

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE U		PAGE OF PAGES 1      2		
2. AMENDMENT/MODIFICATION NO. 23		3. EFFECTIVE DATE 21-Jan-2015		4. REQUISITION/PURCHASE REQ. NO. NA		5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY SPAWAR HQ 4301 Pacific Highway San Diego CA 92110 patrick.dimla@navy.mil 619-524-7179		CODE N00039		7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 14501 George Carter Way Chantilly VA 20151		CODE S2404A	
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)
				[X] 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-NS32 10B. DATED (SEE ITEM 13) 23-Sep-2010			
CAGE CODE 17038		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> 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)							
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.					
[ ]							
[X]		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).					
[ ]		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
[ ]		D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor [ X ] is not, [ ] is required to sign this document and return ___ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) SEE PAGE 2							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Patrick A Dimla, Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY /s/Patrick A Dimla (Signature of Contracting Officer)		21-Jan-2015	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE				30-105		STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

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## GENERAL INFORMATION

1. The purpose of this modification is to update Section I to include DFARS 252.204-7012 Safeguarding of Unclassified Controlled Technical Information. Accordingly, said Task Order is modified as follows:

The total amount of funds obligated to the task is hereby increased from \$21,966,262.47 by \$0.00 to \$21,966,262.47.

The total value of the order is hereby increased from \$24,583,078.78 by \$0.00 to \$24,583,078.78.

2. Section I is changed accordingly.

3. A conformed copy of this Task Order is attached to this modification for informational purposes only.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4001	AD26	Base Effort Labor(O&MN,N)	1.0	LO			\$4,965,859.15
400101	AD26	ACRN AA (O&MN,N)					
400102	AD26	ACRN AB (O&MN,N)					
400103	AD26	ACRN AC (O&MN,N)					
400104	AD26	Incremental Funding ACRN - AD(O&MN,N)					
400105	AD26	Incremental Funding ACRN - AE (O&MN,N)					
400106	AD26	Incremental Funding ACRN - AE(deob' \$80,000 per PR#1300192429-0003/mod5) (Deobligate \$53,440.29 per PR1300329643-0002, Mod 12) (O&MN,N)					
4101	AD26	Option Effort OneLabor (O&MN,N)	1.0	LO			\$4,911,265.17
410101	AD26	Incremental Funding - ACRN AF (O&MN,N)					
410102	AD26	Incremental Funding - ACRN AG(O&MN,N)					
410103	AD26	Incremental Funding - ACRN AH(O&MN,N)					
410104	AD26	Incremental Funding - ACRN AJ (PEO FO Management)(Deob 30,000 as per Mod09 1399278974-0001)(Deobligate \$20,000 per Mod 11/PR 1300278974-0002) (Deobligate \$1,812.54 per PR 1300329643-0002, Mod 12) (O&MN,N)					
410105	AD26	Incremental Funding - ACRN AK(PEO C4I FO Support) (O&MN,N)					
4201	AD26	Option Effort TwoLabor (O&MN,N)	1.0	LO			\$4,824,832.21
420101	AD26	Incremental Funding- ACRN AL PEO FO MANAGEMENT(O&MN,N)					
420102	AD26	Incremental Funding- ACRN AM PEO FO MANAGEMENT(O&MN,N)					
4301	AD26	Option Effort Three Labor (O&MN,N)	1.0	LO			\$4,775,101.79
430101	AD26	Incremental Funding - ACRN AP(PEO C4I FO Management Support) (O&MN,N)					
430102	AD26	Incremental Funding - ACRN AQ (PEO C4I Front Office ManagementSupport) (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
430103	AD26	Incremental Funding - ACRN AS PEO C4I FO Management Support (O&MN,N)					
430104	AD26	Incremental Funding - ACRN AUPEO C4I FO Management Support (O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
6001	AD26	Base Effort OtherDirect Cost (O&MN,N)	1.0	LO	\$75,000.00		
600101	AD26	ACRN AA (Deobligate \$972.80 per PR 1300329643-0002, Mod 12) (O&MN,N)					
600102	AD26	ACRN AB (Deobligate \$486.35 per PR 1300329643-0002, Mod 12) (O&MN,N)					
600103	AD26	ACRN AC (Deobligate \$486.36 per PR 1300329643-0002, Mod 12) (O&MN,N)					
600104	AD26	Incremental Funding - ACRN AE (Deobligate \$1212.30 per PR 1300329643-0002, Mod 12) (O&MN,N)					
600105	AD26	Incremental Funding - ACRN AE(deob' \$5,500 perPR#1300192429-0003/mod5)(Deobligate \$4,500.00 per PR 1300329643-0002, Mod 12) (O&MN,N)					
6101	AD26	Option Effort OneOther Direct Cost(O&MN,N)	1.0	LO	\$75,000.00		
610101	AD26	Incremental Funding - ACRN AG(O&MN,N)					
610102	AD26	Incremental Funding- AN PEO FO MANAGEMENT(deobligate \$4,000 per mod 11/PR 1300278974-0002)(Deobligate \$596.89 per PR 1300329643-0002, Mod 12) (O&MN,N)					
6201	AD26	Option Effort TwoOther Direct Cost(O&MN,N)	1.0	LO	\$75,000.00		
620101	AD26	Incremental Funding- ACRN AM PEO FO MANAGEMENT(O&MN,N)					
6301	AD26	Option Effort Three Other Direct Cost (O&MN,N)	1.0	LO	\$75,000.00		
630101	AD26	Incremental Funding - ACRN AP(PEO C4I FO Management Support (O&MN,N)					
630102	AD26	Incremental Funding - ACRN AQ(PEO C4I Front Office ManagementSupport) (O&MN,N)					
630103	AD26	Incremental Funding - ACRN AUPEO C4I FO Management Support (O&MN,N)					

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	AD26	Option Effort Four Labor (O&MN,N)	1.0	LO			\$4,731,020.46
700101	AD26	Incremental Funding - ACRN AR PEO C4I FO Management Support (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700102	AD26	Incremental Funding- ACRN AT PEO C4I FO Management Support (O&MN,N)					
700103	AD26	Incremental Funding- ACRN AV PEO C4I FO Management Support (O&MN,N)					
700104	AD26	Incremental Funding- ACRN AW PEO C4I FO Manegement Support (O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	AD26	Option Effort Four Other DirectCost (O&MN,N)	1.0	LO	\$75,000.00
900101	AD26	Incremental Funding - ACRN AR PEO C4I FO Management Support (O&MN,N)			
900102	AD26	Incremental Funding - ACRN AT PEO C4I FO Management Support (O&MN,N)			
900103	AD26	Incremental Funding - ACRN AW PEO C4I FO Manegement Support (O&MN,N)			

#### 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 FEE DETERMINATION AND PAYMENT (LEVEL OF EFFORT)

##### (a) Total Estimated Hours.

The total number of hours of direct labor (including overtime and subcontract hours), but excluding holiday, sick leave, vacation and other excused absence hours) estimated to be expended under this task order is SEE TABLE BELOW hours. The SEE TABLE BELOW direct labor hours include (TBD) uncompensated overtime labor hours.

##### (b) Computation of Fee.

The fee per direct labor hour is computed by dividing the fixed fee amount shown in Section B by the number of estimated hours.

##### (c) Modifications.

If the contracting officer determines, for any reason, to adjust the task order amount or the estimated total hours set forth above, such adjustments shall be made by task order modification. Any additional hours will be fee bearing, and the additional negotiated fee will be divided by the additional estimated hours to determine a new fee (applicable to the additional hours only). If the fee for these additional hours is different from that of the original estimated hours, these hours shall be kept separate from the original estimated total hours.

The estimated cost of the task order may be increased by written modification, if required, due to cost overruns. This increase in cost is not fee bearing and no additional hours will be added.

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(d) Payment of Fee.

The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of SEE TABLE BELOW per labor hour invoiced by the contractor subject to the contract's "Fixed Fee" clause, provided that the total of all such payments shall not exceed eighty-five percent (85%) of the fixed fee specified under the task order. Any balance of fixed fee shall be paid to the contractor, or any overpayment of fixed fee shall be repaid by the contractor, at the time of final payment.

Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the FAR 52.232-20 "Limitation of Cost" or FAR 52.232-22 "Limitation of Funds" clauses, either of which is incorporated herein by reference.

<u>TABLE</u>	<u>CLIN</u>	<u>FIXED FEE</u>	<u>HOURS</u>	<u>FEE PER DIRECT LABOR HOUR</u>
BASE YEAR	4001		74,000	
OPTION I	4101		74,000	
OPTION II	4201		74,000	
OPTION III	4301		74,000	
OPTION IV	7001		74,000	

The fee shall be paid to the prime contractor at the per hour rate specified in this paragraph regardless of whether the contractor or subcontractor is performing the work.

The Government reserves the right to transfer unused ceiling from one period to another as needed.

### B-3 LIMITATION OF LIABILITY - INCREMENTAL FUNDING

(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 cost and fee, are as follows:

<u>ITEM(S)</u>	<u>AMOUNT ALLOTTED (COST AND FEE)</u>
4001	\$ 4,331,559.71
4101	\$ 4,583,187.46
4201	\$ 4,142,250.00
4301	\$ 3,972,800.00
6001	\$ 26,842.19
6101	\$ 34,403.11
6201	\$ 30,000.00
6301	\$ 39,200.00
7001	\$ 4,731,020.00
9001	\$ 75,000.00

(c) 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 the total amounts allotted for cost and fee, and the CLINs covered thereby.

(d) Subject to the provisions of FAR 52.232-22 "Limitation of Funds" clause of this task order, no legal liability on the part of the Government for payment in excess of the amounts provided above shall arise unless additional funds are made available and are incorporated via modification to this task order.

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## 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 Attachment No. 1 Performance Work Statement.

#### ENTERPRISE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Space and Naval Warfare Systems Command (SPAWAR) via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs (from contractors) will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

### 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.

The Quality Assurance Assessment Plan is integrated into the Performance Work Statement which is provided as Attachment 1.

