output within the time constraints specified by the requestor.

### **5.1.4.11 Record and Process Meeting Minutes**

The contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the requester. Meeting minutes shall be 95% accurate and completed in the time that is required by the requester.

### **5.1.4.12 Mail**

The contractor shall receive, open, review and route incoming mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0900 each working day.

### **5.1.4.13 Shipping**

Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD and Navy requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations and the Standard Navy Distribution List (SNDL). The

## **Performance Work Statement JPEO JTRS Enterprise Support**

contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

### **5.1.4.14 Route slips**

The contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

### **5.1.4.15 Suspense files**

The contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly reminder for routing to the appropriate offices on Thursday at 1300.

### **5.1.4.16 Executive read file**

Contractor shall prepare an Executive read file of outgoing correspondence in accordance with originator instructions, and provide this file to the reviewing official by 1600 on business days or as necessary.

### **5.1.4.17 Serialized Correspondence**

Contractor shall maintain a master list of serialized correspondence, including serial number, subject and date. The contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

### **5.1.4.18 Correspondence file**

The contractor shall maintain a correspondence file. The file will be reviewed quarterly and purged of obsolete documents. When necessary the contractor shall prepare required destruction

## **Performance Work Statement JPEO JTRS Enterprise Support**

certificates and deliver the documents to the authorized destruction contractor, or destroy and certify destruction as necessary.

### **5.1.4.19 Classified material**

The contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material will be inventoried annually by government authority, with no inventory discrepancies allowed.

### **5.1.4.20 Planning Support**

The contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor.

### **5.1.4.21 Meeting and Conference Services**

The contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements will be made in accordance with the procedures and schedule set by the requestor. The contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requester's timeframe and to their satisfaction. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 95% accuracy and in the time required according to the requestor.

### **5.1.4.22 Travel Planning**

## **Performance Work Statement JPEO JTRS Enterprise Support**

The contractor shall schedule and coordinate civilian and military travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation dated 01 April 2004. When finalized, the contractor shall furnish both a paper and electronic travel itinerary to the requestor.

### **5.1.4.23 Travel Vouchers**

The contractor shall prepare travel vouchers for civilian and military staff. This includes reviewing travel vouchers and correcting errors if necessary. Errors are to be reported immediately to the appropriate staff as appropriate. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

### **5.1.4.24 Message Reception/Routing**

The contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 to 1400 and between 1600 and 1730. Message traffic shall be received, copied, summarized and routed to the appropriate personnel within one hour.

### **5.1.4.25 Message Drafting**

The contractor shall create a draft message based on verbal or written input, into proper DoD message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within a half day of the request; revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes.

## **Performance Work Statement JPEO JTRS Enterprise Support**

### **5.1.4.26 Message File**

The contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

### **5.1.4.27 Maintain assigned equipment**

Contractor staff shall ensure the office printers, copiers and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the contractor staff shall call for office equipment repair and support services.

### **5.1.4.11 Administrative supplies**

The contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The contractor shall prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

## **5.2 Technical / Systems Engineering Support (RDT&E)**

**5.2.1** The Contractor shall provide subject matter expertise for technical assessments and studies related to JTRS architectures, designs, and products. The Contractor shall assess the progress and risk in pre-SDD and SDD development efforts, as applicable, on the JTRS Programs and provide recommendations per JTRS Best Practice standards as specified by the requester. The Contractor shall report progress to the JTRS Technical Director and shall prepare final briefings to the JTRS staff in conjunction with timelines specified by the requester.

**5.2.2** The contractor shall provide subject matter expertise in the following areas: analysis and assessments on JTRS and related programs, to include customer platform based systems; requirements analysis and configuration control; Capability Development Documents (CDD);

## **Performance Work Statement JPEO JTRS Enterprise Support**

JTRS Roadmaps; Net Ready Key Performance Parameters (NR-KPP); Global Information Grid (GIG) Key Interface Profiles (KIPs); Analysis of Alternatives and resulting technical recommendations; planning and scheduling; and Global Information Grid (GIG) Compliance. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.2.3** The contractor shall provide engineering subject matter expertise for the JTRS program, to include technical architecture development and review, support of Integrated Architecture Product (SIAP) integration evaluation, and contractor design evaluations. Active participation at various engineering and programmatic meetings will be required. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.2.4.** The contractor shall provide systems engineering and integration subject matter expertise to include: review of existing engineering/technical procedures and revision; system performance / functional specifications; development and/or implementation of engineering/technical processes; Concept of Operations (CONOPS) definition based on multi-service liaison; JTRS architecture and design based on CONOPS, technology, budget, interoperability, and other relevant considerations; Hardware H/W., software S/W., cryptographic, and waveform requirements to implement architecture and design; technical data metrics; and test planning, coordination, oversight, analysis, and reporting. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.2.5** The contractor shall provide network management subject matter expertise to include: user identification and consultation; Information Exchange Requirement (IER) analysis; spectrum management; interoperability and interface recommendations; Oversight, verification, and validation to ensure compliance with: voice and data architecture; network design; and H/W & S/W specifications. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.2.6** The contractor shall provide subject matter expertise to include: software quality assessments of the JTRS software; participation in the establishment of a repository for JTRS products; participation and support the JPEO JTRS System Engineering Office (SEO) council, system engineering Integrated Process Teams (IPT) and technical working groups; engineering advisory support for process and engineering efforts, preparing program and technical management plans, processes, and procedures; develop and implement overarching and effective processes in key technical areas (e.g. requirements, configuration control, and risk management); support the establishment and maintenance of an Integrated Master Schedule (IMS) capability; systems engineering requirements analysis, trade-studies and architectural analyses; information assurance (IA) engineering advisory support for IA policy, process, and engineering efforts; interoperability and supportability of IT and National Security Systems; assistance in the development of technical status briefs; and support the establishment of the JPEO JTRS collaborative, digital-based business environment and perform ongoing knowledge management and analysis efforts in support of the sustainment and maintenance of the collaborative environment. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

### **5.3 Joint Ground Domain (JGD) Program Management Office (PMO) Support (RDT&E)**

#### **5.3.1 Joint Ground Domain (JGD) PMO**

The JTRS JGD PMO is responsible for the management and oversight of JTRS Ground Mobile Radios (GMR - formerly JTRS Cluster 1) and JTRS Handheld, Man-pack, and Small form fit radios (HMS – formerly JTRS Cluster 5) that primarily support the Future Combat System (FCS) and Ground Soldier Systems (GSS) communications and networking capabilities.

The Contractor shall provide management support to the JPEO JGD PMO in the following areas. All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality, form and substance.

The Contractor shall provide management support to the JGD PMO in the following areas.



## **Performance Work Statement JPEO JTRS Enterprise Support**

All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality, form and substance.

**5.3.1.1** The Contractor shall coordinate and participate in working group meetings, IPT sessions, in-process reviews, and other meetings. The Contractor shall be responsible for creating all supporting documentation necessary for full participation in the meeting to represent the JGD position. The Contractor shall submit this documentation to the requestor for review and approval no later than two days prior to the meeting; and revise the documentation as requested. The Contractor shall submit meeting minutes, noting all action items within four days of the meeting.

**5.3.1.2** The Contractor shall provide management support in developing and responding to program data calls, white papers and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate sources the necessary data to develop, initial and final revisions within the time required to support scheduled deadlines. Support shall meet the schedule and format assigned by the requester. Documents shall be accurate, complete and free of grammatical, typographical and spelling errors, 95% of the time.

**5.3.1.3** The Contractor shall provide subject matter expertise support to JGD for briefs, program plans, presentations, documentation and diagrams in support of the JTRS programs, operations and management initiatives. All support shall be prepared in accordance with Section 4.0 Directives and Section 13.0 Best Practices or as assigned, and submitted within the requested schedule.

**5.3.1.4** The Contractor shall assist the JTRS team in identifying and resolving program action items. The Contractor shall evaluate, research, and submit recommendations to resolve/improve all assigned action items to the requester within 30 days or earlier if specifically requested.

**5.3.1.5** The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and timeframe prescribed by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.6** The Contractor shall develop, implement and maintain management operating policies, process flow charts, procedures and information management used to support JGD functions. All procedures and processes that support JGD shall be documented, and the Contractor shall maintain a desk book of all operating procedures and processes used to support all functions. The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

**5.3.1.7** The Contractor shall develop methods, processes and tools to strive for cost, schedule and performance efficiencies. The Contractor shall be able to identify and correct problems and make recommendations in all aspects of JGD operations contained in this PWS. Contractor recommendations shall reduce JGD costs and/or improve performance and schedule.

**5.3.1.8** The Contractor shall take meeting minutes as assigned by the meeting planner or customer. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the JGD Task Manager. Meeting minutes shall be 95% accurate and completed in the time that is required by requester.

**5.3.1.9** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requester.

**5.3.1.10** The Contractor shall coordinate special events, meetings, conferences and work groups. The Contractor shall notify participants, provide agendas, directions and arrange for appropriate equipment. The arrangements shall be made in accordance with the procedures and schedule set by the requestor, and all changes/modifications approved by the requestor before implementation. Contractor planned events shall be arranged so there are fewer than five verified attendee complaints and the Contractor shall submit a summary event report within

## **Performance Work Statement JPEO JTRS Enterprise Support**

the timeframe assigned by the requester.

**5.3.1.11** The Contractor shall provide website administration support to maintain the JGD website and/or VPO and ensure configuration management of data. The Contractor shall review the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with JPEO JTRS and JGD policy and be responsible for adding and deleting users from the access list as approved by the proper government official. The website shall be 98% current at all times, and new information shall be posted within one day of receipt.

**5.3.1.12** The Contractor shall provide analysis support of the JTRS metrics program. This will include recommendations of processes to measure and measurement methods, collection of data, and analysis of metrics. The Contractor shall collect metrics monthly and quarterly as required by the reporting schedule. Metrics reports will be provided in assigned briefing format NLT the 20<sup>th</sup> of the following month.

**5.3.1.13** The Contractor shall provide acquisition management support services for JGD. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be able to identify and correct problems, and make recommendations as they relate to acquisition management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors.

**5.3.1.14** The Contractor shall provide documentation, processes, and draft policies to support JGD acquisition management initiatives. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.3.1.15** The Contractor shall assist Program Managers in the development, documentation and maintenance of acquisition strategies, strategic plans, and other formal acquisition documentation. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.16** The Contractor shall assist program managers in reviewing acquisition documentation, and advising the JTRS Task Manager on acquisition policy and procedures. The Contractor shall complete reviews within the time assigned and work products, if requested, shall be delivered by the required date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.1.17** The Contractor shall provide SME support to the JGD program staff regarding JTRS project management and planning activities. The Contractor shall be able to identify programmatic developmental deficiencies and make recommendations accordingly. The contractor shall assist in identifying and resolving related action items. All Contractor support and recommendations shall be in accordance with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.1.18** The Contractor shall assist JGD Program Managers and staff in the development of acquisition strategies, strategic plans, and other formal acquisition documentation. Work products shall be delivered by the required delivery date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.1.19** The Contractor shall support non-Seaport-e contract documentation planning and preparation (e.g. Requests For Proposal (RFP), Requests For Quote (RFQ), Task Requirements Notices (TRN), Statements of Objectives (SOO), Statements of Work (SOW), and Service Level Agreements (SLA)). Work outputs shall meet the requirements of the Federal Acquisition Regulation as supplemented by all applicable Department of Defense policies and shall be provided within the timeframe assigned by the requester.

**5.3.1.20** The Contractor shall support execution of non-Seaport-e contracts to include preparation of procurement packages, contract modification requests, and prompt payment certificates. Procurement packages, contract modification requests, and prompt payment certificates shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

<b>Acquisition Work Products</b>	<b>Frequency</b>
Procurement Packages	As required "
Prompt Payment Certification	As required "

**5.3.1.21** The contractor shall provide Integrated Logistic Support (ILS) subject matter expertise to support: JGD ILS Baseline (B/L) documentation; development and maintenance of relationships with DoD logistics commands; ILS planning, scheduling, budgeting management; review of existing ILS procedures and revision, development, and/or implementation of ILS processes as required; full Life Cycle Support management; Training Program Management; BOM Management; Performance Based Logistics Implementation; Provisioning and Sparing analysis and recommendations; Operations and Maintenance (O&M) Manual development and management; development and oversight of inventory and distribution concept; and technology refreshment management. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.1.22** The Contractor shall provide financial and cost management support services for the JGD. The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The contractor shall be capable of preparing and/or reviewing detailed cost analyses. Final work products shall have no accounting or calculation errors and no spelling or grammatical errors. Contractors shall be proficient with: Microsoft Office (Excel, Word, PowerPoint, and Access), Comprehensive Cost and Requirement System (CCaRS), Standard Army Finance Information System (STANFINS), Army Knowledge On-line (AKO), Program Optimization & Budget Evaluation (PROBE), Procurement and R&D (P&R) Forms - Army Budget Data Base, Database Commitment Accounting System (DBCAS), Select and Native Programming – Information Technology (SNAP-IT), wInsight / CS Glue, System Evaluations and Estimation of Resources Software

## **Performance Work Statement JPEO JTRS Enterprise Support**

Estimation Model (SEER/SEM), SEER Hardware (SEER-H), Parametric Review of Information for Costing and Evaluation (PRICE), and Automated Cost Estimating Integrated Tool (ACE-IT).

