

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
17

3. EFFECTIVE DATE
23-Jun-2015

4. REQUISITION/PURCHASE REQ. NO.
1300468836

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00174

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NSWC IHEODTD
4072 North Jackson Road, Suite 132
Indian Head MD 20640-5115
Christy.Mitchell@navy.mil 301-744-6637

DCMA Manassas
14501 George Carter Way
Chantilly VA 20151

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

SCIENCE APPLICATIONS INTERNATIONAL CORP
1710 SAIC Drive
McLean VA 22102-3702

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4119-FG01

10B. DATED (SEE ITEM 13)

30-Sep-2010

CAGE CODE
6XWA8

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Christine M Owens, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Christine M Owens

(Signature of Contracting Officer)

23-Jun-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

The purpose of this modification is to provide incremental funding to Option Year IV Labor, CLIN 4004 to this task order and also Option Year IV ODC, CLIN 6004.

1. Incremental funding is provided in the amount of \$1,019,000.00.
2. The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$14,738,890.89 by \$1,019,000.00 to \$15,757,890.89.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400403	Fund Type - OTHER	0.00	1,018,500.00	1,018,500.00
600402	Fund Type - OTHER	0.00	500.00	500.00

The total value of the order is hereby increased from \$16,562,724.31 by \$0.00 to \$16,562,724.31.

3. See Section G for Accounting and Appropriation Data.
3. See Section H for updated Allotment of Funds by CLIN.
4. All other terms and conditions remain unchanged.
5. For additional information regarding this modification, please contact Christy Mitchell, 023K via email: Christy.Mitchell@navy.mil or by phone (301) 744-6637.

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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
4000	R425	Base Year - Labor (Fund Type - OTHER)	1.0	LO	██████████	██████████	\$3,107,593.59
400001	R425	Requisition #03120464 (Fund Type - OTHER)					
4001	R425	Option Year One - Labor (Fund Type - OTHER)	1.0	LO	██████████	██████████	\$3,190,897.61
400101	R425	Requisition #1297-3703 (Fund Type - OTHER)					
400102	R425	Requisition #1297-3703 (Fund Type - OTHER)					
400103	R425	Requisition #1300300299 (Fund Type - OTHER)					
4002	R425	Option Year Two - Labor (Fund Type - OTHER)	1.0	LO	██████████	██████████	\$3,278,676.32
4003	R425	Option Year Three - Labor (Fund Type - OTHER)	1.0	LO	\$██████████	██████████	\$3,372,700.43
400301	R425	Requisition #1300389877 Funding for Option Year III, Labor (Fund Type - OTHER)					
400302	R425	Requisition #1300389877 Funding for Option Year III, Labor (Fund Type - OTHER)					
4004	R425	Option Year Four - Labor (Fund Type - OTHER)	1.0	LO	██████████	██████████	\$3,467,789.54
400401	R425	Requisition 1300468836 (Fund Type - OTHER)					
400402	R425	Requisition 1300468836 (Fund Type - OTHER)					
400403	R425	Requisition 1300468836 -line item 00003 (Fund Type - OTHER)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R425	Base Year ODC's \$5,000.00 and Travel \$22,600 (Fund Type - OTHER)	1.0	LO	\$27,324.00
600001	R425	Req#03120464 (Fund Type - OTHER)			
6001	R425	Option Year One (Fund Type - OTHER)	1.0	LO	\$28,143.72

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
600101	R425	Requisition #1297-3703 (Fund Type - OTHER)			
6002	R425	Option Year Two ODC's and Travel (Fund Type - OTHER)	1.0	LO	\$28,988.03
6003	R425	Option Year Three ODC's \$5,463.64 and Travel \$24,695.63 (Fund Type - OTHER)	1.0	LO	\$29,857.67
600301	R425	Requisition #1300389877 Funding for Option Year III, ODC's (Fund Type - OTHER)			
6004	R425	Option Year Four ODC's \$5,627.54 and Travel \$25,436.50 (Fund Type - OTHER)	1.0	LO	\$30,753.40
600401	R425	Requisition #1300468836 Funding for ODC/Travel (Fund Type - OTHER)			
600402	R425	Requisition #1300468836 -00003 Funding for ODC/Travel (Fund Type - OTHER)			

The Individual Task Order subcontracting plan is hereby incorporated and is listed and attached in Section J.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement For

ACQUISITION PACKAGE J7-10-0035

Joint Doctrine Master Support

PART 1 GENERAL INFORMATION

1.0 Description of Services

1.1 Background

The Joint Doctrine Master Plan Support System is a force development and readiness related project which supports the Chairman of the Joint Chiefs of Staff (CJCS) responsibility for joint doctrine as outlined in US Code, Title 10, Section 153 and directly impacts the development of joint doctrine employed by every combatant commander for organizing, training, employing and assessing the readiness and effectiveness of, joint forces.

Joint Education and Doctrine Division (JEDD) is responsible to the CJCS for the development, maintenance and distribution of authoritative joint doctrine publications and supporting information and for guiding and assessing the effectiveness of the integration of that information into all Joint Professional Military Education (JPME) activities of the US Armed Forces.

JEDD furthermore plays a key integration role within the Joint Capabilities Integration and Development System (JCIDS). JEDD has specific oversight responsibilities for the Doctrine and Leadership (DL) considerations within Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF) on behalf of CJCS. In its Functional Process Owner (FPO) role, JEDD must assess and provide recommendations to address DL future joint warfighting gaps and overlaps within joint concepts and doctrine, as well as materiel and non-materiel solutions submitted. As such, JEDD provides a member to each Functional Capabilities Board (FCB) and its associated working group to assist in conducting DL capabilities-based assessments across the portfolio assigned to the FCB.

1.2 Purpose

To acquire Contracted Advisory and Assistance Service (CAAS) in support of the Joint Staff Operational Plans and Joint Force Development Directorate (J7), JEDD, in executing the CJCS' responsibility for managing joint doctrine while integrating readiness and training related issues.

1.3 Objective

The Contractor shall provide all staffing, equipment, and materials necessary to perform the tasks as defined in this Performance Work Statement (PWS); except that which is Specified in Part 3 as Government Furnished Information, Facilities, Property, and Equipment at Joint Staff Operational Plans and Joint Force Development Directorate (J-7), JEDD. This document describes the support requirements necessary for the Joint Staff Operational Plans and Joint Force Development Directorate (J-7), JEDD to carry out the CJCS responsibility for managing joint doctrine while integrating other related issues. JEDD is also the organization within the Joint Staff, J-7 charged with managing multinational doctrine. This document describes the Joint Staff (J-7) Contractor support required for ensuring analytical and administrative support by Contractor personnel possessing the requisite technical knowledge, education, and expertise in US and multinational doctrine and operations and information management to satisfy this growing requirement.