### 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. 2, involves access to and handling of classified material up to and including SECRET.

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 SPAWARSYSCOM 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 SPAWARSYSCOM 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:

<u>Name of Holiday</u>	<u>Time of Observance</u>
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

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Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

Second Monday in October

11 November

Fourth Thursday in November

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 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.

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## **SECTION D PACKAGING AND MARKING**

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

See Section G – Task Order Manager

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## **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.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4001	9/23/2010 - 9/22/2011
4101	9/23/2011 - 9/22/2012
4201	9/23/2012 - 9/22/2013
4301	9/23/2013 - 9/22/2014
6001	9/23/2010 - 9/22/2011
6101	9/23/2011 - 9/22/2012
6201	9/23/2012 - 9/22/2013
6301	9/23/2013 - 9/22/2014
7001	9/23/2014 - 9/22/2015
9001	9/23/2014 - 9/22/2015

### CLIN - DELIVERIES OR PERFORMANCE

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

#### BASE PERIOD:

4001	9/23/2010 - 9/22/2011
4101	9/23/2011 - 9/22/2012

#### OPTION 1:

4201	9/23/2012 - 9/22/2013
6001	9/23/2010 - 9/22/2011

#### OPTION 2:

6101	9/23/2011 - 9/22/2012
6201	9/23/2012 - 9/22/2013

#### OPTION 3:

4301	9/23/2013 - 9/22/2014
6301	9/23/2013 - 9/22/2014

#### OPTION 4:

7001	9/23/2014 - 9/22/2015
9001	9/23/2014 - 9/22/2015

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

Services to be performed hereunder will be provided at:

The Space and Naval Warfare Systems Command  
Old Town Campus  
4301 Pacific Highway  
San Diego, CA 92123-6404

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




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.**

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## SECTION G CONTRACT ADMINISTRATION DATA

### Task Order Manager:

  
 4301 Pacific Highway  
 San Diego, CA 92110  
  


### G-1 LINE ITEM SPECIFIC: PRORATION (DFARS 252.204-0006)(SEP 2009)

The payment office shall make payment from each ACRN in the same proportion as the amount of funding currently unliquidated for each ACRN.

### G-2 TYPE OF CONTRACT (DEC 1999) (SPAWAR G-314)

This is a cost plus fixed fee - term type task order.

### G-3 INVOICING INSTRUCTIONS FOR SERVICES USING WIDE AREA WORK FLOW (WAWF) (JAN 2008) (SPAWAR G-300 (VARIATION))

(a) Invoices for services rendered under this Task Order shall be submitted electronically through the Wide Area Work Flow-Receipt and Acceptance (WAWF). The contractor shall submit invoices for payment per contract terms. The Government shall process invoices for payment per contract terms.

(b) The vendor shall have their Cage Code activated by calling 1-866-618-5988. Once activated, the vendor shall self-register at the WAWF website at <https://wawf.eb.mil>. Vendor training is available on the internet at <https://wawftraining.eb.mil>. Additional support can be accessed by calling the Navy WAWF Assistance Line at 1-800-559-9293.

(c) Back-up documentation can be included and attached to the invoice in WAWF. Attachments created with any Microsoft Office product, or Adobe (.pdf files), is attachable to the invoice in WAWF.

(d) A separate invoice will be prepared no more frequently than for every two weeks. Do not combine the payment claims for services provided under this contract.

(e) The following information is provided for completion of the invoice in WAWF:

WAWF Invoice Type <sup>1</sup>	Cost Voucher
Issuing Office DODAAC	N00039
Admin DODAAC:	S2402A
Inspector DODAAC (if applicable)	N00039
Acceptor DODAAC:	N00039
*LPO DODAAC: only applies to DFAS beginning with "N", LPO-Local Processing Official/Certifier on Prompt Pay Sheet (One Pay)	N/A
DCAA Auditor DoDAAC <sup>2</sup> :	06151
Service Approver DoDAAC <sup>2</sup> :	N00039
PAY DODAAC:	HQ0338

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<sup>1</sup> Select “Cost Voucher” for all cost-type, T&M, or Labor Hour; or “2-n-1 ( Services Only)” for fixed price services where inspection of services can be performed and documented.

<sup>2</sup> Only applies to cost vouchers.

\*MOCAS begins with HQ – then do not need LPO. If beginning with “N”, enter that code number. If not, leave blank.

(f) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

Send Additional Email  
Notification To:

[REDACTED]

E-mail Address:

[REDACTED]

(g) The contractor shall submit invoices/cost vouchers for payment per contract terms and the government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

#### G-4 ACTIVITY OMBUDSMAN

The SPAWAR Ombudsman for this Task Order is:

Name:

[REDACTED]

[REDACTED]

Address: 4301 Pacific Highway, San Diego CA 92110

Phone:

[REDACTED]

E-Mail:

[REDACTED]

#### Accounting Data

SLINID	PR Number	Amount
400101	1300156777-0001	890000.00
LLA :		
AA 1701804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A20000547057		
CIN 130015677700004		
400102	1300156777-0001	337679.00
LLA :		
AB 1701804 5U7N 252 00039 0 050120 2D 000000 COST CODE: A40000547057		
CIN 130015677700006		
400103	1300156777-0001	552321.00
LLA :		
AC 1701804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A30000547057		
CIN 130015677700005		

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600101 1300156777-0001 10000.00  
 LLA :  
 AA 1701804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A20000547057  
 CIN 130015677700004

600102 1300156777-0001 5000.00  
 LLA :  
 AB 1701804 5U7N 252 00039 0 050120 2D 000000 COST CODE: A40000547057  
 CIN 130015677700006

600103 1300156777-0001 5000.00  
 LLA :  
 AC 1701804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A30000547057  
 CIN 130015677700005

BASE Funding 1800000.00  
 Cumulative Funding 1800000.00

MOD 01

400104 1300192429 1300000.00  
 LLA :  
 AD 1711804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00000664038  
 CIN 130019242900001

MOD 01 Funding 1300000.00  
 Cumulative Funding 3100000.00

MOD 02

400105 1300192429-0001 850000.00  
 LLA :  
 AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
 CIN 130019242900002

600104 1300192429-0001 10000.00  
 LLA :  
 AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
 CIN 130019242900002

MOD 02 Funding 860000.00  
 Cumulative Funding 3960000.00

MOD 03

400106 1300192429-0002 535000.00  
 LLA :  
 AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
 CIN 130019242900003

600105 1300192429-0002 10000.00  
 LLA :  
 AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
 CIN 130019242900003

MOD 03 Funding 545000.00  
 Cumulative Funding 4505000.00

MOD 04

410101 1300221402 2939473.00  
 LLA :  
 AF 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00000845058  
 CIN 130022140200001

410102 1300221402 846527.00  
 LLA :  
 AG 1711804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A10000845058

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CIN 130022140200002

410103 1300221402 414000.00  
LLA :  
AH 1711804 5C5C 252 00039 0 050120 2D 000000 COST CODE: A20000845058  
CIN 130022140200003

610101 1300221402 30000.00  
LLA :  
AG 1711804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A10000845058  
CIN 130022140200002

MOD 04 Funding 4230000.00  
Cumulative Funding 8735000.00

MOD 05

400106 1300192429-0002 (80000.00)  
LLA :  
AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
CIN 130019242900003

600105 1300192429-0002 (5500.00)  
LLA :  
AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
CIN 130019242900003

MOD 05 Funding -85500.00  
Cumulative Funding 8649500.00

MOD 06 Funding 0.00  
Cumulative Funding 8649500.00

MOD 07

410104 1300278974 410000.00  
LLA :  
AJ 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179  
CIN 130027897400001  
(PEO FO Management)

MOD 07 Funding 410000.00  
Cumulative Funding 9059500.00

MOD 08

410105 1300282439 25000.00  
LLA :  
AK 1721804 5T1M 252 00039 0 050120 2D 000000 COST CODE: A00001277799  
CIN 130028243900001  
(PEO C4I FO Support)

MOD 08 Funding 25000.00  
Cumulative Funding 9084500.00

MOD 09

410104 1300278974 (30000.00)  
LLA :  
AJ 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179  
CIN 130027897400001  
(PEO FO Management)

420101 1300301895 482271.00  
LLA :  
AL 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001376467  
CIN 130030189500001

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PEO FO MANAGEMENT

420102 1300301895 3717729.00  
 LLA :  
 AM 1721804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10001376467  
 CIN 130030189500002

610102 1300278974-0001 9000.00  
 LLA :  
 AN 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179  
 CIN 130027897400003

PEO FO MANAGEMENT

620101 1300301895 30000.00  
 LLA :  
 AM 1721804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10001376467  
 CIN 130030189500002:

PEO FO MANAGEMENT

MOD 09 Funding 4209000.00  
 Cumulative Funding 13293500.00

MOD 10 Funding 0.00  
 Cumulative Funding 13293500.00

MOD 11

410104 1300278974 (20000.00)  
 LLA :  
 AJ 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179  
 CIN 130027897400001  
 (PEO FO Management)  
 )(Deob 30,000 as per Mod 09 1399278974-0001)(Deobligate \$20,000 per Mod 11/PR  
 1300278974-0002)

610102 1300278974-0001 (4000.00)  
 LLA :  
 AN 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179  
 CIN 130027897400003  
 PEO FO MANAGEMENT  
 (deobligate \$4,000 per mod 11/PR 1300278974-0002)

MOD 11 Funding -24000.00  
 Cumulative Funding 13269500.00

MOD 12

400106 1300192429-0002 (53440.29)  
 LLA :  
 AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038  
 CIN 130019242900003  
 (Deobligate \$53,440.29 per PR 1300329643-0002, Mod 12)

410104 1300278974 (1812.54)  
 LLA :  
 AJ 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179  
 CIN 130027897400001  
 (PEO FO Management)  
 )(Deob 30,000 as per Mod 09 1399278974-0001)(Deobligate \$20,000 per Mod 11/PR  
 1300278974-0002)(Deobligate \$1,812.54 per PR 1300329643-0002, Mod 12)