**5.3.1.23** The Contractor shall assist in the consolidation and review of JTRS Program Objective Memorandum (POM) inputs, including POM briefing packages. The Contractor shall consolidate and review POM exhibits (initial, drafts, and final) within the time required to support JTRS program schedules. The Contractor shall compile and maintain POM data and shall track, maintain, and update POM documentation and data throughout the budget cycle. Documentation shall be prepared in accordance with the POM standards and Section 4.0 Directives and submitted to the requester within the timeframe assigned.

**5.3.1.24** The Contractor shall support the DoD POM process, including Sponsor Program Proposal (SPP) preparation and “what-if” scenarios for JGD. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM process shall be provided to the requester within the timeframe assigned for POM submission in the format prescribed by the requester.

<b>POM/PR Work Products</b>	<b>Frequency</b>
POM Briefing Packages and Backup	Annual plus 3 possible updates
POM Executive Summary	Annual plus 3 possible updates
POM Consolidation Reports	Annual plus 3 possible updates

**5.3.1.25** The Contractor shall coordinate and/or draft budgetary impact statements. The Contractor shall prepare impact statements (initial, draft, and final) in accordance with JPEO JTRS guidance, as applicable, within the time required to support JGD schedules. Documentation shall be prepared in accordance with the impact statement standards provided by the requester. Consolidation and review of impact statements shall be performed within the time required to meet JTRS schedules.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.26** The Contractor shall support initial preparation and updates to budget data calls as required by applicable Comptrollers, OSD Staff, Congress, General Accountability Office (GAO) and other external entities as appropriate. The Contractor shall provide budgetary information in support of data calls. The Contractor shall prepare responses to budgetary data calls within the standards and time frames requested to support schedule deadlines.

**5.3.1.27** The Contractor shall support the JGD program in the following activities: defend budgets; respond to Comptroller budget review questions, “what-if drills”, “plus-up” and supplemental inquiries; respond to Congressional requests for information; and prepare briefings for the JPEO and external authorities. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requester. Documentation shall be prepared in accordance with the customer requested data call standard.

<b>Budgetary Work Products</b>	<b>Frequency</b>
Controls Tracking	Three cycles per year (Navy FMB, OSD, Pres Budget)
Executive Controls Summary	Three cycles per year (Navy FMB, OSD, Pres Budget)
Budget Exhibits	Three cycles per year (Navy FMB, OSD, Pres Budget)
Impact Statements	Possibly two per budget cycle and five per Congressional review period
Congressional “Plus Up” Release Papers	Possibly one per year
Budget Questions and Answers	Possibly three sets per year
Midyear Exhibits and Justification	Annual

**5.3.1.28** The Contractor shall coordinate compilation of execution data, analysis and updates in support of monthly reports, Service mid-year reviews, and external execution status requests/reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the JPEO and Comptroller midyear standards.

**5.3.1.29** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial

## **Performance Work Statement JPEO JTRS Enterprise Support**

and revisions as prescribed by the customer's reporting requirements, within the time-frame required by the requester. The Contractor shall maintain up-to-date spend plans and assist with program spend plans that reflect the most recent information reviewed. Spend plans shall be in accordance with requirements as prescribed by the requester and shall be maintained in all applicable planning and financial systems.

<b>Execution Work Products</b>	<b>Frequency</b>
Monthly Status Brief	Monthly
Execution Status Reports	Monthly
JTRS Travel Execution Status Reports	Monthly
Tri-Annual Review	Three time per year
Action Item Tracking Report	Weekly
Spend Plans	Base plus weekly updates as required
Monthly Status Review Analysis Report	Monthly
Obligation Phasing Plan	Annual plus updated monthly projections

**5.3.1.30** The Contractor shall draft / initiate financial execution transactions within all applicable financial systems for customer approval (e.g. CCaRS, DBCAS, etc.). The Contractor shall be expert in all required systems. The Contractor shall coordinate with all applicable Comptroller organizations and the Defense Finance and Accounting Service (DFAS) for posting and reconciliation of commitment, obligation and expenditure data.

**5.3.1.31** The Contractor shall conduct, coordinate, and evaluate ACAT ID level cost analyses consistent with OSD Cost Analysis Improvement Group (CAIG), Air Force Cost Analysis Agency (AFCAA), Army Cost and Economic Analysis Center (CEAC), Navy Center for Cost Analysis (NCCA), and JPEO JTRS standards, processes and procedures. The contractor shall be proficient in all required methods and tool sets for OSD level staff and all Services. The contractor shall be expert in the creation and/or evaluation of Cost Analysis Requirements Documents (CARDs) and all applicable types of cost models (e.g. parametric, historical, engineering estimates, etc.). The Contractor shall assist in the evaluation of ACAT II, III or IV cost estimates, to include all applicable documentation. The Contractor shall provide subject matter expertise in DoD formal cost analyses procedures and be proficient in cost related



## **Performance Work Statement JPEO JTRS Enterprise Support**

statutes, regulations and policies. The contractor shall ensure that all cost deliverables meet the time and quality standards prescribed by the requester.

**5.3.1.32** The Contractor shall track all document due dates, sending out reminder notices no later than two days before the documents are due. The contractor shall follow-up on all reminder notices on the day the document is due to ensure due dates are met. The date the document is received by the contractor shall be documented.

**5.3.1.33** The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requester. Background research will be coordinated in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

**5.3.1.34** The Contractor shall be responsible for the collection, organization, filing and retrieval of all JGD program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business. All documentation shall be promptly filed in accordance local procedures as appropriate.

**5.3.1.35** The Contractor shall maintain and update calendars for PMO Personnel, as requested, and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

**5.3.1.36** Contractor shall maintain and update the JGD event calendar as assigned. Calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.37** The contractor shall maintain assigned conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms.

Conference room calendars shall be updated immediately upon receipt of an authorized request.

**5.3.1.38** Contractor shall maintain the JGD Data Repository. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate CDRLs and other program files. Data files will be updated before close of business, the same day the change is received.

**5.3.1.39** The contractor shall provide support with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. Material shall be prepared in accordance with JPEO and JGD formats, be free of errors, and submitted according to the schedule of the requester.

**5.3.1.40** The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required, using applicable DoD Correspondence standards for guidance. Documents shall be free of errors in spelling, grammar, punctuation and in the proper format specified by the requester. Documents shall be finalized and submitted on schedule as required by the requester.

**5.3.1.41** The contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the requester. Meeting minutes shall be 95% accurate and completed in the time that is required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.42** The contractor shall receive, open, review and route incoming mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0900 each working day.

**5.3.1.43** Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations. The contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

**5.3.1.44** The contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

**5.3.1.45** The contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly reminder for routing to the appropriate offices on Thursday at 1300.

**5.3.1.46** Contractor shall maintain a master list of serialized correspondence, including serial number, subject and date. The contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

**5.3.1.47** The contractor shall maintain a correspondence file. The file will be reviewed quarterly and purged of obsolete documents. When necessary the contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction contractor, or destroy and certify destruction as necessary.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.48** The contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material will be inventoried annually by government authority, with no inventory discrepancies allowed.

**5.3.1.49** The contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor.

**5.3.1.50** The contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements will be made in accordance with the procedures and schedule set by the requestor. The contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requester's timeframe and to their satisfaction. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 95% accuracy and in the time required according to the requestor.

**5.3.1.51** The contractor shall schedule and coordinate civilian and military travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation dated 01 April 2004. When finalized, the contractor shall furnish both a paper and electronic travel itinerary to the requestor.

**5.3.1.52** The contractor shall prepare travel vouchers for civilian and military staff. This includes reviewing travel vouchers and correcting errors if necessary. Errors are to be reported

## **Performance Work Statement JPEO JTRS Enterprise Support**

immediately to the appropriate staff as appropriate. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

**5.3.1.53** The contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 to 1400 and between 1600 and 1730. Message traffic shall be received, copied, summarized and routed to the appropriate personnel within one hour.

**5.3.1.54** The contractor shall create a draft message based on verbal or written input, into proper DoD message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within a half day of the request; revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes.

**5.3.1.55** The contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

**5.3.1.56** Contractor staff shall ensure the office printers, copiers and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the contractor staff shall call for office equipment repair and support services.

**5.3.1.57** The contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The contractor shall

## **Performance Work Statement JPEO JTRS Enterprise Support**

prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

**5.3.1.58** The contractor shall provide subject matter expertise in the following areas: analysis and assessments on JTRS and related programs, to include customer platform based systems; requirements analysis and configuration control; Capability Development Documents (CDD); JTRS Roadmaps; Net Ready Key Performance Parameters (NR-KPP); Global Information Grid (GIG) Key Interface Profiles (KIPs); Analysis of Alternatives and resulting technical recommendations; planning and scheduling; and Global Information Grid (GIG) Compliance. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.1.59** The contractor shall provide engineering subject matter expertise for the JGD program, to include technical architecture development and review, support of Integrated Architecture Product (SIAP) integration evaluation, and contractor design evaluations. Active participation at various engineering and programmatic meetings will be required. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.1.60** The contractor shall provide systems engineering and integration subject matter expertise to include: review of existing engineering/technical procedures and revision; system performance / functional specifications; development and/or implementation of engineering/technical processes; Concept of Operations (CONOPS) definition based on multi-service liaison; JTRS architecture and design based on CONOPS, technology, budget, interoperability, and other relevant considerations; Hardware H/W., software S/W., cryptographic, and waveform requirements to implement architecture and design; technical data metrics; and test planning, coordination, oversight, analysis, and reporting. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.1.61** The contractor shall provide network management subject matter expertise to include: user identification and consultation; Information Exchange Requirement (IER) analysis; spectrum management; interoperability and interface recommendations; Oversight, verification, and validation to ensure compliance with: voice and data architecture; network design; and H/W & S/W specifications. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.1.62** The contractor shall provide subject matter expertise to include: software quality assessments of the JTRS software; participation in the establishment of a repository for JTRS products; participation and support the JPEO JTRS System Engineering Office (SEO) council, system engineering Integrated Process Teams (IPT) and technical working groups; engineering advisory support for process and engineering efforts, preparing program and technical management plans, processes, and procedures; develop and implement overarching and effective processes in key technical areas (e.g. requirements, configuration control, and risk management); support the establishment and maintenance of an Integrated Master Schedule (IMS) capability; systems engineering requirements analysis, trade-studies and architectural analyses; information assurance (IA) engineering advisory support for IA policy, process, and engineering efforts; interoperability and supportability of IT and National Security Systems; assistance in the development of technical status briefs; and support of the JPEO JTRS collaborative, digital-based business environment and perform ongoing knowledge management and analysis efforts in support of the sustainment and maintenance of the collaborative environment. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

### **5.3.2 Ground Mobile Radio (GMR) Program Management and Engineering Support**

JTRS GMR (formerly Cluster 1) is a product line overseen by the JTRS Ground Domain PMO. The JTRS GMR program will enable the Services to acquire and field a family of affordable, scaleable, high capacity, interoperable radio sets based on the JTRS SCA. The JTRS is a key

## **Performance Work Statement JPEO JTRS Enterprise Support**

enabler of transformation and will provide critical communications capabilities across the spectrum of operations in a Joint environment for Ground Vehicular applications. The JTRS GMR will provide networking capability using networking Waveforms to connect the unmanned sensors to the decision makers "On-The-Move" (OTM) which will significantly reduce the decision cycle. The JTRS GMR is the key enabler for connectivity OTM to the GIG, an essential multiplier to network centric warfare.

The Contractor shall provide management support to the GMR product management team in the following areas. All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality, form and substance.

**5.3.2.1** The Contractor shall coordinate and participate in working group meetings, IPT sessions, in-process reviews, and other meetings. The Contractor shall be responsible for creating all supporting documentation necessary for full participation in the meeting to represent the GMR position. The Contractor shall submit this documentation to the requestor for review and approval no later than two days prior to the meeting; and revise the documentation as requested. The Contractor shall submit meeting minutes, noting all action items within four days of the meeting.

**5.3.2.2** The Contractor shall provide management support in developing and responding to program data calls, white papers and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate sources the necessary data to develop, initial and final revisions within the time required to support scheduled deadlines. Support shall meet the schedule and format assigned by the requester. Documents shall be accurate, complete and free of grammatical, typographical and spelling errors, 95% of the time.

**5.3.2.3** The Contractor shall provide subject matter expertise support to GMR for briefs, program plans, presentations, documentation and diagrams in support of the JTRS programs, operations and management initiatives. All support shall be prepared in accordance with Section



## **Performance Work Statement JPEO JTRS Enterprise Support**

4.0 Directives and Section 13.0 Best Practices or as assigned, and submitted within the requested schedule.

**5.3.2.4** The Contractor shall assist the JTRS team in identifying and resolving program action items. The Contractor shall evaluate, research, and submit recommendations to resolve/improve all assigned action items to the requester within 30 days or earlier if specifically requested.