In this effort, the Contractor shall provide strictly non-personal services and shall work as an independent Contractor not subject to the supervision and control of the Government.

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This document identifies the Contractor requirements to support the following J7 responsibilities:

1. Manage the development, review, revision, and distribution of all current joint doctrine and procedures publications.
2. Manage other doctrine projects related to developing and distributing the guidance needed by combatant commanders, Joint Staff, the Services, and joint force commanders to employ armed forces.
3. Develop and maintain the DoD terminology database.
4. Develop and provide the United States' position on all multinational joint publications.
5. Develop web-based and other technological tools and applications to facilitate the efficient review, development, coordination, production, and distribution of joint doctrine and other Government-designated related information.
6. Develop and manage a series of doctrine-based on-line education modules enhancing the distribution and understanding of joint doctrine.
7. Develop and manage doctrine practical applications and other training/education aids.
8. Provide expertise and technical tools to cross-index and/or link joint doctrine with the Universal Joint Tasks List (UJTL) and with other related data, information, and knowledge resources.
9. Provide the subject matter and technical expertise necessary to assist in integrating joint doctrine development, maintenance, and distribution with various related J-7 and other DoD Information Technology (IT) efforts.
10. Assist in developing and implementing projects and efforts that raise the awareness of joint doctrine and joint education and doctrine distribution means.

1.4 General Information

1.4.1 Period of Performance

The period of performance shall be for one base period of 12 months. Four 12-month option periods may be exercised, at the discretion of the Government.

1.4.2 Place of Performance

The primary place of performance for this effort is the Contractor's facility (off-site). The alternate place of performance is the office of the Joint Staff Operational Plans and Joint Force Development Directorate (J7), JEDD, Pentagon, Rm 2D763, Washington D.C. 20318 (on-site).

1.4.3 Contracting Officer's Representative (COR)

Alan Eckersley
 Joint Staff, J7
 Joint Lessons Learned Policy Branch Planner and COR Pentagon
 571-256-491
alan.d.eckersley.civ@mail.mil

1.4.4 Primary and Alternate Point of Contact (POC)

N/A

1.4.5 Hours of Operation

The Contractor shall be responsible for contract performance between the hours of 0730-1700 Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the

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stability and continuity of the work force are essential.

1.4.6 Travel

The Contractor shall travel as required in performance of this task order to Continental United States (CONUS) and overseas location. The numbers of trips and numbers of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be coordinated in advance with the TOM. All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be pre-approved by the TOM.

Anticipated travel for the base year is as follows:

Location / Duration / Number of Trips / Number of Persons

Suffolk, VA / 4 Days / 2 / 8
 United Kingdom / 5 Days / 1 / 2
 Canary Islands, ESP / 5 Days / 1 / 1
 Brussels, BE / 5 Days / 1 / 1
 United Kingdom / 5 Days / 2 / 1
 Tampa FL / 4 Days / 1 / 1
 Camden, ME / 4 Days / 2 / 1

1.4.7 Recognized Holidays

It is not anticipated that the Contractor will be required to perform contract services on the following days:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.4.8 Type of Contract

The Government anticipates award of a Cost Plus Fixed Fee (CPFF) completion task order.

1.4.9 Security Requirements

1.4.9.1 Clearance Level

All on-site Contractor personnel shall possess a final TOP SECRET (TS) Clearance based on a Single Scope Background Investigation (SSBI), Single Scope Background Periodic Reinvestigation (SBPR), or Phased Periodic Reinvestigation (PPR) completed within the last 5 years (in-scope) with Sensitive Compartmented Information (SCI) eligibility.

All off-site Contractor personnel shall possess a final SECRET (S) Clearance based on a National Agency Check (NACLAC) completed within the last 10 years (in-scope).

All on-site and off-site Contractor personnel shall require access to North Atlantic Treaty Organization (NATO) SECRET. Contractor personnel will receive a briefing after contract award concerning NATO access.

1.4.9.2 Facility Clearance

The Contractor, at time of proposal submission, shall possess or be eligible to receive and maintain a **TOP SECRET** facility clearance from the Defense Security Service. Facility security clearances (FCLs) must be verifiable in the Industrial Security Facilities Database (ISFD)

1.4.9.3 Physical Security

The Contractor shall be responsible for safeguarding all Government information or property provided for Contractor use. At the end of each work period, Government information, facilities, equipment and materials shall be secured as specified by DoD security policy and regulations. The Contractor shall also follow and adhere to Government site specific security policy and directives, which includes the Joint Staff Security Office policies for the Joint Staff. The Government will coordinate with site security offices as required to ensure the Contractor has or can access all

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applicable security regulations and directives upon award.

1.4.9.4 Key Control

The Contractor shall establish and implement methods in accordance with the National Industrial Security Program Operating Manual (DoD 5220.22-M) to ensure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost, stolen or duplicate keys/key cards to the Security Officer identified on the contract DD Form 254.

In the event keys, other than master keys, are lost, stolen or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.4.9.5 Lock Combinations

The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.4.10 Periodic Progress Meetings

The Contracting Officer, TOM, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these progress meetings the Contracting Officer will provide feedback to the Contractor on how the Government views the Contractor's performance, and the Contractor will apprise the Government of problems, if any, being experienced. The Government and the Contractor shall take appropriate action to resolve outstanding issues.

1.4.11 Identification of Contractor Employees

All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of the audience that they are Government employees. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. All on-site contract employees shall be eligible to obtain access to the Joint Staff Information Network- Unclassified (JSIN-U) and Joint Staff Information Network-Secret (JSIN-S) and will be sponsored for and granted such access, and be sponsored for and issued a CAC card; off-site personnel, designated by the Government, may also be required to obtain a CAC card and JSIN-U/S access and will be sponsored accordingly. The TOM is responsible for initiating the JSIN-U and JSIN-S process for authorized personnel who require access. All Contractor personnel identified as having a need for regular access to the Pentagon will be sponsored by JEDD for issuance of Pentagon badges; all Contractor personnel involved in any way with upgrading, maintaining or otherwise servicing Joint Doctrine, Education and Training Electronic Information Systems (JDEIS) servers and infrastructure in the Pentagon shall have a TOP SECRET security clearance and will be sponsored for and issued a Pentagon badge.

1.4.12 Deliverables

All deliverables shall become the property of the United States Government, and the Contractor shall provide the deliverables with unlimited data rights. Unless otherwise stated, the Contractor shall submit all deliverables in

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both hardcopy and electronic media in Microsoft Word/ PowerPoint/ Excel/ Access/ Visio/ Project format. The Contractor shall submit all deliverables to the TOM and the contract specialist in accordance with Technical Exhibit 1, "Performance Requirements Summary".