600101 1300156777-0001 (972.80)  
 LLA :  
 AA 1701804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A20000547057  
 CIN 130015677700004  
 (Deobligate \$972.80 per PR 1300329643-0002, Mod 12)

600102 1300156777-0001 (486.35)

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LLA :

AB 1701804 5U7N 252 00039 0 050120 2D 000000 COST CODE: A40000547057

CIN 130015677700006

(Deobligate \$486.35 per PR 1300329643-0002, Mod 12)

600103 1300156777-0001 (486.36)

LLA :

AC 1701804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A30000547057

CIN 130015677700005

(Deobligate \$486.36 per PR 1300329643-0002, Mod 12)

600104 1300192429-0001 (1212.30)

LLA :

AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038

CIN 130019242900002

(Deobligate \$1212.30 per PR 1300329643-0002, Mod 12)

600105 1300192429-0002 (4500.00)

LLA :

AE 1711804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10000664038

CIN 130019242900003

(Deobligate \$4,500.00 per PR 1300329643-0002, Mod 12)

610102 1300278974-0001 (596.89)

LLA :

AN 1721804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001255179

CIN 130027897400003

PEO FO MANAGEMENT

(deobligate \$4,000 per mod 11/PR 1300278974-0002)(Deobligate \$596.89 per PR 1300329643-0002, Mod 12)

MOD 12 Funding -63507.53

Cumulative Funding 13205992.47

MOD 13

430101 1300361584 3485000.00

LLA :

AP 1731804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00001801016

CIN 130036158400001

(PEO C4I FO Management Support)

630101 1300361584 15000.00

LLA :

AP 1731804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00001801016

CIN 130036158400001

(PEO C4I FO Management Support)

MOD 13 Funding 3500000.00

Cumulative Funding 16705992.47

MOD 14 Funding 0.00

Cumulative Funding 16705992.47

MOD 15 Funding 0.00

Cumulative Funding 16705992.47

MOD 16

420102 1300301895 (57750.00)

LLA :

AM 1721804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10001376467

CIN 130030189500002;(De-ob \$57,750.00 per PR 1300398285, Mod 16)

MOD 16 Funding -57750.00

Cumulative Funding 16648242.47

MOD 17

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430102 1300410399 350000.00

LLA :

AQ 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002182120

CIN 130041039900001: \$372,000.00

(PEO C4I Front Office Management Support)

630102 1300410399 22000.00

LLA :

AQ 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002182120

CIN 130041039900001: \$372,000.00

(PEO C4I Front Office Management Support)

MOD 17 Funding 372000.00

Cumulative Funding 17020242.47

MOD 18

430103 1300441772 108000.00

LLA :

AS 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002407440

CIN 130044177200001

PEO C4I FO Management Support

700101 1300442531 3730000.00

LLA :

AR 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002412110

CIN 130044253100001

PEO C4I FO Management Support

900101 1300442531 25000.00

LLA :

AR 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002412110

CIN 130044253100001

PEO C4I FO Management Support

MOD 18 Funding 3863000.00

Cumulative Funding 20883242.47

MOD 19

700102 1300451982 575000.00

LLA :

AT 1741804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00002479904

PEO C4I FO Mgmt. Support

CIN 130045198200001: \$600,000.00

900102 1300451982 25000.00

LLA :

AT 1741804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00002479904

PEO C4I FO Management Support

CIN 130045198200001: \$600,000.00

MOD 19 Funding 600000.00

Cumulative Funding 21483242.47

MOD 20

430104 1300410399-0001 29800.00

LLA :

AU 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002182120

PEO C4I FO Management Support

CIN 130041039900002: \$32,000.00

630103 1300410399-0001 2200.00

LLA :

AU 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002182120

PEO C4I FO Management Support

CIN 130041039900002: \$32,000.00

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MOD 20 Funding 32000.00  
Cumulative Funding 21515242.47

MOD 21

700103 1300442531-0001 365000.00  
LLA :  
AV 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002412110  
PEO C4I FO Manegement Support  
CIN 130044253100002

700104 1300442531-0001 61020.00  
LLA :  
AW 1741804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A10002412110  
PEO C4I FO Manegement Support  
CIN 130044253100003

900103 1300442531-0001 25000.00  
LLA :  
AW 1741804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A10002412110  
PEO C4I FO Manegement Support  
CIN 130044253100003

MOD 21 Funding 451020.00  
Cumulative Funding 21966262.47

MOD 22 Funding 0.00  
Cumulative Funding 21966262.47

MOD 23 Funding 0.00  
Cumulative Funding 21966262.47

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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 Section G. 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**

The Data Rights clause in the basic contract is invoked for this Task Order.

### **H-3 CONTRACTOR PICTURE BADGE (DEC 1999) (SPAWAR H-323)**

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

(b) An automobile decal will be issued by SPAWARSYSCOM 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 SPAWARSYSCOM Security Office a list of all unreturned badges with a written explanation of any missing badges.

### **H-4 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-5 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (APRIL 2010) (SPAWAR H-359)**

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(a) Definition.

“Confidential Business Information,” (Information) as used in this clause, is defined as all forms and types of financial, business, economic or other types of information other than technical data or computer software/computer software documentation, 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. Information does not 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). Similarly, Information does not include computer software/computer software documentation, as those terms are 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 Information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. 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 Information, but only for purposes as described in paragraph (c) of this clause.

(c) Circumstances where SPAWAR may release the contractor’s or subcontractors’ 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; and,

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

(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 Information under paragraphs (c)(1) and (c)(2) 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) and (c)(2);

(2) Access to Information is restricted to individuals with a bona fide need to possess;

(3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on how to properly handle the Information to which they will have access,

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and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;

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

(5) Before releasing the Information to a non-Government person to perform the tasks described in paragraphs (c)(1) and (c)(2), SPAWAR shall provide the contractor a list of the company names to which access is being granted, along with a Point of Contact for those entities.

(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 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 Information.

(End of clause)

## **H-6 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.
- (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.

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(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) 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.

(d) 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-7 TECHNICAL INSTRUCTIONS**

(a) Performance of work hereunder may be subject to written technical instructions signed by the

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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-8 ORGANIZATIONAL CONFLICT OF INTEREST**

The Organizational Conflict of Interest clause in the contractor’s basic SeaPort IDIQ contract is incorporated in this Task Order by reference.

## **H-9 Organizational Conflict of Interest – Limitation on Future Contracting**

(a) The Contractor agrees that it shall be restricted in its future contracting with SPAWAR in the manner described below. The limitations in this clause are in addition to the current Organizational Conflict of Interest (OCI) Clause contained in the basic SeaPort contract, as well as any limitations that may be specified in any future SPAWAR solicitations.

(b) Definitions:

Support Services – includes, but is not limited to, labor provided to support and assist a program office or staff code with their acquisition responsibilities in the areas of program management, acquisition management and document preparation, requirements analysis and planning, contract management, budget formulation and execution, business financial accounting and management, systems engineering and technical direction, logistics management, information technology management, test and evaluation, production and installation management, data collection and reporting, general administration, performance and earned value monitoring.

Prime Mission Products – includes, but is not limited to, design, development, production or sustainment of hardware, software or firmware related to acquisition programs of record or non-programs. It is the primary product(s) for which the program office or staff code has acquisition responsibility, and for which they may obtain support services to assist in acquiring.

(c) The efforts to be performed by the Contractor under this task order are considered ‘support services.’ In the performance of these efforts, the Contractor may have access to procurement sensitive as well as proprietary or other confidential business information. The Contracting Officer has determined that the efforts to be performed and access to information under this task order create a significant potential for organizational conflicts of interest as set forth in FAR 9.505. Whereas the Contractor has agreed to provide ‘support services’ under this task order, the Contractor shall be ineligible to perform work under, or enter into any SPAWAR contract, as a prime contractor, consultant, or subcontractor to any prime contractor or subcontractor at any tier who is to supply the ‘prime mission products’ related to, or arising from, the ‘support services’ provided by the Contractor. Additionally, should the Contractor’s

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performance under this task order give rise to OCI issues with respect to future SPAWAR ‘support services’ procurements, the Contractor shall be similarly ineligible. This ineligibility shall remain in effect during the life of this task order (including option periods, if exercised) and for one (1) year after completion of this task order. This restriction does not apply to any recompetition for equipment or services furnished pursuant to this task order.

(d) The Contractor agrees to insert in each subcontract or consultant agreement awarded for any portion of this requirement a clause that conforms substantially to the language of this clause, including this paragraph, unless otherwise authorized in writing by the Contracting Officer.

## **H-10 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)**

### **(a) Contractor Request and Government Approval of Travel**

Any travel under this contract must be specifically requested in writing, by the contractor prior to incurring any travel costs. If this contract is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this contract is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Task Order Manager (TOM). The request shall include as a minimum, the following:

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract
- (4) Contractor’s estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

### **(b) General**

(1) The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this contract. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this contract. As specified in FAR 31.205-46(a) (2), reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

- (i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;
- (ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or
- (iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, “Maximum Travel Per Diem Allowances in Foreign Areas” prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

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(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

(1) The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's home facility and at any facility required by the contract, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this contract.

(2) Costs for subsistence and lodging shall be paid to the contractor only to the extent that overnight stay is necessary and authorized in writing by the Government for performance of the work under this contract per paragraph (a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the contract and is authorized in writing by the Government per paragraph (a).

(2) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate non-availability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

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(5) When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

- (i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.
- (ii) "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.
- (iii) "Privately Owned (Motor) Vehicle (POV)" is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation, that:
  - (a) is self-propelled and licensed to travel on the public highways;
  - (b) is designed to carry passengers or goods; and
  - (c) has four or more wheels or is a motorcycle or moped.
- (iv) "Special Conveyance" is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.
- (v) "Public Conveyance" is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.
- (iv) "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee's one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ( $18 + 18 - 14 = 22$ ).

EXAMPLE 2: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

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In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ( $15 + 30 + 15 - 30 = 30$ ).