**5.3.2.5** The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and timeframe prescribed by the requester.

**5.3.2.6** The Contractor shall develop, implement and maintain management operating policies, process flow charts, procedures and information management used to support GMR functions. All procedures and processes that support GMR shall be documented, and the Contractor shall maintain a desk book of all operating procedures and processes used to support all functions. The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

**5.3.2.7** The Contractor shall develop methods, processes and tools to strive for cost, schedule and performance efficiencies. The Contractor shall be able to identify and correct problems and make recommendations in all aspects of GMR operations contained in this PWS. Contractor recommendations shall reduce GMR costs and/or improve performance and schedule.

**5.3.2.8** The Contractor shall take meeting minutes as assigned by the meeting planner or customer. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the GMR Task Manager. Meeting minutes shall be 95% accurate and completed in the time that is required by requester.

**5.3.2.9** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting

## **Performance Work Statement JPEO JTRS Enterprise Support**

agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requester.

**5.3.2.10** The Contractor shall coordinate special events, meetings, conferences and work groups. The Contractor shall notify participants, provide agendas, directions and arrange for appropriate equipment. The arrangements shall be made in accordance with the procedures and schedule set by the requestor, and all changes/modifications approved by the requestor before implementation. Contractor planned events shall be arranged so there are fewer than five verified attendee complaints and the Contractor shall submit a summary event report within the timeframe assigned by the requester.

**5.3.2.11** The Contractor shall provide website administration support to maintain the GMR website and/or VPO and ensure configuration management of data. The Contractor shall review the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with JPEO JTRS and GMR policy and be responsible for adding and deleting users from the access list as approved by the proper government official. The website shall be 98% current at all times, and new information shall be posted within one day of receipt.

**5.3.2.12** The Contractor shall provide analysis support of the JTRS metrics program. This will include recommendations of processes to measure and measurement methods, collection of data, and analysis of metrics. The Contractor shall collect metrics monthly and quarterly as required by the reporting schedule. Metrics reports will be provided in assigned briefing format NLT the 20<sup>th</sup> of the following month.

**5.3.2.13** The Contractor shall provide acquisition management support services for GMR. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be able to identify and correct problems, and

## **Performance Work Statement JPEO JTRS Enterprise Support**

make recommendations as they relate to acquisition management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors.

**5.3.2.14** The Contractor shall provide documentation, processes, and draft policies to support GMR acquisition management initiatives. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.3.2.15** The Contractor shall assist Program Managers in the development, documentation and maintenance of acquisition strategies, strategic plans, and other formal acquisition documentation. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.3.2.16** The Contractor shall assist program managers in reviewing acquisition documentation, and advising the JTRS Task Manager on acquisition policy and procedures. The Contractor shall complete reviews within the time assigned and work products, if requested, shall be delivered by the required date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.2.17** The Contractor shall provide SME support to the GMR program staff regarding JTRS project management and planning activities. The Contractor shall be able to identify programmatic developmental deficiencies and make recommendations accordingly. The contractor shall assist in identifying and resolving related action items. All Contractor support and recommendations shall be in accordance with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.2.18** The Contractor shall assist GMR Program Managers and staff in the development of acquisition strategies, strategic plans, and other formal acquisition documentation. Work products shall be delivered by the required delivery date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.2.19** The Contractor shall support non-Seaport-e contract documentation planning and preparation (e.g. Requests For Proposal (RFP), Requests For Quote (RFQ), Task Requirements Notices (TRN), Statements of Objectives (SOO), Statements of Work (SOW), and Service Level Agreements (SLA)). Work outputs shall meet the requirements of the Federal Acquisition Regulation as supplemented by all applicable Department of Defense policies and shall be provided within the timeframe assigned by the requester.

**5.3.2.20** The Contractor shall support execution of non-Seaport-e contracts to include preparation of procurement packages, contract modification requests, and prompt payment certificates. Procurement packages, contract modification requests, and prompt payment certificates shall be provided to the customer within the timeframe assigned and in the format required by the requester.

<b>Acquisition Work Products</b>	<b>Frequency</b>
Procurement Packages	As required "
Prompt Payment Certification	As required "

**5.3.2.21** The contractor shall provide Integrated Logistic Support (ILS) subject matter expertise to support: GMR ILS Baseline (B/L) documentation; development and maintenance of relationships with DoD logistics commands; ILS planning, scheduling, budgeting management; review of existing ILS procedures and revision, development, and/or implementation of ILS processes as required; full Life Cycle Support management; Training Program Management; BOM Management; Performance Based Logistics Implementation; Provisioning and Sparing analysis and recommendations; Operations and Maintenance (O&M) Manual development and management; development and oversight of inventory and distribution concept; and technology refreshment management. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.2.22** The Contractor shall provide financial and cost management support services for the GMR. The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The contractor shall be capable of preparing and/or reviewing detailed cost analyses. Final work products shall have no accounting or calculation errors and no spelling or grammatical errors. Contractors shall be proficient with: Microsoft Office (Excel, Word, PowerPoint, and Access), Comprehensive Cost and Requirement System (CCaRS), Standard Army Finance Information System (STANFINS), Army Knowledge On-line (AKO), Program Optimization & Budget Evaluation (PROBE), Procurement and R&D (P&R) Forms - Army Budget Data Base, Database Commitment Accounting System (DBCAS), Select and Native Programming – Information Technology (SNAP-IT), wInsight / CS Glue, System Evaluations and Estimation of Resources Software Estimation Model (SEER/SEM), SEER Hardware (SEER-H), Parametric Review of Information for Costing and Evaluation (PRICE), and Automated Cost Estimating Integrated Tool (ACE-IT).

**5.3.2.23** The Contractor shall assist in the consolidation and review of JTRS Program Objective Memorandum (POM) inputs, including POM briefing packages. The Contractor shall consolidate and review POM exhibits (initial, drafts, and final) within the time required to support JTRS program schedules. The Contractor shall compile and maintain POM data and shall track, maintain, and update POM documentation and data throughout the budget cycle. Documentation shall be prepared in accordance with the POM standards and Section 4.0 Directives and submitted to the requester within the timeframe assigned.

**5.3.2.24** The Contractor shall support the DoD POM process, including Sponsor Program Proposal (SPP) preparation and “what-if” scenarios for GMR. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM process shall be provided to the requester within the timeframe assigned for

## **Performance Work Statement JPEO JTRS Enterprise Support**

POM submission in the format prescribed by the requester.

<b>POM/PR Work Products</b>	<b>Frequency</b>
POM Briefing Packages and Backup	Annual plus 3 possible updates
POM Executive Summary	Annual plus 3 possible updates
POM Consolidation Reports	Annual plus 3 possible updates

**5.3.2.25** The Contractor shall coordinate and/or draft budgetary impact statements. The Contractor shall prepare impact statements (initial, draft, and final) in accordance with JPEO JTRS guidance, as applicable, within the time required to support GMR schedules. Documentation shall be prepared in accordance with the impact statement standards provided by the requester. Consolidation and review of impact statements shall be performed within the time required to meet JTRS schedules.

**5.3.2.26** The Contractor shall support initial preparation and updates to budget data calls as required by applicable Comptrollers, OSD Staff, Congress, General Accountability Office (GAO) and other external entities as appropriate. The Contractor shall provide budgetary information in support of data calls. The Contractor shall prepare responses to budgetary data calls within the standards and time frames requested to support schedule deadlines.

**5.3.2.27** The Contractor shall support the GMR program in the following activities: defend budgets; respond to Comptroller budget review questions, “what-if drills”, “plus-up” and supplemental inquiries; respond to Congressional requests for information; and prepare briefings for the JPEO and external authorities. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requester. Documentation shall be prepared in accordance with the customer requested data call standard.

<b>Budgetary Work Products</b>	<b>Frequency</b>
Controls Tracking	Three cycles per year (Navy FMB, OSD, Pres Budget)
Executive Controls Summary	Three cycles per year (Navy FMB, OSD, Pres Budget)

## Performance Work Statement JPEO JTRS Enterprise Support

Budget Exhibits	Three cycles per year (Navy FMB, OSD, Pres Budget)
Impact Statements	Possibly two per budget cycle and five per Congressional review period
Congressional “Plus Up” Release Papers	Possibly one per year
Budget Questions and Answers	Possibly three sets per year
Midyear Exhibits and Justification	Annual

**5.3.2.28** The Contractor shall coordinate compilation of execution data, analysis and updates in support of monthly reports, Service mid-year reviews, and external execution status requests/reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the JPEO and Comptroller midyear standards.

**5.3.2.29** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer’s reporting requirements, within the time-frame required by the requester. The Contractor shall maintain up-to-date spend plans and assist with program spend plans that reflect the most recent information reviewed. Spend plans shall be in accordance with requirements as prescribed by the requester and shall be maintained in all applicable planning and financial systems.

Execution Work Products	Frequency
Monthly Status Brief	Monthly
Execution Status Reports	Monthly
JTRS Travel Execution Status Reports	Monthly
Tri-Annual Review	Three time per year
Action Item Tracking Report	Weekly
Spend Plans	Base plus weekly updates as required
Monthly Status Review Analysis Report	Monthly
Obligation Phasing Plan	Annual plus updated monthly projections

**5.3.2.30** The Contractor shall draft / initiate financial execution transactions within all applicable financial systems for customer approval (e.g. CCaRS, DBCAS, etc.). The Contractor shall be expert in all required systems. The Contractor shall coordinate with all applicable Comptroller

## **Performance Work Statement JPEO JTRS Enterprise Support**

organizations and the Defense Finance and Accounting Service (DFAS) for posting and reconciliation of commitment, obligation and expenditure data.

**5.3.2.31** The Contractor shall conduct, coordinate, and evaluate ACAT ID level cost analyses consistent with OSD Cost Analysis Improvement Group (CAIG), Air Force Cost Analysis Agency (AFCAA), Army Cost and Economic Analysis Center (CEAC), Navy Center for Cost Analysis (NCCA), and JPEO JTRS standards, processes and procedures. The contractor shall be proficient in all required methods and tool sets for OSD level staff and all Services. The contractor shall be expert in the creation and/or evaluation of Cost Analysis Requirements Documents (CARDs) and all applicable types of cost models (e.g. parametric, historical, engineering estimates, etc.). The Contractor shall assist in the evaluation of ACAT II, III or IV cost estimates, to include all applicable documentation. The Contractor shall provide subject matter expertise in DoD formal cost analyses procedures and be proficient in cost related statutes, regulations and policies. The contractor shall ensure that all cost deliverables meet the time and quality standards prescribed by the requester.

**5.3.2.32** The Contractor shall track all document due dates, sending out reminder notices no later than two days before the documents are due. The contractor shall follow-up on all reminder notices on the day the document is due to ensure due dates are met. The date the document is received by the contractor shall be documented.

**5.3.2.33** The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requester. Background research will be coordinated in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.



## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.2.34** The Contractor shall be responsible for the collection, organization, filing and retrieval of all GMR program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business. All documentation shall be promptly filed in accordance local procedures as appropriate.

**5.3.2.35** The Contractor shall maintain and update calendars for PMO Personnel, as requested, and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

**5.3.2.36** Contractor shall maintain and update the GMR event calendar as assigned. Calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.

**5.3.2.37** The contractor shall maintain assigned conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms. Conference room calendars shall be updated immediately upon receipt of an authorized request.

**5.3.2.38** Contractor shall maintain the GMR Data Repository. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate CDRLs and other program files. Data files will be updated before close of business, the same day the change is received.

**5.3.2.39** The contractor shall provide support with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. Material shall be prepared in

## **Performance Work Statement JPEO JTRS Enterprise Support**

accordance with JPEO and GMR formats, be free of errors, and submitted according to the schedule of the requester.

**5.3.2.40** The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required, using applicable DoD Correspondence standards for guidance. Documents shall be free of errors in spelling, grammar, punctuation and in the proper format specified by the requester. Documents shall be finalized and submitted on schedule as required by the requester.

**5.3.2.41** The contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the requester. Meeting minutes shall be 95% accurate and completed in the time that is required by the requester.

**5.3.2.42** The contractor shall receive, open, review and route incoming mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0900 each working day.

**5.3.2.43** Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations. The contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

**5.3.2.44** The contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.2.45** The contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly reminder for routing to the appropriate offices on Thursday at 1300.

**5.3.2.46** Contractor shall maintain a master list of serialized correspondence, including serial number, subject and date. The contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

**5.3.2.47** The contractor shall maintain a correspondence file. The file will be reviewed quarterly and purged of obsolete documents. When necessary the contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction contractor, or destroy and certify destruction as necessary.

**5.3.2.48** The contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material will be inventoried annually by government authority, with no inventory discrepancies allowed.