PART 2 DEFINITIONS & ACRONYMS

ACTD – Advanced Concept Technology Demonstrations

CAAS – Contracted Advisory and Assistance Service

CANUS MCC – Canada-US Military Cooperation Council

CDD – Capability Development Documents

CJCS – Chairman of the Joint Chiefs of Staff

CONUS – Continental United States

CPFF – Cost Plus Fixed Fee

DCR – DOTMLPF change requests

Defective Service - A service output that does not meet the PWS standard of performance.

Delivery Date – The specific time of delivery and/or performance.

DIACAP – Defense Information Assurance Certification Process

DJS – Director Joint Staff

DL – Doctrine and Leadership

Doctrine Networked Education and Training (DOCNET) – Distributed learning tool, leveraging the JEL-JDEIS system for distribution, DOCNET comprises a set of eLearning module podcasts and other multimedia content to facilitate the understanding of joint doctrine and its integration into JPME and related education and training. Modules are updated as required when joint doctrine evolves, and newly-developed courses are SCORM compliant.

DoD – Department of Defense

DOTMLPF – Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities

DTLE – Doctrine, Training, Leadership and Education

DTIC – Defense Technology Information Center

FAA – Functional Area Analysis

FCB – Functional Capabilities Board

FCL – Facility Security Clearance

FNA – Functional Needs Analysis

FPO – Functional Process Owner

FSA – Functional Solutions Analysis

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ICD – Initial Capability Documents

IPS – Integrated Project Schedule

ISFD – Industrial Security Facilities Database

Information Technology (IT) – Must be able to maintain and update content of the JEL-JDEIS systems (to include administrative review and version control of content) and provide or assist in technical maintenance and upgrade of the systems.

JAMD – Joint Abbreviation Master Database

JCIDS – Joint Capabilities Integration and Development System

JDDT – Joint Doctrine Development Tool

JDPC – Joint Doctrine Planning Conference

JEDD – Joint Education and Doctrine Division

Joint Doctrine, Education and Training Electronic Information System (JDEIS) – A web portal accessible on both NIPRNET (PKI-protected) and SIPRNET. Contains all joint doctrine publications plus related education, training, concepts, and other references and is, in itself, a deliverable. Joint Publications and selected other content are additionally parsed and stored as searchable datasets which, in turn, facilitate cross-indexing and linking of related content. It serves as the sole authoritative source of, and distribution means for, approved joint doctrine information (serving as the source of derivative content accessible on JEL). Deploys a Joint Doctrine Development Tool (JDDT) that is designed to facilitate development, staffing, coordination, and approval of joint doctrine draft publications and revisions. JDEIS contains other references and assistance links to the joint doctrine user and military planner plus eLearning content or links to outside eLearning content. JDEIS is updated at least weekly with provision for more rapid urgent updates when required. JDEIS also deploys a capability for network-centric sharing of designated content with other eligible and capable DoD IT systems. Doctrine Developers Course – posted to JDEIS – a key contract deliverable that must be integrated with ongoing doctrine revision and updated as directed when doctrine and related processes change.

Joint Doctrine Hierarchy – Maintains listing of all joint publications, tracking of status and milestones, and providing J7 assessment of revision drafts. Joint publication review and revision - drafts are not available outside of .mil domains, sample of works on JEL/JDEIS.

Joint Electronic Library (JEL) – A public-facing website that contains all unlimited distribution joint doctrine publications plus related education, training, concepts, and other references and is, in itself, a deliverable. It is updated at least weekly with provision for more rapid “urgent” updates when required.

JPME – Joint Professional Military Education

JSAP – Joint Staff Action Processing

JSIN-S – Joint Staff Information Network-Secret

JSIN-U – Joint Staff Information Network-Unclassified

JSSO – Joint Staff Security Office

JTMD – Joint Terminology Master Database

JTR – Joint Travel Regulations

JWICS – Joint Worldwide Intelligence Communications System

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KM/DS – Knowledgeable Matters/Decision Support

Metrics - A system of parameters or means of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

MIC – Multinational Interoperability Council

NACLAC – National Agency Check

NATO – North Atlantic Treaty Organization

OCIO – Office of the Chief of Information Officer

On-Site -- Within a Government Facility

Off-Site – Outside of a Government Facility

OSD – Office of the Secretary of Defense

Performance Objective – The service and/or activity required.

Performance Requirement – The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard – Establishes the performance level that the Government requires for the accomplishment of contract requirements. The standards shall be measurable and structured to permit an assessment of the Contractor's performance.

Performance Threshold – Minimum acceptable level, error rate and/or deviation from standard.

Performance Work Statement (PWS) – A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.

PM – Program Manager

PPR – Phased Periodic Reinvestigation

POC – Point of Contact

QCJWC – Quinquartite Combined Joint Warfighting Conference

Quality Assurance (QA) - Those actions taken by the Government to assure services meet the requirements of the PWS.

Quality Assurance Surveillance Plan (QASP) - A document organizing how the Government will apply performance standards, the frequency of surveillance and the minimum acceptable defect rate(s).

Quality Control (QC) - Those actions taken by a Contractor to control the performance of services so that they meet the requirements of the PWS.

Quality Control Plan (QCP) – A document organizing the performance control processes to be applied for delivering the level of service required by the PWS.

S – SECRET

SBPR – Single Scope Background Periodic Reinvestigation

SCI – Sensitive Compartmented Information

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SCORM – Shareable Content Object Reference Model

SSBI – Single Scope Background Investigation

Task – How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.

TOM – Task Order Manager

TS – TOP SECRET

UJTL – Universal Joint Task List

USJFCOM – United States Joint Forces Command

Wide Area Work Flow (WAWF) – A secure Web-based system to allow contractors to submit electronic invoices, and provide the Government a means to electronically receipt and accept supplies and services.

CJCSI 5120.02 Joint Doctrine Development System -- Directs the implementation of the joint doctrine development system (JDDS), roles and responsibilities, key deliverables, and samples of work.

DODI 5025.12, Jun 04, Standardization of Military Terminology- DoD policy for terminology, roles, and responsibilities.

CJCSI 5705.01, Standardization of Military Terminology- CJCS policy for terminology, roles, and responsibilities. Describes terminology acceptance process, terminology database, and key deliverables associated with contract performance.

WG – Working Group

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PART 3

GOVERNMENT FURNISHED INFORMATION, FACILITIES, PROPERTY, AND EQUIPMENT

3.0 General

The Government will provide the information, facilities, property, and equipment listed below. The Contractor shall provide anything that is not listed as Government furnished.