EXAMPLE 4: Employee's one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work, employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ( $45 + 67 + 12 - 24 = 100$ ).

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ( $35 + 50 + 25 + 10 - 70 = 50$ ).

EXAMPLE 6: Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

#### **H-11 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011) (5252.237-9603)**

(a) Definition. As used in this clause, "sensitive information" includes:

(i) All types and forms of confidential business information, including financial information relating to a

contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or

schedules;

(ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and

FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC

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423);

(iii) Information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;

(iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

(b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information

may include “sensitive information” or other information not previously made available to the public that

would be competitively useful on current or future related procurements.

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information

comes from the Government or from third parties. The Contractor shall—

(i) Utilize accessed information and limit access to authorized users only for the purposes of performing

the services as required by the contract, and not for any other purpose unless authorized;

(ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the

information as required by the contract or as authorized by Federal statute, law, or regulation;

(iii) Inform authorized users requiring access in the performance of the contract regarding their obligation

to utilize information only for the purposes specified in the contract and to safeguard information from

unauthorized use and disclosure.

(iv) Execute a “Contractor Access to Information Non-Disclosure Agreement,” and obtain and submit to

the Contracting Officer a signed “Contractor Employee Access to Information Non-Disclosure Agreement” for each employee prior to assignment;

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(v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description

of the violation and the proposed actions to be taken, and shall include the business organization, other

entity, or individual to whom the information was divulged.

(d) In the event that the Contractor inadvertently accesses or receives any information marked as “proprietary,” “procurement sensitive,” or “source selection sensitive,” or that, even if not properly

marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.

(e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts

of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or

other forms that may be required for access to Government Information Systems.

(f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts

that may require access to sensitive information in the performance of the contract.

Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar

days following execution of the “Contractor Non-Disclosure Agreement,” a mitigation plan for

Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan

shall identify the Contractor’s plan to implement the requirements of paragraph (c) above and shall include

the use of a firewall to separate Contractor personnel requiring access to information in the performance

of the contract from other Contractor personnel to ensure that the Contractor does not obtain any

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unfair

competitive advantage with respect to any future Government requirements due to unequal access to

information. A “firewall” may consist of organizational and physical separation; facility and workspace

access restrictions; information system access restrictions; and other data security measures identified, as

appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure

to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its

submission may result, at a minimum, in rejection of the plan and removal of any system access.

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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 prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended 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 years.

### I-2 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

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

“Adequate security” means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

“Attribution information” means information that identifies the Contractor, whether directly or indirectly, by the grouping of information that can be traced back to the Contractor (e.g., program description or facility locations).

“Compromise” means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

“Contractor information system” means an information system belonging to, or operated by or for, the Contractor.

“Controlled technical information” means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information is to be marked with one of the distribution statements B-through-F, in accordance with DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

“Cyber incident” means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

“Exfiltration” means any unauthorized release of data from within an information system. This includes copying the data through covert network channels or the copying of data to unauthorized media.

“Media” means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

“Technical information” means technical data or computer software, as those terms are defined in the clause at DFARS [252.227-7013](#), Rights in Technical Data-Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) *Safeguarding requirements and procedures for unclassified controlled technical information.* The Contractor shall provide adequate security to safeguard unclassified controlled technical information from compromise. To provide adequate security, the Contractor shall—

(1) Implement information systems security in its project, enterprise, or company-wide unclassified information

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technology system(s) that may have unclassified controlled technical information resident on or transiting through the system.  
The information systems security program shall implement, at a minimum—

(i) The specified National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 security controls identified in the following table; or

(ii) If a NIST control is not implemented, the Contractor shall submit to the Contracting Officer a written plan of how—

(A) The required security control identified in the following table is not applicable; or

(B) An alternative control or protective measure is used to achieve equivalent protection.

(2) Apply other information systems security requirements when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

Table 1 -- Minimum Security Controls for Safeguarding

Minimum required security controls for unclassified controlled technical information requiring safeguarding in accordance with paragraph (d) of this clause. (A description of the security controls is in the NIST SP 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations" (<http://csrc.nist.gov/publications/PubsSPs.html>).)

<u>Access Control</u>	<u>Audit &amp; Accountability</u>	<u>Identification and Authentication</u>	<u>Media Protection</u>	<u>System &amp; Comm Protection</u>
AC-2	AU-2	IA-2	MP-4	SC-2
AC-3(4)	AU-3	IA-4	MP-6	SC-4
AC-4	AU-6(1)	IA-5(1)		SC-7
AC-6	AU-7		<u>Physical and Environmental Protection</u>	SC-8(1)
AC-7	AU-8	<u>Incident Response</u>	PE-2	SC-13
AC-11(1)	AU-9	IR-2	PE-3	
AC-17(2)		IR-4	PE-5	SC-15
AC-18(1)	<u>Configuration Management</u>	IR-5		SC-28
AC-19	CM-2	IR-6	<u>Program Management</u>	
AC-20(1)	CM-6		PM-10	<u>System &amp; Information Integrity</u>
AC-20(2)	CM-7	<u>Maintenance</u>		SI-2

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AC-22	CM-8	MA-4(6)	<u>Risk</u> <u>Assessment</u>	SI-3
		MA-5	RA-5	SI-4
<u>Awareness &amp;</u> <u>Training</u>	<u>Contingency</u> <u>Planning</u>	MA-6		
AT-2	CP-9			

Legend:

AC: Access Control MA: Maintenance

AT: Awareness and Training MP: Media Protection

AU: Auditing and Accountability PE: Physical & Environmental Protection

CM: Configuration Management PM: Program Management

CP: Contingency Planning RA: Risk Assessment

IA: Identification and Authentication SC: System & Communications Protection

IR: Incident Response SI: System & Information Integrity

(c) *Other requirements.* This clause does not relieve the Contractor of the requirements specified by applicable statutes or other Federal and DoD safeguarding requirements for Controlled Unclassified Information (CUI) as established by Executive Order 13556, as well as regulations and guidance established pursuant thereto.

(d) *Cyber incident and compromise reporting.*

(1) *Reporting requirement.* The Contractor shall report as much of the following information as can be obtained to the Department of Defense via (<http://dibnet.dod.mil/>) within 72 hours of discovery of any cyber incident, as described in paragraph (d)(2) of this clause, that affects unclassified controlled technical information resident on or transiting through the Contractor's unclassified information systems:

- (i) Data Universal Numbering System (DUNS).
- (ii) Contract numbers affected unless all contracts by the company are affected.
- (iii) Facility CAGE code if the location of the event is different than the prime Contractor location.
- (iv) Point of contact if different than the POC recorded in the System for Award Management (address, telephone, email).
- (v) Contracting Officer point of contact (address, position, telephone, email).
- (vi) Contract clearance level.
- (vii) Name of subcontractor and CAGE code if this was an incident on a Sub-contractor network.
- (viii) DoD programs, platforms or systems involved.
- (ix) Location(s) of compromise.
- (x) Date incident discovered.
- (xi) Type of compromise (e.g., unauthorized access, inadvertent release, other).

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(xii) Description of technical information compromised.

(xiii) Any additional information relevant to the information compromise.

(2) *Reportable cyber incidents.* Reportable cyber incidents include the following:

(i) A cyber incident involving possible exfiltration, manipulation, or other loss or compromise of an unclassified controlled technical information resident on or transiting through Contractor's, or its subcontractor's, information systems.

(ii) Any other activities not included in paragraph (d)(2)(i) of this clause that allow unauthorized access to Contractor's unclassified information system on which unclassified controlled technical information is resident or transiting.

(3) *Other reporting requirements.* This reporting in no way abrogates the Contractor's responsibility for additional safeguarding and cyber incident reporting requirements pertaining to its unclassified information systems under other clauses that may apply to its contract, or as a result of other U.S. Government legislative and regulatory requirements that may apply (e.g., as cited in paragraph (c) of this clause).

(4) *Contractor actions to support DoD damage assessment.* In response to the reported cyber incident, the Contractor shall—

(i) Conduct further review of its unclassified network for evidence of compromise resulting from a cyber incident that include, but is not limited to, identifying compromised computers, servers, specific data and users; and the review includes analyzing information systems that were part of the compromise, as well as other information systems in the network that were accessed as a result of the compromise;

(ii) Review the data accessed during the cyber incident to identify specific unclassified controlled technical information associated with DoD programs, systems or contracts, including military programs, systems and technologies;

(iii) Preserve and protect images of known affected information systems and all relevant monitoring data for at least 90 days from the cyber incident to allow DoD to request information or decline interest in the data.

(5) *DoD damage assessment activities.* If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor point of contact identified in the incident report at (d)(1) of this clause provide all of the damage assessment information gathered in accordance with paragraph (d)(4) of this clause. The Contractor shall comply with damage assessment information requests. The requirement to share files and images exists unless there are legal restrictions that limit a company's ability to share digital media. The Contractor shall inform the Contracting Officer of the source, nature, and prescription of such limitations and the authority responsible.

(e) *Protection of reported information.* Except to the extent that such information is lawfully publicly available without restrictions, the Government will protect information reported or otherwise provided to DoD under this clause in accordance with applicable statutes, regulations, and policies. The Contractor shall identify and mark attribution information reported or otherwise provided to the DoD. The Government may use information, including attribution information and disclose it only to authorized persons for purposes and activities consistent with this clause.

(f) Nothing in this clause limits the Government's ability to conduct law enforcement or counterintelligence activities, or other lawful activities in the interest of homeland security and national security. The results of the activities described in this clause may be used to support an investigation and prosecution of any person or entity, including those attempting to infiltrate or compromise information on a contractor information system in violation of any statute.

(g) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (g), in all subcontracts, including subcontracts for commercial items.