**5.3.2.49** The contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor.

**5.3.2.50** The contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements will be made in accordance with the procedures and schedule set by the

## **Performance Work Statement JPEO JTRS Enterprise Support**

requestor. The contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requester's timeframe and to their satisfaction. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 95% accuracy and in the time required according to the requestor.

**5.3.2.51** The contractor shall schedule and coordinate civilian and military travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation dated 01 April 2004. When finalized, the contractor shall furnish both a paper and electronic travel itinerary to the requestor.

**5.3.2.52** The contractor shall prepare travel vouchers for civilian and military staff. This includes reviewing travel vouchers and correcting errors if necessary. Errors are to be reported immediately to the appropriate staff as appropriate. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

**5.3.2.53** The contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 to 1400 and between 1600 and 1730. Message traffic shall be received, copied, summarized and routed to the appropriate personnel within one hour.

**5.3.2.54** The contractor shall create a draft message based on verbal or written input, into proper DoD message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine

## **Performance Work Statement JPEO JTRS Enterprise Support**

messages shall be prepared for release within a half day of the request; revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes.

**5.3.2.55** The contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

**5.3.2.56** Contractor staff shall ensure the office printers, copiers and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the contractor staff shall call for office equipment repair and support services.

**5.3.2.57** The contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The contractor shall prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

**5.3.2.58** The contractor shall provide subject matter expertise in the following areas: analysis and assessments on JTRS and related programs, to include customer platform based systems; requirements analysis and configuration control; Capability Development Documents (CDD); JTRS Roadmaps; Net Ready Key Performance Parameters (NR-KPP); Global Information Grid (GIG) Key Interface Profiles (KIPs); Analysis of Alternatives and resulting technical recommendations; planning and scheduling; and Global Information Grid (GIG) Compliance. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.2.59** The contractor shall provide engineering subject matter expertise for the GMR program, to include technical architecture development and review, support of Integrated Architecture

## **Performance Work Statement JPEO JTRS Enterprise Support**

Product (SIAP) integration evaluation, and contractor design evaluations. Active participation at various engineering and programmatic meetings will be required. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.2.60** The contractor shall provide systems engineering and integration subject matter expertise to include: review of existing engineering/technical procedures and revision; system performance / functional specifications; development and/or implementation of engineering/technical processes; Concept of Operations (CONOPS) definition based on multi-service liaison; JTRS architecture and design based on CONOPS, technology, budget, interoperability, and other relevant considerations; Hardware H/W., software S/W., cryptographic, and waveform requirements to implement architecture and design; technical data metrics; and test planning, coordination, oversight, analysis, and reporting. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.2.61** The contractor shall provide network management subject matter expertise to include: user identification and consultation; Information Exchange Requirement (IER) analysis; spectrum management; interoperability and interface recommendations; Oversight, verification, and validation to ensure compliance with: voice and data architecture; network design; and H/W & S/W specifications. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.2.62** The contractor shall provide subject matter expertise to include: software quality assessments of the JTRS software; participation in the establishment of a repository for JTRS products; participation and support the JPEO JTRS System Engineering Office (SEO) council, system engineering Integrated Process Teams (IPT) and technical working groups; engineering advisory support for process and engineering efforts, preparing program and technical management plans, processes, and procedures; develop and implement overarching and effective

## **Performance Work Statement JPEO JTRS Enterprise Support**

processes in key technical areas (e.g. requirements, configuration control, and risk management); support the establishment and maintenance of an Integrated Master Schedule (IMS) capability; systems engineering requirements analysis, trade-studies and architectural analyses; information assurance (IA) engineering advisory support for IA policy, process, and engineering efforts; interoperability and supportability of IT and National Security Systems; assistance in the development of technical status briefs; and support of the JPEO JTRS collaborative, digital-based business environment and perform ongoing knowledge management and analysis efforts in support of the sustainment and maintenance of the collaborative environment. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

### **5.3.3 Handheld, Man-pack, and Small Form Fit Radio (HMS) Program Management Support**

JTRS HMS (formerly Cluster 5) is a product line overseen by the JTRS Ground Domain PMO. JTRS is the DoD family of common software-defined programmable radios that will form the foundation of information radio frequency transmission for Joint Vision 2020. HMS provides a software re-programmable, networkable, multi-band, multi-mode system capable of simultaneous voice/data/video communication. HMS Increment 1 consists of the following form factors: 2 Channel Handheld, 2 Channel Manpack (including vehicular mounted), and a family of Small Form Fit (SFF) embedded applications (SFF-A, B, C, D, H, I and J).

The Contractor shall provide management support to the HMS product management team in the following areas. All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality, form and substance.

**5.3.3.1** The Contractor shall coordinate and participate in working group meetings, IPT sessions,

## **Performance Work Statement JPEO JTRS Enterprise Support**

in-process reviews, and other meetings. The Contractor shall be responsible for creating all supporting documentation necessary for full participation in the meeting to represent the HMS position. The Contractor shall submit this documentation to the requestor for review and approval no later than two days prior to the meeting; and revise the documentation as requested. The Contractor shall submit meeting minutes, noting all action items within four days of the meeting.

**5.3.3.2** The Contractor shall provide management support in developing and responding to program data calls, white papers and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate sources the necessary data to develop, initial and final revisions within the time required to support scheduled deadlines. Support shall meet the schedule and format assigned by the requester. Documents shall be accurate, complete and free of grammatical, typographical and spelling errors, 95% of the time.

**5.3.3.3** The Contractor shall provide subject matter expertise support to HMS for briefs, program plans, presentations, documentation and diagrams in support of the JTRS programs, operations and management initiatives. All support shall be prepared in accordance with Section 4.0 Directives and Section 13.0 Best Practices or as assigned, and submitted within the requested schedule.

**5.3.3.4** The Contractor shall assist the JTRS team in identifying and resolving program action items. The Contractor shall evaluate, research, and submit recommendations to resolve/improve all assigned action items to the requester within 30 days or earlier if specifically requested.

**5.3.3.5** The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and timeframe prescribed by the requester.

**5.3.3.6** The Contractor shall develop, implement and maintain management operating policies, process flow charts, procedures and information management used to support HMS functions. All procedures and processes that support HMS shall be documented, and the Contractor shall maintain a desk book of all operating procedures and processes used to support all functions.



## **Performance Work Statement JPEO JTRS Enterprise Support**

The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

**5.3.3.7** The Contractor shall develop methods, processes and tools to strive for cost, schedule and performance efficiencies. The Contractor shall be able to identify and correct problems and make recommendations in all aspects of HMS operations contained in this PWS. Contractor recommendations shall reduce HMS costs and/or improve performance and schedule.

**5.3.3.8** The Contractor shall take meeting minutes as assigned by the meeting planner or customer. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the HMS Task Manager. Meeting minutes shall be 99% accurate and completed in the time that is required by requester.

**5.3.3.9** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requester.

**5.3.3.10** The Contractor shall coordinate special events, meetings, conferences and work groups. The Contractor shall notify participants, provide agendas, directions and arrange for appropriate equipment. The arrangements shall be made in accordance with the procedures and schedule set by the requestor, and all changes/modifications approved by the requestor before implementation. Contractor planned events shall be arranged so there are fewer than five verified attendee complaints and the Contractor shall submit a summary event report within the timeframe assigned by the requester.

**5.3.3.11** The Contractor shall provide website administration support to maintain the HMS website and/or VPO and ensure configuration management of data. The Contractor shall review

## **Performance Work Statement JPEO JTRS Enterprise Support**

the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with JPEO JTRS and HMS policy and be responsible for adding and deleting users from the access list as approved by the proper government official. The website shall be 98% current at all times, and new information shall be posted within one day of receipt.

**5.3.3.12** The Contractor shall provide analysis support of the JTRS metrics program. This will include recommendations of processes to measure and measurement methods, collection of data, and analysis of metrics. The Contractor shall collect metrics monthly and quarterly as required by the reporting schedule. Metrics reports will be provided in assigned briefing format NLT the 20<sup>th</sup> of the following month.

**5.3.3.13** The Contractor shall provide acquisition management support services for HMS. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be able to identify and correct problems, and make recommendations as they relate to acquisition management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors.

**5.3.3.14** The Contractor shall provide documentation, processes, and draft policies to support HMS acquisition management initiatives. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.3.3.15** The Contractor shall assist Program Managers in the development, documentation and maintenance of acquisition strategies, strategic plans, and other formal acquisition documentation. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.3.3.16** The Contractor shall assist program managers in reviewing acquisition documentation, and advising the JTRS Task Manager on acquisition policy and procedures. The Contractor shall complete reviews within the time assigned and work products, if requested, shall be delivered by

## **Performance Work Statement JPEO JTRS Enterprise Support**

the required date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.3.17** The Contractor shall provide SME support to the HMS program staff regarding JTRS project management and planning activities. The Contractor shall be able to identify programmatic developmental deficiencies and make recommendations accordingly. The contractor shall assist in identifying and resolving related action items. All Contractor support and recommendations shall be in accordance with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.3.18** The Contractor shall assist HMS Program Managers and staff in the development of acquisition strategies, strategic plans, and other formal acquisition documentation. Work products shall be delivered by the required delivery date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.3.3.19** The Contractor shall support non-Seaport-e contract documentation planning and preparation (e.g. Requests For Proposal (RFP), Requests For Quote (RFQ), Task Requirements Notices (TRN), Statements of Objectives (SOO), Statements of Work (SOW), and Service Level Agreements (SLA)). Work outputs shall meet the requirements of the Federal Acquisition Regulation as supplemented by all applicable Department of Defense policies and shall be provided within the timeframe assigned by the requester.

**5.3.3.20** The Contractor shall support execution of non-Seaport-e contracts to include preparation of procurement packages, contract modification requests, and prompt payment certificates. Procurement packages, contract modification requests, and prompt payment certificates shall be provided to the customer within the timeframe assigned and in the format required by the requester.

<b>Acquisition Work Products</b>	<b>Frequency</b>
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## **Performance Work Statement JPEO JTRS Enterprise Support**

Procurement Packages	As required	"
Prompt Payment Certification	As required	"

**5.3.3.21** The contractor shall provide Integrated Logistic Support (ILS) subject matter expertise to support: HMS ILS Baseline (B/L) documentation; development and maintenance of relationships with DoD logistics commands; ILS planning, scheduling, budgeting management; review of existing ILS procedures and revision, development, and/or implementation of ILS processes as required; full Life Cycle Support management; Training Program Management; BOM Management; Performance Based Logistics Implementation; Provisioning and Sparing analysis and recommendations; Operations and Maintenance (O&M) Manual development and management; development and oversight of inventory and distribution concept; and technology refreshment management. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.3.22** The Contractor shall provide financial and cost management support services for the HMS. The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The contractor shall be capable of preparing and/or reviewing detailed cost analyses. Final work products shall have no accounting or calculation errors and no spelling or grammatical errors. Contractors shall be proficient with: Microsoft Office (Excel, Word, PowerPoint, and Access), Comprehensive Cost and Requirement System (CCaRS), Standard Army Finance Information System (STANFINS), Army Knowledge On-line (AKO), Program Optimization & Budget Evaluation (PROBE), Procurement and R&D (P&R) Forms - Army Budget Data Base, Database Commitment Accounting System (DBCAS), Select and Native Programming – Information Technology (SNAP-IT), wInsight / CS Glue, System Evaluations and Estimation of Resources Software Estimation Model (SEER/SEM), SEER Hardware (SEER-H), Parametric Review of Information for Costing and Evaluation (PRICE), and Automated Cost Estimating Integrated Tool (ACE-IT).

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.3.23** The Contractor shall assist in the consolidation and review of JTRS Program Objective Memorandum (POM) inputs, including POM briefing packages. The Contractor shall consolidate and review POM exhibits (initial, drafts, and final) within the time required to support JTRS program schedules. The Contractor shall compile and maintain POM data and shall track, maintain, and update POM documentation and data throughout the budget cycle. Documentation shall be prepared in accordance with the POM standards and Section 4.0 Directives and submitted to the requester within the timeframe assigned.

**5.3.3.24** The Contractor shall support the DoD POM process, including Sponsor Program Proposal (SPP) preparation and “what-if” scenarios for HMS. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM process shall be provided to the requester within the timeframe assigned for POM submission in the format prescribed by the requester.

<b>POM/PR Work Products</b>	<b>Frequency</b>
POM Briefing Packages and Backup	Annual plus 3 possible updates
POM Executive Summary	Annual plus 3 possible updates
POM Consolidation Reports	Annual plus 3 possible updates

**5.3.3.25** The Contractor shall coordinate and/or draft budgetary impact statements. The Contractor shall prepare impact statements (initial, draft, and final) in accordance with JPEO JTRS guidance, as applicable, within the time required to support HMS schedules. Documentation shall be prepared in accordance with the impact statement standards provided by the requester. Consolidation and review of impact statements shall be performed within the time required to meet JTRS schedules.