3.1 Information

The Government will provide access to the following documents:

CJCSI 5120.02 - Joint Doctrine Development System

CJCSI 2700.01- International Military Agreements for Rationalization, Standardization, and Interoperability between the United States, its Allies, and other friendly nations.

CJCSM 3500.04 - Universal Joint Task List

CJCSI 5705.01 – Standardization of Military and Associated Terminology

CJCSI 5711.01 – Policy on Action Processing

CJCSI 6510.01 – Information Assurance (IA) and Computer Network Defense (CND)

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CJCSI 6212.01 – Interoperability and Supportability of Information Technology and National Security Systems

3.2 Facilities

The Government will furnish the necessary Government on-site workspace for the Contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers and office supplies necessary to maintain an office environment. The Contractor shall provide all workspace and supplies for work performed anywhere other than Government on-site locations.

3.3 Utilities

All utilities in the Government facility will be available for the Contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves.

3.4 Enterprise-wide 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 Joint Staff 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 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>."

PART 4 TASK DESCRIPTIONS

4.0 Task Descriptions

4.1 Schedule

4.1.1 Kick-Off Meeting

The Contractor shall schedule and conduct a joint Government, Contractor kick-off meeting to review PWS requirements. The kick-off meeting may be conducted via several methods. The method of the meeting will be determined by the Government.

4.1.2 Project Schedule

The Contractor shall deliver and maintain an Integrated Project Schedule (IPS) using Microsoft Project that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables. The Contractor shall deliver the IPS as part of the monthly status report.

4.2 Technical Deliverables

4.2.1 Monthly Status Reports

The monthly status report shall be delivered in accordance with the PWS and contain the following information:

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- Contractor's name and address
- Contract number and SubCLIN number
- Date of report
- Period covered by report
- Man-hours expended by discipline for the reporting period, and cumulatively during the contract
- Cost curves portraying actual/projected conditions throughout the reporting period
- Proposed and expended cost incurred by CLIN and SubCLIN for the reporting period and total contractual expenditures as of report date
- Description of progress made during period reported, including problem areas encountered, and recommendations, if any, for solutions. Recommendations may include solutions outside the scope of this contract.
- Trips and significant results to include travel proposed and travel expended
- Plans and recommendations for activities during the following reporting period
- Problems and shortfalls; identification of potential problems; and identification of any anticipated technical or funding shortfall or irregularity during the specified period of performance not later than four (4) months prior to the anticipated shortfall

4.2.2 Individual Task Order Subcontracting Performance Report

The Contractor shall submit its subcontracting report reflecting task order goals and actual achievements for the periods ending March 31st and September 30th. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the task order or the previous reporting period.

4.2.3 Disclaimer Statement

All reports resulting from this Contract shall contain the following disclaimer statement on the cover of such reports:

"The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DoD) position, policy, or decision, unless so designated by other DOD official documentation."

4.3 Quality

4.3.1 Quality Control Plan

The Contractor shall implement a Quality Control Program (QCP) for this effort. To implement this QCP, the Contractor shall prepare and provide a QCP that details and describes the Contractor's framework and processes for delivering quality products and services required by the tasks in this PWS. The Contractor shall provide a briefing to the Government outlining the plan for implementation of the QCP for the contract tasks during the kick-off meeting. The Contractor shall ensure all work shall be performed in accordance with the contract requirements and the quality control plan. The Contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The Contractor shall identify in the QCP the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

4.4 Technical

4.4.1 Implement and sustain Doctrine Project Management Support

The Contractor shall provide support for managing the Joint Doctrine Development System, which shall include supporting the development of Joint and Multinational Doctrine and Joint Test Publications. Contractor shall report status of ongoing management of joint publications, as specified based on dates set forth by the Joint Doctrine Working Group. The Contractor shall perform the subtasks listed:

4.4.1.1 The Contractor shall maintain and upgrade, as necessary, an automated system that tracks key milestones for each publication to assist J7 in managing the joint doctrine development system.

4.4.1.2 The Contractor shall maintain and update a joint publication status report to facilitate the overall management and tracking of all joint publications. These status reports are distributed on a quarterly basis but require continuous updates as they need to be available for review at any anytime.

4.4.1.3 The Contractor shall provide on-site staff action officer augmentation to assist action officers in managing and executing the Joint Doctrine Development Process, supporting approximately five Joint Staff actions per day.

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4.4.1.4 The Contractor shall provide off-site editorial support services to assist in developing documentation (e.g., comment matrices) related to the Joint Doctrine Development Process and ensuring the proper formatting and editorial correctness of joint doctrine publications, supporting approximately two publications per month.

4.4.1.5 The Contractor shall provide off-site publication review support services to assist in ensuring the internal, lateral, and vertical consistency of joint doctrine publications, supporting approximately three publications per month.

4.4.1.6 The Contractor shall maintain and update an internal IT based tracker for individual publication development milestones. The database tracker shall provide weekly database updates. The Contractor shall produce and distribute a monthly milestone summary memo.

4.4.1.7 The Contractor shall support the development of and update, as necessary, a status report matrix, in an approved Government format, to support the overall management and tracking of joint doctrine development taskings.

4.4.1.8 The Contractor shall support doctrine meetings to address the status of projects and publications on a weekly basis, and provide updates and issue resolutions, as required. The Contractor shall attend joint working groups to provide administrative support and doctrine development capabilities.

4.4.1.9 The Contractor shall draft a consolidated matrix of adjudicated comments for publications under development or revision. The Contractor shall distribute the matrix to the joint doctrine development community. The Contractor shall provide subject matter expertise as required to assist in the consolidation and/or adjudication of comments.

4.4.1.10 The Contractor shall assist in the development of full color draft publication hierarchy charts depicting project status and the current status of each doctrine project. The Contractor shall provide hierarchy charts as the status of the hierarchy changes, but not more than one update per month. The Contractor shall deliver additional hierarchy charts of varying sizes at the semi-annual Joint Doctrine Planning Conference and other conferences.

4.4.1.11 The Contractor shall provide draft doctrine development data for inclusion into briefings in PowerPoint format. The Contractor shall provide a consolidated, collated matrix of adjudicated comments as resolved by the joint working group, lead agent, joint staff doctrine sponsor, and J-7 Joint Doctrine Branch Action Officers.

4.4.1.12 The Contractor shall sustain, update, and maintain the JDEIS, JEL, DOCNET, and associated applications and on-line content.

4.4.1.13 The Contractor shall provide on-site support in managing and tracking relevant milestones for individual joint publications.