(End of clause)

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## SECTION J LIST OF ATTACHMENTS

Attachment 1: Performance Work Statement dtd 01 April 2010

Attachment 2: Contract Security Classification Form, DD Form 254

Attachment 3: CDRL A001 (Revised 05/21/13)

Attachment 3(a): CDRL Attachment 1 MSR (Staffing Plan Spreadsheet) (Revised 05/21/13)

Attachment 3(b): CDRL Attachment 2 MSR (Staffing Plan Spreadsheet) (Revised 05/21/13)

Attachment 4: Info Assurance (Company)

Attachment 5: Info Assurance (Employee)

**PEO C4I Front Office Management Support  
Performance Work Statement**

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**PEO-C4I**

**Front Office Management Support**

**01 April 2010**

**1.0 INTRODUCTION**

The Program Executive Office (PEO) for Command, Control, Communications, Computers and Intelligence (C4I) is acquiring management, technical, and administrative support services to integrate and support a common service based C4I architecture for the Fleet and joint war-fighter.

**2.0 BACKGROUND**

Reporting directly to the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN RD&A) and in coordination with the Deputy Assistant Secretary of the Navy (DASN) for C4I and other Department of Navy (DoN) PEOs, PEO C4I is the Naval integration point into a Department of Defense (DoD)-wide C4I architecture. As the acquisition lead for Naval C4I systems, PEO C4I will help ensure the operational concepts that support Seapower 21 are turned into combat capability and decision superiority.

**3.0 SCOPE**

The objective of this Task Order is to obtain program management, acquisition management, logistics management, strategic management, manpower management, operations support, implementation/modernization management, process improvement, systems engineering advice, administrative and financial management support services team for PEO C4I Front Office (FO). The Contractor shall support and interact with high level Military and Government Executives providing analysis to enable decision making. Section 5.0 describes the various tasks that may be required by the Government Requestor. These tasks are not discrete and require collaboration and sharing of information across all functional areas. The Government reserves the right to request fulfillment of tasks on an as-needed basis.

**PEO C4I Front Office Management Support  
Performance Work Statement**

**4.0 APPLICABLE DIRECTIVES**

The Contractor shall adhere to the following documentation (including follow-on versions) in the performance of the tasks identified in Section 5.0, Performance Requirements of this Performance Work Statement (PWS):

Document Type	No./Version	Title	Date
<b>Instruction Libraries</b>			
<a href="#">OSD</a>	Website	Defense Procurement and Acquisition Policy	
<a href="#">DoN D and I</a>	Directive and Instruction Library	<a href="http://doni.daps.dla.mil/default.aspx">http://doni.daps.dla.mil/default.aspx</a>	Various
<a href="#">ASN RDA</a>	Policy and Guidance Website	<a href="https://acquisition.navy.mil/rda/home/policy_and_guidance">https://acquisition.navy.mil/rda/home/policy_and_guidance</a>	
<a href="#">PEO C4I</a>	Website	Operating Guide	
<a href="#">SPAWAR</a>	Instruction Library	<a href="https://cne.spawar.navy.mil/portal/page/portal/Headquarters/HQ_80/HQ_83_Command_Operations/HQ_834_Admin_Support/HQ_834_Instructions">https://cne.spawar.navy.mil/portal/page/portal/Headquarters/HQ_80/HQ_83_Command_Operations/HQ_834_Admin_Support/HQ_834_Instructions</a>	
<a href="#">NAVSEA</a>	Instruction Library	<a href="http://www.navsea.navy.mil/Organization/NAVSEA%20Instructions.aspx">http://www.navsea.navy.mil/Organization/NAVSEA%20Instructions.aspx</a>	
<b>Travel</b>			
<a href="#">JFTR</a>	Volume 1, Change 268	Joint Federal Travel Regulations- Uniformed Personnel	1-Apr-09
<a href="#">JFTR</a>	Volume 2, Change 524	Joint Travel Regulations- Civilian Personnel	1-Jun-09
<b>Communications and Records Management</b>			
<a href="#">SECNAVINST</a>	5210.11	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	20-Oct-87
<a href="#">SECNAV M</a>	M-5210.2	Standard Subject Identification Codes (SSIC) Manual	25-Jul-08
<b>Continuous Process Improvement</b>			
<a href="#">SPAWARINST</a>	5220.1	Continuous Process Improvement	4-Sept-09
<a href="#">SPAWARINST</a>	5220.2	Team SPAWAR Process Development and Maintenance Policy	4-Dec-09

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<a href="#">SPAWARE NST</a>	5220.3	COMSPAWARE Continuous Process Improvement/LSS Excellence Award	14 Dec-09
<a href="#">SPAWARE NST</a>	5220.5	Strategic Management Process Policy DoD CPI Guidebook	13-Jan-09
<b>Requirements</b>			
<a href="#">CJCSI</a>	3170.01G	Joint Capabilities Integration and Development System	1-Mar-09
<a href="#">JCIDS Manual</a>		Manual for the Operation of the Joint Capabilities Integration and Development System	31-Jul-09
<b>Acquisition</b>			
<a href="#">DOD</a>	5000.01	The Defense Acquisition System	12-May-03
<a href="#">DOD</a>	5010.38	Management Control Program	26- Aug-1996
<a href="#">DoDI</a>	5000.02	Operation of the Defense Acquisition System	8-Dec-08
<a href="#">DOD I</a>	5010.4	Management Control Program Procedures	4-Jan-06
<a href="#">DoD</a>		Defense Acquisition Guidebook (DAG)	Jan-10
<a href="#">SECNAVINST</a>	5000.2D	Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System	16-Oct-08
<a href="#">SECNAVINST</a>	5200.35E	DoN Managers' Internal Control (MIC) Program	8-Nov-06
<a href="#">SECNAV M</a>	M-5000.2	DoN Acquisition and Capabilities Guidebook	Dec-08
<b>Contracts</b>			
<a href="#">Code of Federal Regulation</a>	Title 48 Vol 1,2	Federal Acquisition Regulations	Current year
<a href="#">Federal Regulation</a>	Title 48 CFR, Chapter 2	Defense Federal Acquisition Regulation Supplement	Revised 1-10-05
<a href="#">SPAWARE NST</a>	5721.1A	SPAWARE Section 508 Implementation Policy	30-Mar-05
<b>Financial Management</b>			
<a href="#">DoDI</a>	7000.14	Department of Defense Financial Management Policy and Procedures	17-Sept-08
<a href="#">DoD R</a>	7000.14-R	Financial Management Regulations	Various, 08-10
<a href="#">Navy ERP</a>	V1.0	Navy Enterprise Resource Planning Program	10-Jun-08

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Sustainment, Modernization and Supportability			
<a href="#">COMUSFL</a> <a href="#">TFORCOMI</a> <a href="#">NST</a>	4720.3B	C5ISR Modernization Policy	14-Oct-08
<a href="#">DoD</a>	Memo	Acquisition Program Cost Growth Management of Engineering Change Proposals	4-Dec-06
<a href="#">SECNAV</a> <a href="#">ST</a>	5400.15C	Department of The Navy Research and Development, Acquisition, and Associated Life-Cycle Management, and Logistics Responsibilities and Accountability	13-Sept-07
<a href="#">NAVSEA</a>	www.nde.navy.mil	Navy Modernization Process Management and Operations Manual (One Book)	21-Jan-10

### **5.0 Quality Assurance Surveillance Plan (QASP)**

The Contractor shall perform the following tasks in accomplishing the requirements of this task order. The Contractor shall provide the necessary timely assistance to meet PEO emergent requirements as requested by Government Client or other properly designated authority. Deliverables shall be provided to and approved by the current Government Requestor responsible for the task. The Contractor shall collaborate and share information across all functional areas to aid in decision making by all Government Clients. The Contractor shall participate in command-sponsored training, as assigned. Command sponsored training is defined as Team Building and organizational development such as LEAN Six Sigma, but does not include training that would incur additional government cost.

Performance standards (unless otherwise specified):

Performance – Deliverables fully coordinated among stakeholders; efforts enhance the effectiveness of day to day operations within PEO C4I;

Timeliness – Meets required deadlines or schedules assigned by the Government Requestor; documentation submitted to the Government Requestor in sufficient time for review and approval;

Quality – Deliverables based on properly coordinated efforts; deliverables produced in the Government Requestor approved format; technically and factually correct; accurate,

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complete and free of grammatical, typographical and spelling errors; satisfies intended purpose;

Acceptable Quality Level – 95% compliance.

Monitoring Method: Contractor shall report monthly on accomplishments; efforts to remedy or mitigate any problems shall be monitored. Government will randomly sample deliverables for quality feedback.

The Contractor shall coordinate all company-directed training, conferences, meetings, and non-urgent time off requests with the designated Government Client at least ten (10) working days in advance to allow for proper and effective task realignment and to minimize the impact to daily government operations.

The Contractor shall setup, prepare and conduct a quarterly review to discuss the status and progress of tasks within this PWS with all Government Clients supported by this effort.

## **5.1 PEO C4I Operations (O&M,N)**

The Contractor shall provide management and subject matter expertise support for PEO C4I Operations. Operations include ensuring that phones, computers, video teleconferencing, and facilities are up-to-date, maintained and available to all required personnel. These tasks include:

**5.1.1** The Contractor shall coordinate and participate in working group meetings with Program Management, Warfare Offices (PMW) to synchronize cross-PMW operations agendas. The Contractor shall prepare all documentation necessary for active participation and submit a report identifying action items within five (5) working days after the meeting.

**5.1.2** The Contractor shall assist with analysis and implementation of long term, way ahead operation plans and initiatives for PEO C4I. The Contractor shall coordinate and disseminate these plans to all PMWs.

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**5.1.3** The Contractor shall provide Facilities support. This shall include preparing and submitting Facilities Request Forms (FRFs) pertaining to the office area, restrooms, and kitchen areas of the PEO FO Staff, preparing for and participating in Facilities Planning Boards (FPB) in support of all PEO and PMW space issues, planning and analyzing space utilization across the PEO, and interfacing with Space and Naval Warfare (SPAWAR) facilities group to represent PEO interests. FRFs shall be completed within two working days of request submission. Minutes and notes from FPB or any facilities group meeting, formal or informal, shall be provided within three (3) working days after the meeting. A status report of space utilization shall be provided monthly.