**5.3.3.26** The Contractor shall support initial preparation and updates to budget data calls as required by applicable Comptrollers, OSD Staff, Congress, General Accountability Office (GAO) and other external entities as appropriate. The Contractor shall provide budgetary

## **Performance Work Statement JPEO JTRS Enterprise Support**

information in support of data calls. The Contractor shall prepare responses to budgetary data calls within the standards and time frames requested to support schedule deadlines.

**5.3.3.27** The Contractor shall support the HMS program in the following activities: defend budgets; respond to Comptroller budget review questions, “what-if drills”, “plus-up” and supplemental inquiries; respond to Congressional requests for information; and prepare briefings for the JPEO and external authorities. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requester. Documentation shall be prepared in accordance with the customer requested data call standard.

<b>Budgetary Work Products</b>	<b>Frequency</b>
Controls Tracking	Three cycles per year (Navy FMB, OSD, Pres Budget)
Executive Controls Summary	Three cycles per year (Navy FMB, OSD, Pres Budget)
Budget Exhibits	Three cycles per year (Navy FMB, OSD, Pres Budget)
Impact Statements	Possibly two per budget cycle and five per Congressional review period
Congressional “Plus Up” Release Papers	Possibly one per year
Budget Questions and Answers	Possibly three sets per year
Midyear Exhibits and Justification	Annual

**5.3.3.28** The Contractor shall coordinate compilation of execution data, analysis and updates in support of monthly reports, Service mid-year reviews, and external execution status requests/reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the JPEO and Comptroller midyear standards.

**5.3.3.29** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer’s reporting requirements, within the time-frame required by the requester. The Contractor shall maintain up-to-date spend plans and assist with program spend plans that reflect the most recent information reviewed. Spend plans shall be in

## Performance Work Statement JPEO JTRS Enterprise Support

accordance with requirements as prescribed by the requester and shall be maintained in all applicable planning and financial systems.

<b>Execution Work Products</b>	<b>Frequency</b>
Monthly Status Brief	Monthly
Execution Status Reports	Monthly
JTRS Travel Execution Status Reports	Monthly
Tri-Annual Review	Three time per year
Action Item Tracking Report	Weekly
Spend Plans	Base plus weekly updates as required
Monthly Status Review Analysis Report	Monthly
Obligation Phasing Plan	Annual plus updated monthly projections

**5.3.3.30** The Contractor shall draft / initiate financial execution transactions within all applicable financial systems for customer approval (e.g. CCaRS, DBCAS, etc.). The Contractor shall be expert in all required systems. The Contractor shall coordinate with all applicable Comptroller organizations and the Defense Finance and Accounting Service (DFAS) for posting and reconciliation of commitment, obligation and expenditure data.

**5.3.3.31** The Contractor shall conduct, coordinate, and evaluate ACAT ID level cost analyses consistent with OSD Cost Analysis Improvement Group (CAIG), Air Force Cost Analysis Agency (AFCAA), Army Cost and Economic Analysis Center (CEAC), Navy Center for Cost Analysis (NCCA), and JPEO JTRS standards, processes and procedures. The contractor shall be proficient in all required methods and tool sets for OSD level staff and all Services. The contractor shall be expert in the creation and/or evaluation of Cost Analysis Requirements Documents (CARDs) and all applicable types of cost models (e.g. parametric, historical, engineering estimates, etc.). The Contractor shall assist in the evaluation of ACAT II, III or IV cost estimates, to include all applicable documentation. The Contractor shall provide subject matter expertise in DoD formal cost analyses procedures and be proficient in cost related statutes, regulations and policies. The contractor shall ensure that all cost deliverables meet the time and quality standards prescribed by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.3.32** The Contractor shall track all document due dates, sending out reminder notices no later than two days before the documents are due. The contractor shall follow-up on all reminder notices on the day the document is due to ensure due dates are met. The date the document is received by the contractor shall be documented.

**5.3.3.33** The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requester. Background research will be coordinated in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

**5.3.3.34** The Contractor shall be responsible for the collection, organization, filing and retrieval of all HMS program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business. All documentation shall be promptly filed in accordance local procedures as appropriate.

**5.3.3.35** The Contractor shall maintain and update calendars for PMO Personnel, as requested, and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

**5.3.3.36** Contractor shall maintain and update the HMS event calendar as assigned. Calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.



## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.3.37** The contractor shall maintain assigned conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms.

Conference room calendars shall be updated immediately upon receipt of an authorized request.

**5.3.3.38** Contractor shall maintain the HMS Data Repository. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate CDRLs and other program files. Data files will be updated before close of business, the same day the change is received.

**5.3.3.39** The contractor shall provide support with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. Material shall be prepared in accordance with JPEO and HMS formats, be free of errors, and submitted according to the schedule of the requester.

**5.3.3.40** The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required, using applicable DoD Correspondence standards for guidance. Documents shall be free of errors in spelling, grammar, punctuation and in the proper format specified by the requester. Documents shall be finalized and submitted on schedule as required by the requester.

**5.3.3.41** The contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the requester. Meeting minutes shall be 99% accurate and completed in the time that is required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.3.42** The contractor shall receive, open, review and route incoming mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0900 each working day.

**5.3.3.43** Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations. The contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

**5.3.3.44** The contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

**5.3.3.45** The contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly reminder for routing to the appropriate offices on Thursday at 1300.

**5.3.3.46** Contractor shall maintain a master list of serialized correspondence, including serial number, subject and date. The contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

**5.3.3.47** The contractor shall maintain a correspondence file. The file will be reviewed quarterly and purged of obsolete documents. When necessary the contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction contractor, or destroy and certify destruction as necessary.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.3.48** The contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material will be inventoried annually by government authority, with no inventory discrepancies allowed.

**5.3.3.49** The contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor.

**5.3.3.50** The contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements will be made in accordance with the procedures and schedule set by the requestor. The contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requester's timeframe and to their satisfaction. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 99% accuracy and in the time required according to the requestor.

**5.3.3.51** The contractor shall schedule and coordinate civilian and military travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation dated 01 April 2004. When finalized, the contractor shall furnish both a paper and electronic travel itinerary to the requestor.

**5.3.3.52** The contractor shall prepare travel vouchers for civilian and military staff. This includes reviewing travel vouchers and correcting errors if necessary. Errors are to be reported

## **Performance Work Statement JPEO JTRS Enterprise Support**

immediately to the appropriate staff as appropriate. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

**5.3.3.53** The contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 to 1400 and between 1600 and 1730. Message traffic shall be received, copied, summarized and routed to the appropriate personnel within one hour.

**5.3.3.54** The contractor shall create a draft message based on verbal or written input, into proper DoD message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within a half day of the request; revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes.

**5.3.3.55** The contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

**5.3.3.56** Contractor staff shall ensure the office printers, copiers and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the contractor staff shall call for office equipment repair and support services.

**5.3.3.57** The contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The contractor shall

## **Performance Work Statement JPEO JTRS Enterprise Support**

prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

**5.3.3.58** The contractor shall provide subject matter expertise in the following areas: analysis and assessments on JTRS and related programs, to include customer platform based systems; requirements analysis and configuration control; Capability Development Documents (CDD); JTRS Roadmaps; Net Ready Key Performance Parameters (NR-KPP); Global Information Grid (GIG) Key Interface Profiles (KIPs); Analysis of Alternatives and resulting technical recommendations; planning and scheduling; and Global Information Grid (GIG) Compliance. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.3.59** The contractor shall provide engineering subject matter expertise for the HMS program, to include technical architecture development and review, support of Integrated Architecture Product (SIAP) integration evaluation, and contractor design evaluations. Active participation at various engineering and programmatic meetings will be required. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.3.60** The contractor shall provide systems engineering and integration subject matter expertise to include: review of existing engineering/technical procedures and revision; system performance / functional specifications; development and/or implementation of engineering/technical processes; Concept of Operations (CONOPS) definition based on multi-service liaison; JTRS architecture and design based on CONOPS, technology, budget, interoperability, and other relevant considerations; Hardware H/W., software S/W., cryptographic, and waveform requirements to implement architecture and design; technical data metrics; and test planning, coordination, oversight, analysis, and reporting. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.3.3.61** The contractor shall provide network management subject matter expertise to include: user identification and consultation; Information Exchange Requirement (IER) analysis; spectrum management; interoperability and interface recommendations; Oversight, verification, and validation to ensure compliance with: voice and data architecture; network design; and H/W & S/W specifications. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.3.3.62** The contractor shall provide subject matter expertise to include: software quality assessments of the JTRS software; participation in the establishment of a repository for JTRS products; participation and support the JPEO JTRS System Engineering Office (SEO) council, system engineering Integrated Process Teams (IPT) and technical working groups; engineering advisory support for process and engineering efforts, preparing program and technical management plans, processes, and procedures; develop and implement overarching and effective processes in key technical areas (e.g. requirements, configuration control, and risk management); support the establishment and maintenance of an Integrated Master Schedule (IMS) capability; systems engineering requirements analysis, trade-studies and architectural analyses; information assurance (IA) engineering advisory support for IA policy, process, and engineering efforts; interoperability and supportability of IT and National Security Systems; assistance in the development of technical status briefs; and support of the JPEO JTRS collaborative, digital-based business environment and perform ongoing knowledge management and analysis efforts in support of the sustainment and maintenance of the collaborative environment. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

### **5.4 Network Enterprise Domain (NED) Program Management Office Support (RDT&E)**

The JTRS Network Enterprise Domain (NED) program office is responsible for the development and delivery of software-defined, legacy radio waveforms, networking waveforms and enterprise networking services that support Net-Centric operational warfare

## **Performance Work Statement JPEO JTRS Enterprise Support**

at sea, air and on the ground. Networking waveforms extend the Global Information Grid (GIG) to the last tactical mile and to the Warfighter. The JTRS NED team is responsible for (1) the overall management and oversight of the JTRS Waveform program, (2) development, validation, and evolution of a common JTRS Software Communications Architecture (SCA), (3) development and evolution of waveform software applications, (4) development of software cryptographic algorithms and equipment applications, (5) testing and certification of JTRS hardware/software products and (6) JTRS networking and network management software components. JTRS NED is also responsible to provide support for service acquisition agencies that are responsible for acquiring and fielding host radio hardware and integrating JTRS into Service platforms.

The Contractor shall provide management support to the JTRS NED PMO in the following areas. All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality, form and substance.

**5.4.1** The Contractor shall coordinate and participate in working group meetings, IPT sessions, in-process reviews, and other meetings. The Contractor shall be responsible for creating all supporting documentation necessary for full participation in the meeting to represent the NED position. The Contractor shall submit this documentation to the requestor for review and approval no later than two days prior to the meeting; and revise the documentation as requested. The Contractor shall submit meeting minutes, noting all action items within four days of the meeting.

**5.4.2** The Contractor shall provide management support in developing and responding to program data calls, white papers and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate sources the necessary data to develop, initial and final revisions within the time required to support scheduled deadlines. Support shall meet the schedule and format assigned by the requester. Documents shall be accurate, complete

## **Performance Work Statement JPEO JTRS Enterprise Support**

and free of grammatical, typographical and spelling errors, 95% of the time.

**5.4.3** The Contractor shall provide subject matter expertise support to NED for briefs, program plans, presentations, documentation and diagrams in support of the JTRS programs, operations and management initiatives. All support shall be prepared in accordance with Section 4.0 Directives and Section 13.0 Best Practices or as assigned, and submitted within the requested schedule.

**5.4.4** The Contractor shall assist the JTRS team in identifying and resolving program action items. The Contractor shall evaluate, research, and submit recommendations to resolve/improve all assigned action items to the requester within 30 days or earlier if specifically requested.

**5.4.5** The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and timeframe prescribed by the requester.

**5.4.6** The Contractor shall develop, implement and maintain management operating policies, process flow charts, procedures and information management used to support NED functions. All procedures and processes that support NED shall be documented, and the Contractor shall maintain a desk book of all operating procedures and processes used to support all functions. The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

**5.4.7** The Contractor shall develop methods, processes and tools to strive for cost, schedule and performance efficiencies. The Contractor shall be able to identify and correct problems and make recommendations in all aspects of NED operations contained in this PWS. Contractor recommendations shall reduce NED costs and/or improve performance and schedule.

**5.4.8** The Contractor shall take meeting minutes as assigned by the meeting planner or customer. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel



## **Performance Work Statement JPEO JTRS Enterprise Support**

as designated by the NED Task Manager. Meeting minutes shall be 99% accurate and completed in the time that is required by requester.

**5.4.9** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requester.

**5.4.10** The Contractor shall coordinate special events, meetings, conferences and work groups. The Contractor shall notify participants, provide agendas, directions and arrange for appropriate equipment. The arrangements shall be made in accordance with the procedures and schedule set by the requestor, and all changes/modifications approved by the requestor before implementation. Contractor planned events shall be arranged so there are fewer than five verified attendee complaints and the Contractor shall submit a summary event report within the timeframe assigned by the requester.

**5.4.11** The Contractor shall provide website administration support to maintain the NED website and/or VPO and ensure configuration management of data. The Contractor shall review the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with JPEO JTRS and NED policy and be responsible for adding and deleting users from the access list as approved by the proper government official. The website shall be 98% current at all times, and new information shall be posted within one day of receipt.