4.4.1.14 The Contractor shall be trained in Joint Staff information management systems. The Contractor shall provide daily support to J7 staff members on the data process by populating and maintaining, as necessary, an established database. The Contractor shall submit a summary of support briefing every quarter and provide recommendations regarding process improvements or problems encountered.

4.4.2 Publications and Process Review

The Contractor shall conduct comprehensive reviews of all coordination drafts for all joint doctrine, multinational doctrine, plus selected Service publications as directed, approximately ten per month. The Contractor shall complete the subtask listed below:

4.4.2.1

The Contractor reviews shall focus on ensuring consistency of doctrinal guidance and terminology internal to each and among all joint doctrine publications, including adherence to joint publication stylistic/format standards, and the contents' accuracy and completeness. Contractor review of content prior to website/portal content posting shall identify any internal inconsistencies and/or inconsistencies with other non-doctrine website/ portal content. Contractor review of the website/portal content shall include adherence to agreed stylistic/user interface standards, and the contents' accuracy, completeness, and compliance with DoD web-based content distribution policy to include security and Information Assurance (IA) policies. Deadlines for the reviews shall be developed and agreed

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upon between the Government and Contractor. Joint doctrine publications, shall require 60 days for reviews of first final coordination drafts of joint publications, as well as selected Service publications and other documents. The Contractor reviews shall be provided to the appropriate Action Officer on electronic media in matrix format IAW CJCSI 5120.02. The deliverable is a report on the draft publication or planned website/portal content that identifies in a consistent, understandable manner agreeable to the Government, the publications or other products consistency with extant joint doctrine, joint terminology, and DOD policy and/or compatibility with website/portal standards.

4.4.3 Terminology Support

4.4.3.1 The Contractor shall maintain and update the Joint Abbreviation Master Database (JAMD), which consists of abbreviations and acronyms (and their meanings) that are used throughout the DoD. Source of information is primarily from the glossaries of joint publications.

4.4.3.2 The Contractor shall maintain, on-line, the JEL and JDEIS terminology databases, which can be accessed by appropriate JDEIS subscribers. The databases shall be updated, as new terms are added and deleted, no later than one week after the term is supplied to the Contractor.

4.4.3.3 The Contractor shall incorporate proposed changes to terms and definitions provided by the DoD Terminology Coordinator into the Joint Terminology Master Database (JTMD). Terminology shall be added and deleted primarily as a result of the approval of new or revised joint publications. However, such changes may also occur IAW JP 1-02, CJCSI 5120.02, CJCSI 5705.01, or other official DoD directives and memorandums. Upon request and at approximately quarterly intervals, the Contractor shall provide a report to the Joint Staff terminologist summarizing changes to the terminology database.

4.4.3.4 The Contractor shall maintain the on-line terminology research databases, which include the etymology of approved, pending, rejected, and deleted terms. The Contractor shall provide access to such databases to the JP 1 02, Department of Defense Dictionary of Military and Associated Terms Working Group (WG) and other DoD terminology points of contact as appropriate. The Contractor shall forward terms sourced to particular publications to the publications' lead agent within two weeks following approval of the program directive to assist in the development of the revision first draft. The Contractor shall provide research reports using this database. The Contractor shall allow a minimum of two weeks to conduct research and complete and deliver the report.

4.4.3.5 The Contractor shall support JP 1-02 WG meetings (when convened) with data, research, and status reports to assist in resolving terminology issues on the agenda as requested by J7; tasking by J7 must be pre-approved by the Contracting Officer.

4.4.3.6 The Contractor shall maintain the capability to provide, in hard copy and electronic media, a master printout of JP 1-02, DoD Dictionary of Military and Associated Terms, to include DoD abbreviations, for publication in the format specified in CJCSI 5120.02. The Government will allow three weeks notice to the Contractor in order to deliver the printout to the Government. No more than six printouts are anticipated in any twelve-month period.

4.4.4 Joint Doctrine Planning Conference (JDPC)

The Contractor shall provide support and facilitation for the semi-annual Joint Doctrine Planning Conference (JDPC) meetings, normally held in the Spring and Fall. The subtasks listed below support the overall task as follows:

4.4.4.1 The Contractor shall prepare and distribute on-line, 30 days before the meeting, read ahead packages containing materials pertinent to the semi-annual JDPC and provided by JEDD. The Contractor shall plan, coordinate, and prepare/distribute these and other supporting documents and materials for the conference, as required.

4.4.4.2 The Contractor shall provide JDPC attendees with a 3-ring binder (approximately 60 per working party) containing the agenda, copies of each presentation color copies of the hierarchy charts mentioned earlier, a list of attendees, and other background materials.

4.4.4.3 The Contractor shall review the conference minutes and release them to the Joint Doctrine Development Community for staffing approval. Following Government approval, the Contractor shall prepare a cover letter for Director, J-7 for promulgation of the approved minutes.

4.4.5 Maintain and update the JEL and JDEIS

The Contractor shall maintain and update the JEL for distribution on the Internet and, when approved by JEDD, to selected users in CD-ROM/DVD format. These updates shall be conducted weekly at a minimum. The JEL shall

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contain, at minimum, all approved unlimited distribution joint doctrine publications, select joint professional journals, DOCNET, and any other joint doctrine course of instruction modules, related research papers, and the most current terminology approved for use in Joint Publication 1-02 including all approved DoD acronyms and abbreviations. The on-line JEL website shall be maintained and accessible through any Internet service provider and respond to updates and enhancements, as required. The Contractor shall maintain the JDEIS on both NIPRNET (PKI-protected) and SIPRNET. The Contractor shall review JDEIS interoperability issues with Joint Worldwide Intelligence Communications System (JWICS), when required; JWICS requires SCI access. Content as a minimum includes all approved joint doctrine publications plus joint doctrine drafts (JDEIS only), related education, training, concepts, and other references, DOCNET and any other joint doctrine course of instruction modules, related research papers, and the most current terminology approved for use in Joint Publication 1-02, including all approved DoD acronyms and abbreviations. "Traditional" flat files in JDEIS essentially mirror the JEL's content plus draft publications and classified or otherwise restricted content as appropriate. In addition, joint publications and selected other content are parsed and stored as rapidly searchable datasets which in turn facilitate cross-indexing, linking and "discovery" of joint doctrine and related content. The user interface and other "look and feel" aspects of JEL and JDEIS are established by the Government and may be revised based on the annually-updated JDEIS/JEL IT Business Plan or by other mutual agreement. The JDDT and similar applications are integral to and accessible only via the JDEIS system.

4.4.5.1 The Contractor shall conduct daily maintenance and analysis of the JEL and JDEIS to ensure operational effectiveness of the systems. The Contractor shall isolate shortcomings, perform content and database version control, update and maintenance, and perform or assist the hosting agency (Joint Staff-J7) in required maintenance on the database(s) and/or application(s).