**5.1.4** The Contractor shall provide subject matter expertise and administrative support to create briefs, workspace improvement plans, presentations, documentation and diagrams in support of operations and management initiatives.

**5.1.5** The Contractor shall provide the overall management of the PEO C4I Operating Guide (POG) to include notifying the other functional areas when they need to update their portions of the POG.

**5.1.6** The Contractor shall provide management and analytical support to the development, refinement and execution of the PEO MICP; preparation of the annual Statement of Assurance (SOA); submission of the SOA to higher authority; audit tracking to ensure the SOA addresses all audit/inspection findings; and liaison with staff and management responsible for the PEO's Assessable Units (AUs) to ensure compliance with the plan and timely preparation of the SOA for each AU.

**5.2 Collaboration Environment Management (O&M,N):**

The Contractor shall maintain PEO C4I Web-Site Portal. These tasks include:

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**5.2.1** The Contractor shall manage Web-Site Portal support and access for the PEO C4I front office. The Contractor shall focus on the management, upgrade and maintenance of the portal site, currently SharePoint's System Engineering Environment (SE2). The upgrades to the existing website shall consist of routine upgrades, enhancements, and modifications in support of the PEO mission.

**5.2.2** The Contractor shall implement, test and verify improvements according to the agreed schedule. The Contractor shall provide website administration support to maintain the SE2 portal, or any subsequently introduced portal, and any external linkages and assist in the posting of new files. The website shall be 98% current at all times and information shall be posted/updated within three working days of receipt of such information.

**5.3 Navy Enterprise Resource Planning (N-ERP) (O&M,N)**

The Contractor shall provide management and N-ERP subject matter expertise support to PEO C4I. These tasks include:

**5.3.1** The contractor shall fill the PEO Superuser positions. The current modules in use are Financial Management (FM) and Material Management (MM) but could change to include more modules. The Superuser is the lead Subject Matter Expert (SME) for PEO Front Office personnel, liaison to the Extended Module Leads, and liaison to the PMW SMEs. The superuser shall provide guidance to the PMW SMEs and coordinate PEO requirements with the Extended Module Leads.

**5.3.2** The contractor shall fill the PEO User Management Delegate (UMD) superuser position, provide N-ERP roles and training guidance to FO users and supervisors, process all FO account change requests, coordinate with SPAWAR ERP Business Office (SEBO) role mapping lead, and function as the backup for the PMW UMD.

**5.3.3** The Contractor shall maintain the N-ERP information in the PEO portal. This includes maintaining a roster for the PMW SME leads. The roster shall be updated

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within two (2) working days of notification of a change.

### **5.4 Engineering and Technical Authority (O&M,N)**

The Contractor shall provide systems engineering and technical authority subject matter expertise support. These tasks include:

**5.4.1** The Contractor shall provide Project Management support services required to prepare, review, comment on, and implement systems engineering policies and procedures. These policies and procedures include, but are not limited to assigned sections of the POG, the Enterprise Engineering and Certification (E2C) Concept of Operations (CONOPS), governance charters, and SPAWAR 5.0 CONOPS.

**5.4.2** The Contractor shall prepare for signature, route and file all official Engineering correspondence.

**5.4.3** The Contractor shall develop, collect, analyze and prepare monthly metrics data to inform leadership on engineering initiatives.

### **5.5 Strategic Management (O&M,N)**

The Contractor shall provide subject matter expertise in Administrative, Strategic Planning, Communications, and Program Management support services to prepare and implement PEO C4I operating policies, processes, procedures, strategy, information and communications management. These tasks include:

**5.5.1** The Contractor shall coordinate, create, assemble, and distribute PEO C4I products and services media to facilitate both internal and external communications to stakeholders and customers. The Contractor shall plan, coordinate, and execute PEO C4I participation/displays at industry/government tradeshow. The Contractor shall generate all graphics and visual products in support of PEO C4I public relations.

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**5.5.2** The Contractor shall coordinate, develop and maintain the PEO C4I Strategic Plan. The Contractor shall coordinate and deliver weekly briefing presentations on the status of Strategic Plan Objectives and Action Plans. The Contractor shall create, and maintain the tracking and execution measures of the PEO C4I Strategic Plan Objectives and Action Plans. The contractor shall utilize the output of the Strategic Plan measures to generate the PEO C4I Annual Report.

**5.5.3** The Contractor shall develop and implement a communications plan that informs all PEO C4I and Team SPAWAR leadership and personnel about the strategic communications and strategic management process. The communications plan shall include development of the communications media (e.g., all hands and executive level briefings, articles, web logs (Blogs) and other notices as appropriate) required to ensure successful implementation of the Strategic Plan, Annual Report and Communication Plan.

**5.5.4** The Contractor shall develop and execute a process for Strategic Customer Value Analysis. The Contractor shall survey customers for feedback on consistency and value to our stakeholders. The Contractor shall provide a report that will be used to inform Program Managers on areas for improvement. The Contractor shall respond to ad hoc reports requests within four hours.

**5.5.5** The contractor shall create a weekly list of upcoming Strategic Management and Process Improvement meetings (i.e. Distinguished Visitors, Management Reviews, etc.) for the following month and email to the appropriate distribution list. The list shall include a reminder stating the due date for each read ahead brief. The Contractor shall ensure all briefs are received by the established read ahead due date/time. If necessary, the Contractor shall request a status of the read ahead brief and provided a recommended course of action to the Government Requestor.

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**5.6 Continuous Process Improvement (CPI) (O&M,N)**

The Contractor shall provide administrative, program management support and technical subject matter expertise in CPI processes, strategies and implementation, to include LEAN Six Sigma (LSS) and Capability Maturity Model Integration (CMMI), in addition to other process improvement tools and techniques. These tasks include:

**5.6.1** The Contractor shall evaluate and advise the Government Client on all published CPI Guidance, Policy, Regulation, Statute or Instruction to ensure PEO C4I compliance. The Contractor shall brief the Government Client within five (5) working days of a new Guidance, Policy, Regulation, Statute or Instruction. The Contractor shall develop and maintain CPI related PEO C4I guidance in the required repository.

**5.6.2** The Contractor shall provide analysis on recommended CPI best practices, to include latest concepts, methodologies, tools and technology currently used by industry and reported by the American Quality Society (AQS). The Contractor shall provide a monthly report of future initiatives and trends. The Contractor shall include recommendations for incorporating selected tools, techniques, and methodologies in PEO C4I guidance, and support the implementation of such initiatives.

**5.6.3** The Contractor shall facilitate, and provide documentation associated with CPI efforts chartered to improve processes and develop more effective, efficient, and cost-wise “to-be” processes.

**5.6.4** The contractor shall coordinate the development, execution and maintenance of annual CPI Strategic Objective(s) and Action Plan(s) as directed by the Government Requestor. The Contractor shall coordinate with SPAWAR Head Quarters Transformation Office to align PEO C4I and SPAWAR CPI deployment strategies, and leverage coaching, teaching and mentoring initiatives and resources to increase teamwork between the organizations and strengthen the institutionalization of CPI in PEO C4I. The Contractor shall provide a monthly status report.

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**5.6.5** The Contractor shall develop, deliver, implement and maintain a CPI Communication Plan that informs PEO C4I employees and all stakeholders about CPI in the PEO. The communications plan shall include development of the communications media (e.g., all hands and executive level briefings, articles, web logs (Blogs) and other notices as appropriate in addition to other such materials) to ensure successful institutionalization of CPI within the PEO and across Team SPAWAR.

**5.6.6** The Contractor shall develop, and maintain all required CPI training material. The contractor shall schedule, plan, coordinate and execute the delivery of such CPI training as directed by the Government Requestor.

**5.6.7** The Contractor shall collect nominations to recognize, incentivize and award personnel for excellence in CPI. The Contractor will measure progress of the award process and recommend improvements to the process.

**5.6.8** The Contractor shall prepare briefs, presentations, documentation, statistical analysis and flowcharts and diagrams in support of CPI deployment and management initiatives. The Contractor shall manage all CPI data and graphic contents, to include development, implementation, maintenance and sustainment of documentation libraries and all associated files and records. The contractor shall, on a monthly basis, analyze the status of the projects, document the results, brief to the Government Requestor and archive all files in the proper data repository.

**5.7 Manpower (O&M,N)**

The Contractor shall provide personnel management, recruitment and retention support across PEO C4I and its associated PMWs. These tasks include:

**5.7.1** The Contractor shall provide an analysis of the current workforce relative to current workload; analysis of future workload and work type; and projection of future workforce needed given future work projections.

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**5.7.2** The Contractor shall analyze and evaluate an organization's current staffing situation including achievement of required Defense Acquisition Workforce Improvement Act (DAWIA) certifications; using available personnel information databases, currently Total Workforce Management Services (TWMS) system, and provide a monthly report that tracks certification and staffing levels.

**5.7.3** The Contractor shall prepare, monitor, coordinate and track Requests for Personnel Actions (RPA) in the appropriate database, currently Defense Civilian Personnel Data System (DCPDS), within five working days of request. The Contractor shall prepare draft position descriptions. The contractor shall apprise management daily of status. The Contractor shall maintain files and documents on all personnel actions and coordinate actions with appropriate staff.

**5.7.4** The Contractor shall analyze the timeliness of processing personnel actions to identify deficiencies or discrepancies and quarterly recommend plans to improve efficiency of processing personnel actions.

**5.7.5** The Contractor shall coordinate with government employees and managers regarding required personnel actions. The Contractor shall provide written recommendations within two working days of notice of any issues with a personnel action. The Contractor shall interpret, modify and apply available guidelines for adaptation to specific problems or issues.

**5.8 Financial Management (O&M,N)**

The Contractor shall provide financial management and cost management support services. These services apply to managing the PEO C4I Front Office spend plan and to providing analysis of the financial outlook across PEO C4I programs/projects to allow Senior Leadership to make tradeoff decisions. Final work product submissions shall have no accounting or calculation errors and no technical errors. These tasks include:

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**5.8.1** The Contractor shall generate, update and prepare draft budget reclamation (initial, draft, and final) and impact statements in accordance with Office of the Under Secretary of Defense (Comptroller) (OUSD (C)), Navy Comptroller, PEO C4I, and SPAWAR budget guidance. The Contractor shall consolidate and review PMW generated reclamation and impact statements as assigned.