**5.4.12** The Contractor shall provide analysis support of the JTRS metrics program. This will include recommendations of processes to measure and measurement methods, collection of data, and analysis of metrics. The Contractor shall collect metrics monthly and quarterly as required by the reporting schedule. Metrics reports will be provided in assigned briefing format NLT the

## **Performance Work Statement JPEO JTRS Enterprise Support**

20<sup>th</sup> of the following month.

**5.4.13** The Contractor shall provide acquisition management support services for NED. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be able to identify and correct problems, and make recommendations as they relate to acquisition management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors.

**5.4.14** The Contractor shall provide documentation, processes, and draft policies to support NED acquisition management initiatives. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.4.15** The Contractor shall assist Program Managers in the development, documentation and maintenance of acquisition strategies, strategic plans, and other formal acquisition documentation. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.4.16** The Contractor shall assist program managers in reviewing acquisition documentation, and advising the JTRS Task Manager on acquisition policy and procedures. The Contractor shall complete reviews within the time assigned and work products, if requested, shall be delivered by the required date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.4.17** The Contractor shall provide SME support to the NED program staff regarding JTRS project management and planning activities. The Contractor shall be able to identify programmatic developmental deficiencies and make recommendations accordingly. The contractor shall assist in identifying and resolving related action items. All Contractor support and recommendations shall be in accordance with Section 4.0 Directives and Section 13.0 Best Practices.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.4.18** The Contractor shall assist NED Program Managers and staff in the development of acquisition strategies, strategic plans, and other formal acquisition documentation. Work products shall be delivered by the required delivery date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.4.19** The Contractor shall support non-Seaport-e contract documentation planning and preparation (e.g. Requests For Proposal (RFP), Requests For Quote (RFQ), Task Requirements Notices (TRN), Statements of Objectives (SOO), Statements of Work (SOW), and Service Level Agreements (SLA)). Work outputs shall meet the requirements of the Federal Acquisition Regulation as supplemented by all applicable Department of Defense policies and shall be provided within the timeframe assigned by the requester.

**5.4.20** The Contractor shall support execution of non-Seaport-e contracts to include preparation of procurement packages, contract modification requests, and prompt payment certificates. Procurement packages, contract modification requests, and prompt payment certificates shall be provided to the customer within the timeframe assigned and in the format required by the requester.

<b>Acquisition Work Products</b>	<b>Frequency</b>
Procurement Packages	As required "
Prompt Payment Certification	As required "

**5.4.21** The contractor shall provide Integrated Logistic Support (ILS) subject matter expertise to support: NED ILS Baseline (B/L) documentation; development and maintenance of relationships with DoD logistics commands; ILS planning, scheduling, budgeting management; review of existing ILS procedures and revision, development, and/or implementation of ILS processes as required; full Life Cycle Support management; Training Program Management; BOM Management; Performance Based Logistics Implementation; Provisioning and Sparing analysis and recommendations; Operations and Maintenance (O&M) Manual development and

## **Performance Work Statement JPEO JTRS Enterprise Support**

management; development and oversight of inventory and distribution concept; and technology refreshment management. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.4.22** The Contractor shall provide financial and cost management support services for the NED. The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The contractor shall be capable of preparing and/or reviewing detailed cost analyses. Final work products shall have no accounting or calculation errors and no spelling or grammatical errors. Contractors shall be proficient with: Microsoft Office (Excel, Word, PowerPoint, and Access), Comprehensive Cost and Requirement System (CCaRS), Standard Army Finance Information System (STANFINS), Army Knowledge On-line (AKO), Program Optimization & Budget Evaluation (PROBE), Procurement and R&D (P&R) Forms - Army Budget Data Base, Database Commitment Accounting System (DBCAS), Select and Native Programming – Information Technology (SNAP-IT), wInsight / CS Glue, System Evaluations and Estimation of Resources Software Estimation Model (SEER/SEM), SEER Hardware (SEER-H), Parametric Review of Information for Costing and Evaluation (PRICE), and Automated Cost Estimating Integrated Tool (ACE-IT).

**5.4.23** The Contractor shall assist in the consolidation and review of JTRS Program Objective Memorandum (POM) inputs, including POM briefing packages. The Contractor shall consolidate and review POM exhibits (initial, drafts, and final) within the time required to support JTRS program schedules. The Contractor shall compile and maintain POM data and shall track, maintain, and update POM documentation and data throughout the budget cycle. Documentation shall be prepared in accordance with the POM standards and Section 4.0 Directives and submitted to the requester within the timeframe assigned.

**5.4.24** The Contractor shall support the DoD POM process, including Sponsor Program

## **Performance Work Statement JPEO JTRS Enterprise Support**

Proposal (SPP) preparation and “what-if” scenarios for NED. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM process shall be provided to the requester within the timeframe assigned for POM submission in the format prescribed by the requester.

<b>POM/PR Work Products</b>	<b>Frequency</b>
POM Briefing Packages and Backup	Annual plus 3 possible updates
POM Executive Summary	Annual plus 3 possible updates
POM Consolidation Reports	Annual plus 3 possible updates

**5.4.25** The Contractor shall coordinate and/or draft budgetary impact statements. The Contractor shall prepare impact statements (initial, draft, and final) in accordance with JPEO JTRS guidance, as applicable, within the time required to support NED schedules. Documentation shall be prepared in accordance with the impact statement standards provided by the requester. Consolidation and review of impact statements shall be performed within the time required to meet JTRS schedules.

**5.4.26** The Contractor shall support initial preparation and updates to budget data calls as required by applicable Comptrollers, OSD Staff, Congress, General Accountability Office (GAO) and other external entities as appropriate. The Contractor shall provide budgetary information in support of data calls. The Contractor shall prepare responses to budgetary data calls within the standards and time frames requested to support schedule deadlines.

**5.4.27** The Contractor shall support the NED program in the following activities: defend budgets; respond to Comptroller budget review questions, “what-if drills”, “plus-up” and supplemental inquiries; respond to Congressional requests for information; and prepare briefings for the JPEO and external authorities. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requester. Documentation shall be prepared in accordance with the customer requested data call standard.

## Performance Work Statement JPEO JTRS Enterprise Support

<b>Budgetary Work Products</b>	<b>Frequency</b>
Controls Tracking	Three cycles per year (Navy FMB, OSD, Pres Budget)
Executive Controls Summary	Three cycles per year (Navy FMB, OSD, Pres Budget)
Budget Exhibits	Three cycles per year (Navy FMB, OSD, Pres Budget)
Impact Statements	Possibly two per budget cycle and five per Congressional review period
Congressional “Plus Up” Release Papers	Possibly one per year
Budget Questions and Answers	Possibly three sets per year
Midyear Exhibits and Justification	Annual

**5.4.28** The Contractor shall coordinate compilation of execution data, analysis and updates in support of monthly reports, Service mid-year reviews, and external execution status requests/reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the JPEO and Comptroller midyear standards.

**5.4.29** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer’s reporting requirements, within the time-frame required by the requester. The Contractor shall maintain up-to-date spend plans and assist with program spend plans that reflect the most recent information reviewed. Spend plans shall be in accordance with requirements as prescribed by the requester and shall be maintained in all applicable planning and financial systems.

<b>Execution Work Products</b>	<b>Frequency</b>
Monthly Status Brief	Monthly
Execution Status Reports	Monthly
JTRS Travel Execution Status Reports	Monthly
Tri-Annual Review	Three time per year
Action Item Tracking Report	Weekly
Spend Plans	Base plus weekly updates as required
Monthly Status Review Analysis Report	Monthly
Obligation Phasing Plan	Annual plus updated monthly projections

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.4.30** The Contractor shall draft / initiate financial execution transactions within all applicable financial systems for customer approval (e.g. CCaRS, DBCAS, etc.). The Contractor shall be expert in all required systems. The Contractor shall coordinate with all applicable Comptroller organizations and the Defense Finance and Accounting Service (DFAS) for posting and reconciliation of commitment, obligation and expenditure data.

**5.4.31** The Contractor shall conduct, coordinate, and evaluate ACAT ID level cost analyses consistent with OSD Cost Analysis Improvement Group (CAIG), Air Force Cost Analysis Agency (AFCAA), Army Cost and Economic Analysis Center (CEAC), Navy Center for Cost Analysis (NCCA), and JPEO JTRS standards, processes and procedures. The contractor shall be proficient in all required methods and tool sets for OSD level staff and all Services. The contractor shall be expert in the creation and/or evaluation of Cost Analysis Requirements Documents (CARDs) and all applicable types of cost models (e.g. parametric, historical, engineering estimates, etc.). The Contractor shall assist in the evaluation of ACAT II, III or IV cost estimates, to include all applicable documentation. The Contractor shall provide subject matter expertise in DoD formal cost analyses procedures and be proficient in cost related statutes, regulations and policies. The contractor shall ensure that all cost deliverables meet the time and quality standards prescribed by the requester.

**5.4.32** The Contractor shall track all document due dates, sending out reminder notices no later than two days before the documents are due. The contractor shall follow-up on all reminder notices on the day the document is due to ensure due dates are met. The date the document is received by the contractor shall be documented.

**5.4.33** The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requester. Background research will be coordinated in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.4.34** The Contractor shall be responsible for the collection, organization, filing and retrieval of all NED program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business. All documentation shall be promptly filed in accordance local procedures as appropriate.

**5.4.35** The Contractor shall maintain and update calendars for PMO Personnel, as requested, and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

**5.4.36** Contractor shall maintain and update the NED event calendar as assigned. Calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.

**5.4.37** The contractor shall maintain assigned conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms. Conference room calendars shall be updated immediately upon receipt of an authorized request.

**5.4.38** Contractor shall maintain the NED Data Repository. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate CDRLs and other program files. Data files will be updated before close of business, the same day the change is received.

**5.4.39** The contractor shall provide support with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. Material shall be prepared in



## **Performance Work Statement JPEO JTRS Enterprise Support**

accordance with JPEO and NED formats, be free of errors, and submitted according to the schedule of the requester.

**5.4.40** The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required, using applicable DoD Correspondence standards for guidance. Documents shall be free of errors in spelling, grammar, punctuation and in the proper format specified by the requester. Documents shall be finalized and submitted on schedule as required by the requester.

**5.4.41** The contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the requester. Meeting minutes shall be 99% accurate and completed in the time that is required by the requester.

**5.4.42** The contractor shall receive, open, review and route incoming mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0900 each working day.

**5.4.43** Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations. The contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

**5.4.44** The contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.4.45** The contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly reminder for routing to the appropriate offices on Thursday at 1300.

**5.4.46** Contractor shall maintain a master list of serialized correspondence, including serial number, subject and date. The contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

**5.4.47** The contractor shall maintain a correspondence file. The file will be reviewed quarterly and purged of obsolete documents. When necessary the contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction contractor, or destroy and certify destruction as necessary.

**5.4.48** The contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material will be inventoried annually by government authority, with no inventory discrepancies allowed.

**5.4.49** The contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor.

**5.4.50** The contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements will be made in accordance with the procedures and schedule set by the

## **Performance Work Statement JPEO JTRS Enterprise Support**

requestor. The contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requester's timeframe and to their satisfaction. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 99% accuracy and in the time required according to the requestor.

**5.4.51** The contractor shall schedule and coordinate civilian and military travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation dated 01 April 2004. When finalized, the contractor shall furnish both a paper and electronic travel itinerary to the requestor.

**5.4.52** The contractor shall prepare travel vouchers for civilian and military staff. This includes reviewing travel vouchers and correcting errors if necessary. Errors are to be reported immediately to the appropriate staff as appropriate. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

**5.4.53** The contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 to 1400 and between 1600 and 1730. Message traffic shall be received, copied, summarized and routed to the appropriate personnel within one hour.

**5.4.54** The contractor shall create a draft message based on verbal or written input, into proper DoD message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine

## **Performance Work Statement JPEO JTRS Enterprise Support**

messages shall be prepared for release within a half day of the request; revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes.

**5.4.55** The contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

**5.4.56** Contractor staff shall ensure the office printers, copiers and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the contractor staff shall call for office equipment repair and support services.