4.4.5.2 The Contractor shall receive data designated for inclusion in the JEL and JDEIS in both written text and electronic form and convert the data, as required, through Government-approved data conversion processes, to formats compatible with deployment on JEL-JDEIS.

4.4.5.3 The Contractor shall configure the converted information into files that can be accessed in a manner that will allow JEL users to retrieve complete portions of full-text doctrine documents arranged in a hierarchy consistent with Internet system capabilities. The same shall be performed for JDEIS, plus the parsing of all joint publications (and other selected content) into database format for deployment on JDEIS in searchable datasets, cross-indexed as appropriate with related content.

4.4.5.4 The Contractor shall provide the capability to cross-index or link designated Joint Doctrine datasets to selected related data (e.g., UJTL tasks), and the subject matter expertise to operate and/or train Government personnel to operate same. The Contractor shall configure prepared datasets for, and deploy them to JDEIS for access via a user-friendly interface.

4.4.5.5 The Contractor shall stage and test for compatibility all content prepared at Contractor location before transfer to the JDEIS/JEL production site(s). The Contractor shall accomplish testing in an environment that is the closest-possible emulation of the production facility servers' environment.

4.4.5.6 The Contractor shall provide Help Desk-type support based on email or other queries received from the JEL or JDEIS users of both a technical nature and those requiring doctrinal expertise. The contractor shall coordinate for subject matter expertise support as required. The Contractor shall report summary information on resolution of queries to JEDD. The Contractor's Help Desk support shall also assist in administering aspects of JDEIS PKI implementation.

4.4.5.7 The Contractor shall maintain a version-controlled Master File and Database set for the JEL and JDEIS that can be used to assist in continuity of operations in event of loss of data or other emergency on the deployed system(s).

4.4.5.8 The Contractor shall ensure the consistency of information contained in and posted to the JEL with that contained in and posted to JDEIS.

4.4.6 Electronic Document Conversion

The Contractor shall convert unclassified paper and electronic copies of publications, papers, and studies into appropriate electronic format for use on the JEL and/or JDEIS as required, supporting approximately ten per month. Text shall be converted into electronic text and /or database files and graphic information shall be converted into electronic graphic files. In the case of JDEIS, the Contractor shall provide the capability to cross-index or link joint

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doctrine database content with designated other related content (e.g., UJTL) and deploy the resulting datasets to JDEIS.

4.4.7 Research Projects

The Contractor shall conduct periodic research on joint doctrine, joint military education, and joint training topics. Topics shall be related to the JDEIS, other IT support and possible future innovations, the Joint Doctrine Development System, joint doctrine publications, the Joint Military Education Program, and other topics related to joint doctrine and its interfaces with joint education, training, and concepts; the Contractor shall distribute results of the research as directed by the Government. These projects typically average but are not limited to twice weekly.

4.4.8 Joint Publication Formatting

The Contractor shall format joint doctrine publications in accordance with CJCS Instruction 5120.02. The deliverables for this sub-task are first, final, and signature coordination drafts of joint doctrine publications assigned to the Contractor for development. The Government shall establish milestones in the joint publications Program Directive that initiates the development process. The Government will provide the Contractor a first draft in a format that complies with CJCSI 5120.02 requirements, and the Contractor will have two weeks to prepare the first draft for distribution. The Contractor shall have 45 days to incorporate first draft comments into the final draft and prepare it for distribution; and 45 days to prepare the signature draft (after receiving comments on the final draft). Comments provided to the Contractor should be a consolidation of all comments received from the Joint Doctrine Development Community (Lead Agent, Joint Staff Doctrine Sponsor, and/or Joint Doctrine Branch Action Officer) and will be sorted and adjudicated IAW CJCSI 5120.02. It is anticipated by the Government that the Contractor shall have the capability to support the staffing of 25 publications in a given year. The subtasks listed below supporting the overall task are as follows:

4.4.8.1 The Contractor shall research and obtain photographs, vignettes, and quotes to supplement and enhance the overall quality and readability of DOCNET modules and publications under revision or development.

4.4.8.2 The Contractor shall develop graphics to supplement and enhance the overall quality and readability of publications under revision or development.

4.4.8.3 The Contractor shall format Final Draft and Signature drafts in Microsoft Word. Publications forwarded to the CJCS or Director Joint Staff (DJS) shall be formatted in Adobe PageMaker format. Final and Signature drafts shall incorporate comments received from the JEDD. The Government will collate and provide comments to the Contractor in line-in/line-out format prior to delivery of those corrections to the Contractor. All reformatted publications shall include quotes, vignettes, pictures, and graphics.

4.4.9 Joint Doctrine, Education and Training Electronic Information System (JDEIS) / Joint Electronic Library (JEL)

The Contractor shall maintain and upgrade no less than once weekly, the JDEIS and the JEL based on this document and/or as amended by mutual agreement with the Government in accordance with the JDEIS/JEL Integrated IT Business Plan, the latter to be agreed to at the beginning of the base contract year and updated at the beginning of any subsequent Option Years. JDEIS provides a searchable database of approved joint doctrine, cross-referenced to other datasets such as the searchable electronic Universal Joint Task List (UJTL) database; other datasets shall be included at Government direction and resource availability. The Contractor shall maintain the JDEIS on the NIPRNET (PKI-protected) and SIPRNET and shall deploy a Joint Doctrine Development Tool (JDDT) to assist in development and staffing of Joint Publications as well as a capability for network-centric data sharing with designated other DoD IT systems. The Contractor shall maintain the JEL on the Internet to provide public-facing access for all relevant unlimited-distribution content.

4.4.9.1 The Contractor shall maintain the JDEIS system and related content on NIPRNET and SIPRNET consistent with J-7 agreements with the Joint Staff Office of the Chief Information Officer (OCIO) concerning OCIO hosting of the portal. The Contractor shall coordinate as required with OCIO network operations personnel. The Contractor shall upgrade the portal periodically IAW the JDEIS Business Plan, assist OCIO in content and database upkeep and with upgrades or repairs to the software as needed, and assist in preparation and delivery of required documentation IAW DoD IT guidelines and requirements.

4.4.9.2 The Contractor shall maintain JEL and related content on the Internet consistent with J-7 and Joint Staff

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OCIO agreements with the hosting agency (currently Defense Technology Information Center (DTIC)). The Contractor shall coordinate as required with hosting network operations personnel. The Contractor shall upgrade the website periodically IAW the JDEIS/JEL Business Plan or as mutually agreed with the Government, and assist in preparation and delivery of required documentation IAW DoD IT guidelines and requirements.