**5.8.2** The Contractor shall support initial preparation, consolidation and updates to budget and execution data calls and “what-if” scenarios as required by PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR Business Resource Manager (BRM), Congress, OSD, and Navy Comptroller. The Contractor shall provide budgetary or execution information in support of data calls using data available in the financial database systems, currently the N-ERP system and Program Budget Information System (PBIS). Documentation shall be prepared in accordance with standards as prescribed by the customer.

**5.8.3** The Contractor shall review routed acquisition documentation to ensure consistency with budget submissions. The contractor shall notify the government customers of any inconsistencies within 48 hours of receipt of documentation.

**5.8.4** The Contractor shall prepare, consolidate, review and analyze execution data, analysis and updates in support of mid-year reviews, execution status requests/reviews, tri-annual reviews and outstanding commitments data calls. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports.

**5.8.5** The Contractor shall provide corporate spend plans and roll up summaries and reports at a consolidated PEO level. The Contractor will collect, consolidate and analyze emergent and unfunded requirements and provide recommendations for resolution of the requirement.

**5.8.6** The Contractor shall identify and correct financial problems, and make recommendations to prevent and correct financial and accounting errors.

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**5.8.7** The Contractor shall prepare, maintain and execute current execution spend plans for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans. The Contractor shall prepare task descriptions for funding documents ensuring that the correct appropriations are cited and supported by the task description.

**5.9 Acquisition Management (O&M,N)**

The Contractor shall provide support for acquisition related matters in the area of Acquisition Program and Project Compliance, Management and Execution, and PEO Policy Development. These tasks include:

**5.9.1** The Contractor shall coordinate responses for all DoD and ASN requests for program acquisition information to validate statutory and regulatory compliance, such as periodic Dashboard, Defense Acquisition Executive Summary (DAES), Major Acquisition Information Systems (MAIS) Quarterly Reports (MARs), and Selected Acquisition Reports (SAR) reports.

**5.9.2** The Contractor shall attend major program decision reviews and advise the Government Client on program compliance with existing statute and regulation. The Contractor shall request input for the Executive Summary for all decision reviews, consolidate the input, and provide the Government Client with recommended input and final summary. Upon approval, the Contractor shall distribute the Executive Summary via emailed link.

**5.9.3** The Contractor shall provide advice on Acquisition Policy, Regulations, Statute and programmatic issues to the PEO and PMWs. The Contractor shall research and respond to questions necessary to formulate PEO acquisition policy and procedures. The Contractor shall submit recommended Acquisition Policy and Guidance changes and initiatives either ad hoc when a problem is identified, or when input is requested.

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**5.9.4** The Contractor shall provide advice on content and formats of draft acquisition documents, to include Acquisition Program Baseline (APB) Agreements, Acquisition Strategy and Acquisition Plans, Program Protection Plans (PPP), National Security System designations, and Acquisition Decision Memorandums (ADM).

**5.9.5** The contractor shall create a weekly list of upcoming Acquisition meetings (i.e. Acquisition Coordination Teams (ACT), Decision Meetings, Program Reviews, Program Health Assessment and Risk Reviews (PHARR) etc.) for the following two weeks and email to the appropriate distribution list. The list shall include a reminder stating the due date for each read ahead brief. The Contractor shall ensure all briefs are received by the established read ahead due date/time. If necessary, the Contractor shall request a status of the read ahead brief and provided a recommended course of action to the Government Requestor.

**5.9.6** The Contractor shall write and submit a brief summary of all acquisition meetings (ACTs, Program Reviews, Decision reviews, etc.) and actions for inclusion in the Acquisition Management Office (AMO) Clipboard notes within 48 hours after the meeting.

**5.9.7** The Contractor shall track receipt of meeting minutes from the PMWs. The contractor shall review the minutes for discrepancies with AMO Clipboard notes and notify Government Client of any discrepancies with recommendations for adjudication. The contractor shall upload all minutes to designated document depository, currently SE2.

**5.9.8** The Contractor shall coordinate formal and informal education on acquisition related issues to the PEO and personnel. The Contractor shall coordinate and schedule Acquisition Community Forum (ACF) training sessions at least once a quarter, to provide instruction and update PEO personnel and managers on acquisition policies and requirements. The Contractor shall provide informal one-on-one instruction when necessary in response to specific requests for assistance. The Contractor shall distribute

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all necessary course materials and schedule an appropriate SPAWAR conference room for the ACF training. The Contractor shall promulgate the course schedule within the PEO and take and retain attendance records.

**5.10 Contract Management (O&M,N):**

The Contractor shall provide assistance with programmatic contract related matters. The Contractor shall support the areas of Acquisition as related to Programmatic Contract tasks which includes Management, Execution, and Policy. The contractor shall only participate on projects and tasks where there are no Organizational or Personal Conflicts of Interest (OCI/PCI). These tasks include:

**5.10.1** The Contractor shall support contract documentation planning, coordinating, developing, analyzing, and issue resolution via the development of the Purchase Request Process. Further, the Contractor shall capture lessons learned after new contract procurements and provide to a central repository for PEO wide use.

**5.10.2** The Contractor shall develop, collect, analyze and prepare monthly metrics data for PMW contract planning and actions. The Contractor shall substantially participate in the development of Contract Roadmaps for the PMWs.

**5.10.3** The Contractor shall manage tools, develop and update policy and processes; and create briefs in the following areas:

- . Overarching PEO C4I Contracting/Procurement Strategy
- . Standard Operating Procedures, Contract Management Process Guide updates
- . Purchase Request Health and Assessment Tool
- . Programmatic Contract Related Briefs
- . CPI, Training, and Industry Events

**5.10.4** The Contractor shall provide methods, processes, and tools to strive for cost, schedule, and performance efficiencies as related to procurement strategies. The Contractor shall identify and correct problems, and make recommendations as they relate

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to programmatic contract management.

**5.10.5** The Contractor shall interpret and provide expert advice on contracting policy, regulation and statute when requested.

**5.11 Life Cycle Logistics (O&M,N)**

The Contractor shall provide support with Life Cycle Logistics matters related to the fielding and support of C4I systems. Effort shall involve supporting various Integrated Product Teams (IPT) and strategic initiatives to ensure cost effective support strategies are fully realized for the PEO C4I product portfolio. The contractor shall support initiatives geared toward improving the overall supportability and cost effectiveness of C4I capabilities. These tasks include:

**5.11.1** The Contractor shall provide expertise in the area of Life Cycle Logistics to ensure all PEO C4I programs have adequate product support packages in place prior to Milestone B, C, and Full Rate Production (FRP) decisions as well as periodic Logistics Sufficiency Reviews.

**5.11.2** The Contractor shall ensure Independent Logistics Assessments (ILAs) and Supportability Reviews (SRs) are conducted at Milestones B, C, and FRP and Initial Operational Capability (IOC) and Full Operational Capability (FOC) dates. The Contractor shall ensure the requirements are met and properly documented. The Contractor shall complete any missing data and include it in the package for approval.

**5.11.3** The Contractor shall verify schedules for ILAs with assessment teams that support PEO C4I programs. The Contractor shall ensure scheduling is consistent with program milestones.

**5.11.4** The Contractor shall review ILA reports in conjunction with PMWs to determine the validity of assessment findings/recommendations. The Contractor shall coordinate and resolve discrepancies, if any with assessment teams to maintain program schedules.

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**5.11.4** The Contractor shall monitor and analyze logistics support package development efforts associated with shipboard installations to ensure the packages meet requirements for submission. The Contractor shall provide suggestions for package improvement and identify deficiencies for correction.

**5.11.5** The Contractor shall monitor PMW compliance with higher authority Logistics, Training, and Supply Chain Management initiatives and report the compliance to the Government Client. The Contractor shall develop draft PEO C4I/SPAWAR policy for distribution to the PMWs.

**5.11.6** The Contractor shall draft Logistics Policy memorandums on Integrated Logistics Support (ILS) issues.

**5.11.7** The Contractor shall review and monitor PMW compliance with DoD, DoN, ASN RD&A, DASN Logistics (L), and SPAWAR policy on Supply Chain Management and Logistics certification matters. The Contractor shall identify discrepancies and recommend corrective actions to bring the program back into compliance.

**5.11.8** The Contractor shall collaborate with other commands in the development of ILS policy as assigned.

**5.12 Marine Corp Liaison (O&M,N)**

The Contractor shall act as liaison between PEO C4I, the PMWs and Marine Corp System Command (MARCORPSYSCOM). These tasks include:

**5.12.1** The Contractor shall attend meetings whose purpose is to discuss Marine Corp requirements and issues for PEO C4I products and services. Within five working days after attending the meeting the Contractor shall submit a meeting report of actions and relevant information.

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**5.12.2** The Contractor shall coordinate Marine Corp requirements and modernization planning efforts with the PMWs to deliver the required products and services. The Contractor shall notify the PEO C4I FO within one day of an emergent requirement from MARCORPSYSCOM, and provide analysis and recommendations on how to best meet the requirement.

**5.12.3** The Contractor shall review acquisition documentation produced by the PMWs and advise the PEO staff on MARCORPSYSCOM issues or concerns.

**5.12.4** The Contractor shall gather information at engineering discussions, draft white papers and position papers and other requirements documentation, as requested.

**5.13 Platform Integration and Modernization (O&M,N)**

The Contractor shall provide program management support for Platform Integration and Modernization efforts to implement, streamline, and automate modernization and installation processes. Modernization refers to the efforts to provide future and current capabilities to the warfighter and installations refer to fielding the C4I products and services. These tasks include:

**5.13.1** The Contractor shall provide coordination support for PEO C4I both internally and externally. External agencies coordination is to include, but not limited to Chief of Naval Operations (CNO) Resource Sponsors, Commander, Fleet Forces Command (CFFC), Naval Network Warfare Command (NNWC), Commander, Atlantic Fleet/Commander, Pacific Fleet (CLF/CPF), and Type Commanders (TYCOMs). Internal enterprise level coordination support is to include, but not limited to, PMWs, local and national SPAWAR Competency Aligned Organizations. Coordination support activities include gathering, consolidating, analyzing and disseminating information as tasked.