**5.4.57** The contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The contractor shall prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

**5.4.58** The contractor shall provide subject matter expertise in the following areas: analysis and assessments on JTRS and related programs, to include customer platform based systems; requirements analysis and configuration control; Capability Development Documents (CDD); JTRS Roadmaps; Net Ready Key Performance Parameters (NR-KPP); Global Information Grid (GIG) Key Interface Profiles (KIPs); Analysis of Alternatives and resulting technical recommendations; planning and scheduling; and Global Information Grid (GIG) Compliance. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.4.59** The contractor shall provide engineering subject matter expertise for the NED program, to include technical architecture development and review, support of Integrated Architecture

## **Performance Work Statement JPEO JTRS Enterprise Support**

Product (SIAP) integration evaluation, and contractor design evaluations. Active participation at various engineering and programmatic meetings will be required. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.4.60** The contractor shall provide systems engineering and integration subject matter expertise to include: review of existing engineering/technical procedures and revision; system performance / functional specifications; development and/or implementation of engineering/technical processes; Concept of Operations (CONOPS) definition based on multi-service liaison; JTRS architecture and design based on CONOPS, technology, budget, interoperability, and other relevant considerations; Hardware H/W., software S/W., cryptographic, and waveform requirements to implement architecture and design; technical data metrics; and test planning, coordination, oversight, analysis, and reporting. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.4.61** The contractor shall provide network management subject matter expertise to include: user identification and consultation; Information Exchange Requirement (IER) analysis; spectrum management; interoperability and interface recommendations; Oversight, verification, and validation to ensure compliance with: voice and data architecture; network design; and H/W & S/W specifications. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.4.62** The contractor shall provide subject matter expertise to include: software quality assessments of the JTRS software; participation in the establishment of a repository for JTRS products; participation and support the JPEO JTRS System Engineering Office (SEO) council, system engineering Integrated Process Teams (IPT) and technical working groups; engineering advisory support for process and engineering efforts, preparing program and technical management plans, processes, and procedures; develop and implement overarching and effective

## **Performance Work Statement JPEO JTRS Enterprise Support**

processes in key technical areas (e.g. requirements, configuration control, and risk management); support the establishment and maintenance of an Integrated Master Schedule (IMS) capability; systems engineering requirements analysis, trade-studies and architectural analyses; information assurance (IA) engineering advisory support for IA policy, process, and engineering efforts; interoperability and supportability of IT and National Security Systems; assistance in the development of technical status briefs; and support of the JPEO JTRS collaborative, digital-based business environment and perform ongoing knowledge management and analysis efforts in support of the sustainment and maintenance of the collaborative environment. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

### **5.5 Airborne / Maritime / Fixed Station JTRS (AMF JTRS) PMO Support (RDT&E)**

The AMF JTRS PMO is responsible for providing military commanders with the ability to command, control and communicate with their forces via secure voice, video, and data media forms during all aspects of military operations. The AMF JTRS will be a hardware configurable and software definable radio (SDR) system that provides increased interoperability, flexibility and adaptability to support the varied mission requirements of the warfighter. The AMF JTRS system will provide radio sets that are software definable, multi-band, multi-mode capable, secure, network-centric, and able to provide simultaneous voice, data, and video communications over multiple frequency bands between 2 MegaHertz (MHz) and 2 GigaHertz (GHz), as well as scalable to meet the needs of multiple platforms. The AMF JTRS procurement specifically involves the development of Joint Tactical Radio (JTR) Set and the integration of the Software Communication Architecture (SCA) Compliant waveforms and CEAs provided by the JTRS Joint Waveforms Program Office. AMF also provides for platform integration support necessary for these capabilities to be integrated into the Maritime and Fixed Station platforms through the Service Integration Kits (SIK).

The Contractor shall provide management support to the AMF program management team in the following areas. All support shall enhance the effectiveness of day-to-day operations, be responded to within the timeframe assigned by the requester, and be professional in quality,

## **Performance Work Statement JPEO JTRS Enterprise Support**

form and substance.

**5.5.1** The Contractor shall coordinate and participate in working group meetings, IPT sessions, in-process reviews, and other meetings. The Contractor shall be responsible for creating all supporting documentation necessary for full participation in the meeting to represent the AMF position. The Contractor shall submit this documentation to the requestor for review and approval no later than two days prior to the meeting; and revise the documentation as requested. The Contractor shall submit meeting minutes, noting all action items within four days of the meeting.

**5.5.2** The Contractor shall provide management support in developing and responding to program data calls, white papers and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate sources the necessary data to develop, initial and final revisions within the time required to support scheduled deadlines. Support shall meet the schedule and format assigned by the requester. Documents shall be accurate, complete and free of grammatical, typographical and spelling errors, 95% of the time.

**5.5.3** The Contractor shall provide subject matter expertise support to AMF for briefs, program plans, presentations, documentation and diagrams in support of the JTRS programs, operations and management initiatives. All support shall be prepared in accordance with Section 4.0 Directives and Section 13.0 Best Practices or as assigned, and submitted within the requested schedule.

**5.5.4** The Contractor shall assist the JTRS team in identifying and resolving program action items. The Contractor shall evaluate, research, and submit recommendations to resolve/improve all assigned action items to the requester within 30 days or earlier if specifically requested.

**5.5.5** The Contractor shall compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and timeframe prescribed by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.6** The Contractor shall develop, implement and maintain management operating policies, process flow charts, procedures and information management used to support AMF functions. All procedures and processes that support AMF shall be documented, and the Contractor shall maintain a desk book of all operating procedures and processes used to support all functions. The Contractor shall review and validate/update procedures semi-annually, in January and June of each year.

**5.5.7** The Contractor shall develop methods, processes and tools to strive for cost, schedule and performance efficiencies. The Contractor shall be able to identify and correct problems and make recommendations in all aspects of AMF operations contained in this PWS. Contractor recommendations shall reduce AMF costs and/or improve performance and schedule.

**5.5.8** The Contractor shall take meeting minutes as assigned by the meeting planner or customer. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the AMF Task Manager. Meeting minutes shall be 99% accurate and completed in the time that is required by requester.

**5.5.9** The Contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requester.

**5.5.10** The Contractor shall coordinate special events, meetings, conferences and work groups. The Contractor shall notify participants, provide agendas, directions and arrange for appropriate equipment. The arrangements shall be made in accordance with the procedures and schedule set by the requestor, and all changes/modifications approved by the requestor before implementation. Contractor planned events shall be arranged so there are fewer than five verified attendee complaints and the Contractor shall submit a summary event report within



## **Performance Work Statement JPEO JTRS Enterprise Support**

the timeframe assigned by the requester.

**5.5.11** The Contractor shall provide website administration support to maintain the AMF website and/or VPO and ensure configuration management of data. The Contractor shall review the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with JPEO JTRS and AMF policy and be responsible for adding and deleting users from the access list as approved by the proper government official. The website shall be 98% current at all times, and new information shall be posted within one day of receipt.

**5.5.12** The Contractor shall provide analysis support of the JTRS metrics program. This will include recommendations of processes to measure and measurement methods, collection of data, and analysis of metrics. The Contractor shall collect metrics monthly and quarterly as required by the reporting schedule. Metrics reports will be provided in assigned briefing format NLT the 20<sup>th</sup> of the following month.

**5.5.13** The Contractor shall provide acquisition management support services for AMF. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be able to identify and correct problems, and make recommendations as they relate to acquisition management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors.

**5.5.14** The Contractor shall provide documentation, processes, and draft policies to support AMF acquisition management initiatives. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

**5.5.15** The Contractor shall assist Program Managers in the development, documentation and maintenance of acquisition strategies, strategic plans, and other formal acquisition documentation. Contractor work products shall conform to Section 4.0 Directives and Section 13.0 Best Practices and be delivered by the date assigned by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.16** The Contractor shall assist program managers in reviewing acquisition documentation, and advising the JTRS Task Manager on acquisition policy and procedures. The Contractor shall complete reviews within the time assigned and work products, if requested, shall be delivered by the required date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.5.17** The Contractor shall provide SME support to the AMF program staff regarding JTRS project management and planning activities. The Contractor shall be able to identify programmatic developmental deficiencies and make recommendations accordingly. The contractor shall assist in identifying and resolving related action items. All Contractor support and recommendations shall be in accordance with Section 4.0 Directives and Section 13.0 Best Practices.

**5.5.18** The Contractor shall assist AMF Program Managers and staff in the development of acquisition strategies, strategic plans, and other formal acquisition documentation. Work products shall be delivered by the required delivery date, and comply with Section 4.0 Directives and Section 13.0 Best Practices.

**5.5.19** The Contractor shall support non-Seaport-e contract documentation planning and preparation (e.g. Requests For Proposal (RFP), Requests For Quote (RFQ), Task Requirements Notices (TRN), Statements of Objectives (SOO), Statements of Work (SOW), and Service Level Agreements (SLA)). Work outputs shall meet the requirements of the Federal Acquisition Regulation as supplemented by all applicable Department of Defense policies and shall be provided within the timeframe assigned by the requester.

**5.5.20** The Contractor shall support execution of non-Seaport-e contracts to include preparation of procurement packages, contract modification requests, and prompt payment certificates. Procurement packages, contract modification requests, and prompt payment certificates shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

<b>Acquisition Work Products</b>	<b>Frequency</b>
Procurement Packages	As required "
Prompt Payment Certification	As required "

**5.5.21** The contractor shall provide Integrated Logistic Support (ILS) subject matter expertise to support: AMF ILS Baseline (B/L) documentation; development and maintenance of relationships with DoD logistics commands; ILS planning, scheduling, budgeting management; review of existing ILS procedures and revision, development, and/or implementation of ILS processes as required; full Life Cycle Support management; Training Program Management; BOM Management; Performance Based Logistics Implementation; Provisioning and Sparing analysis and recommendations; Operations and Maintenance (O&M) Manual development and management; development and oversight of inventory and distribution concept; and technology refreshment management. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.5.22** The Contractor shall provide financial and cost management support services for the AMF. The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The contractor shall be capable of preparing and/or reviewing detailed cost analyses. Final work products shall have no accounting or calculation errors and no spelling or grammatical errors. Contractors shall be proficient with: Microsoft Office (Excel, Word, PowerPoint, and Access), Comprehensive Cost and Requirement System (CCaRS), Standard Army Finance Information System (STANFINS), Army Knowledge On-line (AKO), Program Optimization & Budget Evaluation (PROBE), Procurement and R&D (P&R) Forms - Army Budget Data Base, Database Commitment Accounting System (DBCAS), Select and Native Programming – Information Technology (SNAP-IT), wInsight / CS Glue, System Evaluations and Estimation of Resources Software

## **Performance Work Statement JPEO JTRS Enterprise Support**

Estimation Model (SEER/SEM), SEER Hardware (SEER-H), Parametric Review of Information for Costing and Evaluation (PRICE), and Automated Cost Estimating Integrated Tool (ACE-IT).

**5.5.23** The Contractor shall assist in the consolidation and review of JTRS Program Objective Memorandum (POM) inputs, including POM briefing packages. The Contractor shall consolidate and review POM exhibits (initial, drafts, and final) within the time required to support JTRS program schedules. The Contractor shall compile and maintain POM data and shall track, maintain, and update POM documentation and data throughout the budget cycle. Documentation shall be prepared in accordance with the POM standards and Section 4.0 Directives and submitted to the requester within the timeframe assigned.

**5.5.24** The Contractor shall support the DoD POM process, including Sponsor Program Proposal (SPP) preparation and “what-if” scenarios for AMF. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM process shall be provided to the requester within the timeframe assigned for POM submission in the format prescribed by the requester.

<b>POM/PR Work Products</b>	<b>Frequency</b>
POM Briefing Packages and Backup	Annual plus 3 possible updates
POM Executive Summary	Annual plus 3 possible updates
POM Consolidation Reports	Annual plus 3 possible updates

**5.5.25** The Contractor shall coordinate and/or draft budgetary impact statements. The Contractor shall prepare impact statements (initial, draft, and final) in accordance with JPEO JTRS guidance, as applicable, within the time required to support AMF schedules. Documentation shall be prepared in accordance with the impact statement standards provided by the requester. Consolidation and review of impact statements shall be performed within the time required to meet JTRS schedules.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.26** The Contractor shall support initial preparation and updates to budget data calls as required by applicable Comptrollers, OSD Staff, Congress, General Accountability Office (GAO) and other external entities as appropriate. The Contractor shall provide budgetary information in support of data calls. The Contractor shall prepare responses to budgetary data calls within the standards and time frames requested to support schedule deadlines.

**5.5.27** The Contractor shall support the AMF program in the following activities: defend budgets; respond to Comptroller budget review questions, “what-if drills”, “plus-up” and supplemental inquiries; respond to Congressional requests for information; and prepare briefings for the JPEO and external authorities. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requester. Documentation shall be prepared in accordance with the customer requested data call standard.

<b>Budgetary Work Products</b>	<b>Frequency</b>
Controls Tracking	Three cycles per year (Navy FMB, OSD, Pres Budget)
Executive Controls Summary	Three cycles per year (Navy FMB, OSD, Pres Budget)
Budget Exhibits	Three cycles per year (Navy FMB, OSD, Pres Budget)
Impact Statements	Possibly two per budget cycle and five per Congressional review period
Congressional “Plus Up” Release Papers	Possibly one per year
Budget Questions and Answers	Possibly three sets per year
Midyear Exhibits and Justification	Annual

**5.5.28** The Contractor shall coordinate compilation of execution data, analysis and updates in support of monthly reports, Service mid-year reviews, and external execution status requests/reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the JPEO and Comptroller midyear standards.

**5.5.29** The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial

## **Performance Work Statement JPEO JTRS Enterprise Support**

and revisions as prescribed by the customer's reporting requirements, within the time-frame required by the requester. The Contractor shall maintain up-to-date spend plans and assist with program spend plans that reflect the most recent information reviewed. Spend plans shall be in accordance with requirements as prescribed by the requester and shall be maintained in all applicable planning and financial systems.