4.4.9.3 The Contractor shall maintain a deployed version of the JDDT as an integral feature of the JDEIS portal on NIPRNET (as a minimum) and continue to upgrade the application and applicable business rules as appropriate. The JDDT provides an electronic web-based doctrine development, coordination and staffing system that allow the joint doctrine development community to electronically obtain drafts of, review, provide comments on, support the coordination of, and staff new and revised publications. The Contractor shall provide, at a minimum, semi-annual training and weekly conflict resolution on the JDDT. The Contractor shall provide a weekly report of doctrine packages that are being worked in the tool in support of doctrine development.

4.4.9.4 The Contractor shall support development and promulgation of business practices and rules for JDDT and other procedures related to realizing the full capabilities of electronic staffing and collaboration tool(s).

4.4.9.5 The Contractor shall ensure all drafts, program directives, signed publications, and joint working group materials are posted to the appropriate web portal within seven working days after being made available for publishing to the web portal administrators. The timelines for the processing and posting of content that requires conversion to database format, cross-indexing to other data or similar post-approval technological manipulation will be established by mutual agreement with the Government.

4.4.9.6 The Contractor shall provide reports and documentation to the Government in electronic and hard copy formats to include technical requirements, software and network issues and challenges; incremental funding expenditures for hardware, software, and labor hours; and products developed, etc. The Contractor shall support the Defense Information Assurance Certification Process (DIACAP) with required data and information related to and required for the recertification and reaccreditation of the JDEIS system and its components for continued DoD-sanctioned operation. The contractor shall assist in routine coordination with OCIO and Joint Staff Security Office (JSSO) regarding DIACAP requirements. The Contractor shall recommend upgrades and enhancements to the system and research resource requirements.

4.4.9.7 The Contractor shall support the development of capabilities to facilitate and exploit the “data mining” of JDEIS and JEL to produce metrics on usage rates, frequency of user access to various features and types of content, etc., in order to examine system performance and shall assist in evaluating aspects of information content and presentation with the aim of improving the systems and their contents as appropriate.

4.4.9.8 The Contractor shall assist JEDD, the JDEIS/JEL Lead Agent for J-7, in establishing mechanisms to de-conflict, coordinate, and synchronize the activities of joint doctrine and non-joint doctrine users of the respective systems for overall website efficiency and interoperability.

4.4.9.9 The Contractor shall support the development of, maintain, and upgrade as necessary a JDEIS capability for network-centric (and other means as appropriate) data sharing with other designated DoD IT systems.

4.4.9.10 The Contractor shall research and recommend upgrades to JDEIS/JEL, associated applications, and databases as may arise during normal day to day activities or revolution of existing technologies or upon the recommendation of J7; recommendations by J7 must be pre-approved by the Contracting Officer.

4.4.9.11 The Contractor shall prepare and submit periodic (approximately once per quarter), JDEIS/JEL metrics and other status reports via memo or e-mail to the JS POC.

4.4.10 Support Development and Maintenance of Multinational Doctrine

Joint Staff J-7 requires management support, operational analysis, and research support for review of NATO and other Allied joint doctrine with regard to coordinating the US position during Allied and/or multinational doctrine ratification processes. J-7 has responsibilities related to multinational interoperability involving non-materiel vision, doctrine, and concepts-related issues. These issues are typically complex, with detailed, often sensitive discussion and coordination with Allies, Services, combatant commands, Office of the Secretary of Defense (OSD), Joint Staff Directorates, and the Interagency Community in order to arrive at an agreed US position on all issues. NATO is developing a hierarchy of over 60 publications analogous to US Joint Doctrine for which the Joint Staff J-7, JEDD is the Office of Primary Responsibility (OPR). The Contractor shall develop issues and briefings to support doctrine related initiatives of the Quinqupartite Combined Joint Warfighting Conference (QCJWC) and Multinational Interoperability Council (MIC). The QCJWC takes place annually and is a forum of joint and combined warfare

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doctrine specialists from the United States, United Kingdom, Canada, New Zealand, and Australia. The forum aims to identify commonalities and differences between member nations' joint operations doctrine. It gives nations the opportunity to compare and learn from each other and to identify common areas of doctrine. The main focus of the QCJWC is to facilitate interoperability of joint operations amongst the QCJWC nations. The MIC takes place twice annually as part of regular US-Canada discussions under the Canada-US Military Cooperation Council (CANUS MCC) with regard to doctrine and education. The Contractor shall support drafting and coordinating US positions in this effort and developing issues relating to US military equities. Any formally ratified Allied and Multinational Joint Doctrine supersedes US Joint Doctrine in NATO and combined operations, and agreements arising from other forums potentially affect other operations in which the US may take part. The Contractor shall support the Allied Doctrine Development Process within the J7, identify issues, and draft recommendations to support the US role in the NATO's doctrine process, and support in streamlining and accelerating the process.

4.4.10.1 Allied Joint Doctrine Development Process

The Contractor shall coordinate the US position for NATO and multinational Allied joint doctrine development among Services, combatant commands, Joint Staff, and the interagency community while monitoring the consistency of allied doctrine with US joint doctrine. Further, the Contractor shall monitor procedures for US ratification and implementation of Allied joint doctrine and monitor publication and distribution issues. In order to accomplish this, the Contractor shall attend US, NATO, and other multinational related working groups. The Contractor shall support development and presentation of issues and briefings in support of J-7 JEDD Joint Doctrine Branch in all doctrine and doctrine related activities in the multinational arena. Detailed components of this tasking are as follows:

4.4.10.1.1 The Contractor shall research and maintain data, assess trends, and provide verbal and written progress reports on Allied and multinational joint doctrine development, and monitor and assist in managing coordination, development and implementation. The Contractor shall update and modify systems and databases for viability and accuracy as the task progresses.

4.4.10.1.2 The Contractor shall provide joint doctrine support for the development, coordination, and execution of plans to incorporate allied and multinational joint doctrine into US joint education and training programs.

4.4.10.1.3 The Contractor shall provide collated/adjudicated comments, briefings, point papers, database maintenance, and trend analysis that support J-7 with allied joint doctrine development, coordination, and execution, while maintaining consistency of US positions and supporting US military equities.

4.4.10.1.4 The Contractor shall provide support to review the doctrine development processes of Allies in support of the combatant commands. The Contractor, in coordination with J-7 JEDD, shall provide limited on-site support to the combatant command multinational doctrine programs to include staff visits, comprehensive reviews of existing processes, and advice on conforming Allied doctrine with US joint doctrine.