**5.13.2** The Contractor shall facilitate, and provide documentation associated with CPI efforts chartered to review current C4I Modernization-related processes and develop more effective, efficient, and cost-wise “to-be” processes. Current initiatives include

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Proactive Performance Measures (PPM), Financial Reconciliation Report, C4I Advanced Planning Suite (CAPS) and Roadmapping. Deviations to the planned schedule and risks to implementation shall be reported within five (5) working days.

**5.14 Fleet Modernization Tool and Databases (O&M,N)**

The Contractor shall provide support for maintaining and recommending changes to the modernization tools and databases, to include SPAWAR/PEO Integrated Data Environment & Repository (SPIDER), CAPS, Navy Data Environment (NDE), Navy Tool for Interoperability and Risk Assessment (NTIRA), Configuration Management (CM) tools, and Program Objective Memorandum (POM) tools. These tasks include:

**5.14.1** The Contractor shall coordinate solutions for the CAPS and SPIDER update efforts. The Contractor's recommendations shall be based upon complete and accurate analysis of proposed solutions.

**5.14.2** The contractor shall perform studies, business process modeling and analysis of various system capabilities to include support for external system interfaces.

**5.14.3** The Contractor shall support documenting, optimizing and automating internal and external business processes associated with Fleet Modernization. Recommendations shall be based upon subject matter expertise supplemented by market studies and market research

**5.14.4** The Contractor shall track and provide inputs/feedback on SPIDER and other database development efforts. Input/feedback shall take into consideration the impact of development efforts on internal and external business process re-engineering efforts within PEO C4I.

**5.14.5** The Contractor shall prepare and perform training for Modernization tools.

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**5.14.6** The Contractor shall ensure Naval NETWAR/FORCEnet Enterprise (NNFE) (or its successor) and other co-related enterprise processes requirements (i.e., requirements associated with Naval Air Force Enterprise (NAE), Surface Warfare Enterprise (SWE), Undersea Enterprise (USE) and applicable Navy Modernization Process (NMP), etc.) are incorporated in future modernization tools. All changes to process requirements shall be coordinated with the Modernization IT Lead before being incorporated into the toolset.

### **5.15 Advance Planning Analysis (O&M,N)**

The Contractor shall perform independent analysis, documentation reviews, and provide recommendations as required of Fleet and Navy initiatives such as NNFE, FORCEnet, and NMP, Fleet Baselines, and Capability Packages. These tasks include:

**5.15.1** The Contractor shall prepare and provide the PEO C4I Integrated Roadmap. The Contractor shall support the IPT, prepare correspondence, collect roadmap data, build briefs, and maintain configuration management of the various individual roadmaps which make up the PEO C4I Integrated Roadmap, publish the Roadmap Deskbook, and post the PEO C4I Integrated Roadmap. The contractor shall perform analysis of System Roadmap trends.

**5.15.2** The Contractor shall support the PEO C4I POM submission. The Contractor shall support the IPT, prepare correspondence, collect POM data, build briefs, and maintain configuration management of the various individual POM submits. The contractor shall maintain the POM puts and takes list, and perform analysis of POM trends.

### **5.16 Installation Planning & Management (O&M,N)**

The Contractor shall provide installation planning and management support. These tasks include:

**5.16.1.** The Contractor shall develop, collect, analyze and prepare monthly metrics data representing cost, schedule and performance trends for fielding PEO C4I products and services to include process and policy impacts. Such efforts include gathering and

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analyzing data from SPIDER, NDE and NTIRA. Standard metric reporting shall include performance metrics to the NNFE Board of Directors (BOD) (monthly), 15 Month Rule (quarterly), and SPIDER population (monthly), and others as directed.

**5.16.2** The Contractor shall develop drafts of installation policies, instructions, notices, memorandums, CONOPS, User Guides, process flow diagrams and Standard Operating Procedures (SOPs). The Contractor shall facilitate training on the revised or new policies.

**5.16.3** The Contractor shall track and work to resolution installation issues affecting PEO C4I installations as directed.

**5.17 Intelligence, Surveillance and Reconnaissance (ISR) and Cyber Acquisition (O&M,N)**

The Contractor shall provide support for determining and implementing operational intelligence and cyber requirements. These tasks include:

**5.17.1** The Contractor shall provide coordination support for PEO C4I regarding ISR and cyber acquisition requirements and issues with internal and external stakeholders . Coordination support activities include gathering, consolidating, analyzing and disseminating information as tasked. The Contractor shall draft white papers and position papers and other requirements documentation, as requested.

**5.17.2** The Contractor shall attend meetings whose purpose is to discuss ISR and cyber acquisition requirements and issues. Within five working days after attending the meeting the Contractor shall submit a meeting report of actions and relevant information.

**5.17.3** The Contractor shall analyze ISR and cyber acquisition requirements and provide recommendations for inclusion into the PEO C4I products and services.

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**5.17.4** The Contractor shall notify the PEO C4I FO within one day of an emergent requirement from the ISR or Cyber community, and provide analysis and recommendations on how to best meet the requirement.

**5.18 General Requirements (O&M,N)**

The following support will be required by all functional areas in the PEO C4I FO to include the functional areas described in Sections 5.1 through 5.17 unless otherwise specified by the Government Client. These tasks include:

**5.18.1** The Contractor shall develop, collect, analyze and prepare monthly metrics data to inform leadership on various initiatives for the different functional areas. The format and content will be as described by the Government Client.

**5.18.2** The Contractor shall provide program management, technical, and administrative support in preparing, coordinating, and responding to program drills, data calls, white papers, briefs, and requests for information from multiple sources. The Contractor shall develop, or request from the appropriate PMW or other PEO/SPAWAR/Navy sources, the necessary data to develop initial and final revisions. The Contractor shall deliver all documentation or briefing materials for review at least two (2) working days prior to the scheduled deadline.

**5.18.3** The Contractor shall provide subject matter expertise and administrative support for briefs, presentations, and documentation in support of various initiatives for the different functional areas.

**5.18.4** The Contractor shall monitor daily the DoD Records Management Tool, currently designated as TRIM, for final acquisition documents requiring review. Documents shall be reviewed and comments provided to the Government Requestor within three working days of entry into the Records Management Tool.

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**5.18.5** The Contractor shall provide technical and planning support for meetings, conferences, and working groups. This support shall include coordinating meetings, drafting meeting agendas, setting up and operating Defense Connect Online (DCO), Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes. The Contractor shall submit meeting minutes within three (3) working days after the event.

**5.18.6** The Contractor shall identify, resolve, and track action items. All action items identified shall be evaluated and recommendations for resolution shall be provided within five (5) working days of identification, or, if more time is required, by a date agreed to by the parties. The Contractor shall track status of all action items and provide a summary status report monthly to the designated Government Client.

**5.18.7** The Contractor shall provide drafts of new or revisions to existing policies and procedures for the various functional areas for inclusion in the POG.

**5.18.8** The Contractor shall manage all portal data and graphic contents, to include development, implementation, maintenance and sustainment of documentation libraries as well as all associated files and records in the portal or document repository, currently SE2.

**5.18.9** The Contractor shall analyze and provide recommendations of long term, way ahead strategic plans and initiatives in accordance with DoD, DoN and PEO regulation and statutes. Working with the PEO, the Contractor shall develop strategic plans to implement future goals and initiatives as assigned.

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## **6.0 DELIVERABLES**

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
Action Items List	Within 5 days
Meeting Minutes	Within 3 days
Strategic Plans	As Required
Annual Report	As Required
CPI Montly Report	Monthly
RPAs	As Required
Metrics	As Required
Briefing Materials	As Required
Document Review	As Required
Meeting Support	As Required
Guidance or Policy Revisions	As Required

## **7.0 GOVERNMENT FURNISHED PROPERTY**

The Government shall provide access to PEO C4I information, databases, metrics, formats and other information as required for proper task performance.

## **8.0 SECURITY**

The nature of these tasks requires access to Secret information. The work performed by the Contractor will include access to Secret data, information, and spaces. The Contractor will be required to attend meetings classified at the Secret level.

All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Room 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.

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### **9.0 NAVY MARINE CORPS INTRANET (NMCI)**

The nature of this task does not require the Contractor to procure NMCI seats for personnel working at the contractor site.

### **10.0 BEST PRACTICES**

Work performed by the Contractor shall provide support to PEO C4I and SPAWAR command-level “Best Practices” principles incorporated in: (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; (7) Net-Centric Enterprise Solution for Interoperability (8) PEO C4I Operating Guide, (9) Continuous Process Improvement Guide, (10) PEO C4I Communications Strategy, and (11) PEO C4I Communications Playbook and support the command wide implementation process and other guidance once promulgated..

### **11.0 TECHNICAL POINT OF CONTACT**

Technical Points of Contact:



### **12.0 INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING ERP MANAGEMENT SYSTEM**

(a) Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine Corps Internet (NMCI), Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp) Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the Contracting Officers Representative or Task Order Manager (COR/TOM) to the Competency Role Mapping POC. The COR/TOM will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to have been completed prior to requesting a role for Navy ERP include: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P.

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(b) For this procedure, reference to the COR/TOM shall mean the PCO for contracts that do not have a designated COR/TOM. For directions on completing the SF85P, the contractor is instructed to consult with their company's Security Manager. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

(b) For DoD Information Assurance Awareness training, please use this site:  
<http://iase.disa.mil/index2.html>

**DIRECTIONS:** On the right side under "IA Training:" select "IA Training Available Online".

On the next page select the frame with "DoD Information Assurance Awareness". When the next page comes up, select "Launch DoD Information Assurance Awareness".