<b>Execution Work Products</b>	<b>Frequency</b>
Monthly Status Brief	Monthly
Execution Status Reports	Monthly
JTRS Travel Execution Status Reports	Monthly
Tri-Annual Review	Three time per year
Action Item Tracking Report	Weekly
Spend Plans	Base plus weekly updates as required
Monthly Status Review Analysis Report	Monthly
Obligation Phasing Plan	Annual plus updated monthly projections

**5.5.30** The Contractor shall draft / initiate financial execution transactions within all applicable financial systems for customer approval (e.g. CCaRS, DBCAS, etc.). The Contractor shall be expert in all required systems. The Contractor shall coordinate with all applicable Comptroller organizations and the Defense Finance and Accounting Service (DFAS) for posting and reconciliation of commitment, obligation and expenditure data.

**5.5.31** The Contractor shall conduct, coordinate, and evaluate ACAT ID level cost analyses consistent with OSD Cost Analysis Improvement Group (CAIG), Air Force Cost Analysis Agency (AFCAA), Army Cost and Economic Analysis Center (CEAC), Navy Center for Cost Analysis (NCCA), and JPEO JTRS standards, processes and procedures. The contractor shall be proficient in all required methods and tool sets for OSD level staff and all Services. The contractor shall be expert in the creation and/or evaluation of Cost Analysis Requirements Documents (CARDs) and all applicable types of cost models (e.g. parametric, historical, engineering estimates, etc.). The Contractor shall assist in the evaluation of ACAT II, III or IV cost estimates, to include all applicable documentation. The Contractor shall provide subject matter expertise in DoD formal cost analyses procedures and be proficient in cost related

## **Performance Work Statement JPEO JTRS Enterprise Support**

statutes, regulations and policies. The contractor shall ensure that all cost deliverables meet the time and quality standards prescribed by the requester.

**5.5.32** The Contractor shall track all document due dates, sending out reminder notices no later than two days before the documents are due. The contractor shall follow-up on all reminder notices on the day the document is due to ensure due dates are met. The date the document is received by the contractor shall be documented.

**5.5.33** The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda within the timeframe required by the requester. Background research will be coordinated in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

**5.5.34** The Contractor shall be responsible for the collection, organization, filing and retrieval of all AMF program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business. All documentation shall be promptly filed in accordance local procedures as appropriate.

**5.5.35** The Contractor shall maintain and update calendars for PMO Personnel, as requested, and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

**5.5.36** Contractor shall maintain and update the AMF event calendar as assigned. Calendar shall show all events, major program and project due dates, and other significant activities as directed. The office calendar shall be updated within 30 minutes of notification as directed by authorized authority.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.37** The contractor shall maintain assigned conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms. Conference room calendars shall be updated immediately upon receipt of an authorized request.

**5.5.38** Contractor shall maintain the AMF Data Repository. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate CDRLs and other program files. Data files will be updated before close of business, the same day the change is received.

**5.5.39** The contractor shall provide support with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. Material shall be prepared in accordance with JPEO and AMF formats, be free of errors, and submitted according to the schedule of the requester.

**5.5.40** The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required, using applicable DoD Correspondence standards for guidance. Documents shall be free of errors in spelling, grammar, punctuation and in the proper format specified by the requester. Documents shall be finalized and submitted on schedule as required by the requester.

**5.5.41** The contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by the requester. Meeting minutes shall be 99% accurate and completed in the time that is required by the requester.



## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.42** The contractor shall receive, open, review and route incoming mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0900 each working day.

**5.5.43** Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations. The contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

**5.5.44** The contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received.

**5.5.45** The contractor shall monitor correspondence suspense files, updating them as correspondence is processed, and notify the appropriate program office of overdue action items, and prepare a weekly reminder for routing to the appropriate offices on Thursday at 1300.

**5.5.46** Contractor shall maintain a master list of serialized correspondence, including serial number, subject and date. The contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

**5.5.47** The contractor shall maintain a correspondence file. The file will be reviewed quarterly and purged of obsolete documents. When necessary the contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction contractor, or destroy and certify destruction as necessary.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.48** The contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material will be inventoried annually by government authority, with no inventory discrepancies allowed.

**5.5.49** The contractor shall provide technical and planning support for meetings, conferences and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor.

**5.5.50** The contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements will be made in accordance with the procedures and schedule set by the requestor. The contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requester's timeframe and to their satisfaction. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 99% accuracy and in the time required according to the requestor.

**5.5.51** The contractor shall schedule and coordinate civilian and military travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation dated 01 April 2004. When finalized, the contractor shall furnish both a paper and electronic travel itinerary to the requestor.

**5.5.52** The contractor shall prepare travel vouchers for civilian and military staff. This includes reviewing travel vouchers and correcting errors if necessary. Errors are to be reported

## **Performance Work Statement JPEO JTRS Enterprise Support**

immediately to the appropriate staff as appropriate. Vouchers shall be prepared in accordance with the Joint Travel Regulation data 01 April 2004.

**5.5.53** The contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 to 1400 and between 1600 and 1730. Message traffic shall be received, copied, summarized and routed to the appropriate personnel within one hour.

**5.5.54** The contractor shall create a draft message based on verbal or written input, into proper DoD message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within a half day of the request; revisions shall be made within one hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes.

**5.5.55** The contractor shall file a copy of all outgoing and incoming messages in date time group order. Messages shall be properly filed on the day of receipt.

**5.5.56** Contractor staff shall ensure the office printers, copiers and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, the contractor staff shall call for office equipment repair and support services.

**5.5.57** The contractor staff shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The contractor shall

## **Performance Work Statement JPEO JTRS Enterprise Support**

prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

**5.5.58** The contractor shall provide subject matter expertise in the following areas: analysis and assessments on JTRS and related programs, to include customer platform based systems; requirements analysis and configuration control; Capability Development Documents (CDD); JTRS Roadmaps; Net Ready Key Performance Parameters (NR-KPP); Global Information Grid (GIG) Key Interface Profiles (KIPs); Analysis of Alternatives and resulting technical recommendations; planning and scheduling; and Global Information Grid (GIG) Compliance. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.5.59** The contractor shall provide engineering subject matter expertise for the AMF program, to include technical architecture development and review, support of Integrated Architecture Product (SIAP) integration evaluation, and contractor design evaluations. Active participation at various engineering and programmatic meetings will be required. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.5.60** The contractor shall provide systems engineering and integration subject matter expertise to include: review of existing engineering/technical procedures and revision; system performance / functional specifications; development and/or implementation of engineering/technical processes; Concept of Operations (CONOPS) definition based on multi-service liaison; JTRS architecture and design based on CONOPS, technology, budget, interoperability, and other relevant considerations; Hardware H/W., software S/W., cryptographic, and waveform requirements to implement architecture and design; technical data metrics; and test planning, coordination, oversight, analysis, and reporting. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

## **Performance Work Statement JPEO JTRS Enterprise Support**

**5.5.61** The contractor shall provide network management subject matter expertise to include: user identification and consultation; Information Exchange Requirement (IER) analysis; spectrum management; interoperability and interface recommendations; Oversight, verification, and validation to ensure compliance with: voice and data architecture; network design; and H/W & S/W specifications. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.5.62** The contractor shall provide subject matter expertise to include: software quality assessments of the JTRS software; participation in the establishment of a repository for JTRS products; participation and support the JPEO JTRS System Engineering Office (SEO) council, system engineering Integrated Process Teams (IPT) and technical working groups; engineering advisory support for process and engineering efforts, preparing program and technical management plans, processes, and procedures; platform integration support; develop and implement overarching and effective processes in key technical areas (e.g. requirements, configuration control, and risk management); support the establishment and maintenance of an Integrated Master Schedule (IMS) capability; systems engineering requirements analysis, trade-studies and architectural analyses; information assurance (IA) engineering advisory support for IA policy, process, and engineering efforts; interoperability and supportability of IT and National Security Systems; assistance in the development of technical status briefs; and support of the JPEO JTRS collaborative, digital-based business environment and perform ongoing knowledge management and analysis efforts in support of the sustainment and maintenance of the collaborative environment. All applicable deliverables shall be provided to the customer within the timeframe assigned and in the format required by the requester.

**5.5.63** The contractor shall provide subject matter expertise in implementation, engineering support, test and evaluation, and training for the Dynamic Object Oriented Requirements System (DOORS) to support AMF specification and configuration management.

## **6.0 DELIVERABLES**

## **Performance Work Statement JPEO JTRS Enterprise Support**

The Contractor shall provide the following deliverables within the timeframe specified:

<b>Products</b>	<b>Due Date</b>
Monthly Status Report	15 <sup>th</sup> of each month
Exhibits, Impact Statements, Financial and Programmatic Reports	As assigned by the requester
Technical Reports / Security Assessments and Navy position papers/briefings	As assigned by the requester
Management and Technical Documentation	As assigned by the requester
Technical Material & Briefing Reports	5 working days after completion
Trip Reports/Meeting Minutes	3 working days after event

### **7.0 ACCESS TO GOVERNMENT AND PROPRIETARY DATA**

#### **7.1 GOVERNMENT FURNISHED PROPERTY**

The Government will provide the property, information, and/or material for the performance of this Task Order as follows:

- GFE: NMCI seat for on site personnel.
- GFE: Workspace for on site personnel.
- GFE: Access to Government Databases using security protocols required by the Government to ensure secure data transmission (e.g., FMIS, AMAS, STARS, iRAPS, CCaRS, STANFINS, DTS, etc.)
- GFE: The contractor shall require access to the JTRS Technology Laboratory (JTeL) and PM Joint Waveform facilities.
- GFI: Required programmatic and financial information required in order to complete deliverables

## **Performance Work Statement JPEO JTRS Enterprise Support**

- GFI: The Government will provide required reference access to documented work that has been previously accomplished and provide the necessary documents to complete requested analysis.

### **7.2 ACCESS TO OTHER CONTRACTORS' PROPRIETARY DATA**

In order to perform the tasks specified in this PWS, the Prime Contractor (or Subcontractor) may require access to other companies' proprietary data. A Non-Disclosure Agreement (NDA) shall be signed by the primary technical performer on this task if deemed applicable during the execution of the work. NDAs shall be provided to the Contracting Officer and the SPAWAR Task Order Administrator (TOA) prior to start of work by task performer. The Contractor agrees that it will not accept proprietary data until it (i) executes the non-disclosure agreement set forth in the Special Contract Conditions entitled "H-12 Organizational Conflict of Interest" in Section H of the SE&I Task Order and (ii) furnishes a copy of such agreement to the Contracting Officer and TOA.

### **8.0 SECURITY**

The nature of this task requires access to classified and unclassified information. The work performed by the Contractor will include access to Secret level classified and unclassified data, information, and spaces. The Contractor may be required to attend meetings classified at the Secret and unclassified levels.

## **Performance Work Statement JPEO JTRS Enterprise Support**

Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Rm 1656 for action. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel to initiate the release of a clearance message at least 35 days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure.

### **9.0 Navy Marine Corps Intranet (NMCI):**

The nature of this task does not require contractors to procure NMCI seats for contractor personnel.

### **10.0 Electronic and Information Technology (EIT) Section 508 Accessibility Standards:**

#### **Determination of Applicability**

This requirement has been reviewed and is for EIT. The Contractor shall deliver EIT products that are commercially available and are fully compliant with Section 508 Accessibility Standards (SPAWARINST 5721.1).



# **Performance Work Statement JPEO JTRS Enterprise Support**

## **11.0 WORKLOAD ESTIMATE**

The following workload data is provided for informational purposes only to assist you in estimating the price for this Task Order. It in no way suggests that this is the effort required by the Task Order.

Approximate Annual Number of Man Hours: 202,000 (101 FTEs)

Annual NTE Amount of ODCs and Travel: \$ 750,000

Approximately 60% of the work will be performed on site at the JPEO / PMO facilities, SPAWAR HQ facilities, or SSC San Diego and 40% will take place at contractor's site.

## **12.0 Best Practices**

Work performed by the Contractor shall provide support within applicable guidelines of JTRS and SPAWAR command-level "Best Practices" principles incorporated in the SPAWAR Program Manager's Toolkit Acquisition Support Office Guides (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Program Manager's Handbook; (4) Scheduling Guide; (5) Systems Engineering Guide; (6) Technology Alignment Guide and support the command wide implementation process.

As applicable to this tasking, the contractor will adhere to:

- \* SPAWAR Business Financial Managers Manual
- \* JTRS Enterprise Work Breakdown Structure
- \* SPAWARINST 7301.1A, Triannual Reviews of Commitments and Obligations dated 09 Oct 2002

In addition the contractor will utilize the following tools to oversee performance and financial execution and track, control, manage and report program resources:

- \* FMIS 2K
- \* SAP/FIMS+
- \* IRAPS
- \* CCARS
- \* Tri-Annual Review Claimancy Tool