4.4.10.2 Multinational Interoperability Initiatives and Meetings

The Contractor shall provide doctrine-related support for and participate in initiatives, meetings, and working groups on multinational interoperability and/or preparedness for multinational operations. These may include, but are not limited to: 1) NATO working groups; 2) working group(s) of the Canada - US (CANUS) Military Cooperation Committee (MCC); 3) the QCJWC; and 4) the MIC. As part of the support responsibilities, the Contractor shall, as required, prepare and present read-ahead materials, meeting minutes and briefings; maintain databases; and monitor US and partner nation positions related to these activities.

4.4.10.2.1 The Contractor shall provide joint doctrine subject matter expertise to multinational interoperability-related concept research and development as required by the Government. Research shall focus on improving approaches to Multinational Interoperability on the level of transformation, doctrine, and concepts. The Contractor shall assess ongoing progress and identify actionable doctrinal approaches to enhanced Multinational Interoperability. This research shall support and complement research on multinational Allied and partner militaries, points of interface with functions of coalition partners and allies, and ways to further US multinational goals. The Contractor shall produce, as required, research papers, commentary on Government concept papers and other documents, and produce briefings and other products necessary for concept research, development, experimentation, assessment, and execution.

4.4.10.2.2 The Contractor shall support the coordination of and synchronization of Allied and analogous foreign efforts with US doctrine development. The Contractor shall provide coordination support with United States Joint Forces Command (USJFCOM) Joint Warfighting Center and monitor any appropriate USJFCOM Joint

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Experimentation efforts. The Contractor shall also monitor OSD-sponsored Advanced Concept Technology Demonstrations (ACTDs) and other initiatives that may involve multinational issues as directed by the Government. The Contractor shall provide, as required, doctrine-focused coordination support and communicate with other US and foreign Government agencies involved in multinational interoperability activities as the Government may periodically require.

4.4.10.2.3 The Contractor shall provide briefings and point papers that support J-7 in coordinating with, or participating in, multinational interoperability initiatives, meetings, and working groups. The Contractor shall support the coordination of foreign efforts with US doctrine development and support US assistance with multinational concept research, development, and execution.

4.4.10.3 Multinational Management Process

The Contractor shall develop draft US and allied joint doctrine as well as multinational interoperability efforts. This shall include monitoring and analysis of these efforts to ensure consistency and efficiency. The contractor shall coordinate support with various US, Allied, other agencies, staffs, and working groups not noted elsewhere in this document, related to, or impacting, US and/or Allied joint doctrine development and/or multinational interoperability.

4.4.10.3.1 The Contractor shall attend J-7 approved workshops, conferences, wargames, seminars, or technical exchange meetings that support Allied joint doctrine and multinational interoperability efforts. The Contractor shall provide briefings, point papers, and managerial support to J-7 in the overall coordination, integration, and synchronization of US joint doctrine, Allied joint doctrine and multinational interoperability efforts.

4.4.11 Integrate Doctrine Support to Education and Training

4.4.11.1 The Contractor shall upgrade, maintain, and improve the Doctrine Networked Education and Training (DOCNET) program. DOCNET is an extension of joint doctrine consisting of a comprehensive set of eLearning courses on all aspects of joint doctrine. The course content shall be drawn directly from approved joint doctrine publications. The Contractor shall support the development of a comprehensive series of web-based Shareable Content Object Reference Model (SCORM)-conformant course modules, incorporating animation, video, podcasts, and other multimedia means and presentations.

4.4.11.1.2 The Contractor shall develop eLearning courses for Government approval and, as directed, deploy them via the JEL/JDEIS systems. The course content shall be drawn directly from approved joint doctrine publications and, as such, be authoritative in nature. Existing courses of instruction that are not SCORM conformant shall be revised by the Contractor for SCORM conformance based on a schedule provided by the Contractor and approved by the Government for the delivery of these courses. The Contractor shall update existing DOCNET modules as doctrine changes occur and new DOCNET modules shall be created to meet SCORM compliance requirements.

4.4.11.1.3 The Contractor shall update the DOCNET module interface to improve the overall utility of the product and compatibility with the Service schools and the National Defense University, including the Joint Forces Staff College, and other JPME institutions and courses of instruction.

4.4.11.1.4 The Contractor shall provide routine maintenance and upkeep of the existing system and the development of additional courses of instruction. The Contractor shall ensure that all newly developed courses of instruction shall conform to SCORM specifications.

4.4.11.1.5 The Contractor shall ensure that the DOCNET modules meet the derived certification requirements for placing and maintaining them on the SIPRNET system and for doing so if directed by the Government.

4.4.11.1.6 The Contractor shall develop learning objectives for each DOCNET module and determine the categories of personnel who should read the various modules and in what order.

4.4.11.1.7 The Contractor shall update DOCNET modules to meet SCORM conformance requirements. The Contractor shall provide to the Government a schedule for the revision of non-SCORM conformant modules to be updated and delivered.

4.4.11.1.8 Subject to Government prioritization and directive, the Contractor shall develop, deploy, maintain, and update other eLearning content (e.g., the Doctrine Developers' Course) pertinent to support of the joint doctrine program.

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4.4.12 Doctrine Support

4.4.12.1 JCIDS Documents

The Contractor shall electronically review and provide comments to the Government regarding JCIDS documents staffed via knowledgeable matters/decision support (KM/DS) and Joint Staff Action Processing (JSAP). The Contractor shall review JCIDS documents on JWICS, as directed; Contractor personnel performing this function shall have SCI access. Such documents include Initial Capability Documents (ICD), Capability Development Documents (CDD), and DOTMLPF change requests (DCRs).

4.4.12.2 Decision Briefs

The Contractor shall prepare decision briefs on each JCIDS document for JEDD personnel. These decision briefs shall summarize the contents of each document versus Doctrine, Training, Leadership and Education (DTLE) capability areas and support decisions on its readiness to proceed through the JCIDS process. These briefs shall be based on Contractor expertise augmented by any necessary research.

4.4.12.3 FPO Comments

The Contractor shall capture comments and decision of Government FPOs for each document and enter them into KM/DS and/or JSAP.

4.4.12.4 FCB and JCIDS Liaison

The Contractor shall attend and provide JEDD support and DTLE expertise to FCB and FCB working group meetings as required by the Government, and shall provide reach back DTLE expertise to authors of JCIDS documents in staffing.

4.4.12.5 CBA Functional Analysis

The Contractor shall support CBA by providing DTLE expertise to Functional Area Analysis (FAA), Functional Needs Analysis (FNA), and Functional Solutions Analysis (FSA) in the form of written DTL assessments for each phase of analysis for each JCIDS document. This analysis shall evaluate which content agrees with current DTL publications and practice and which content is new or in conflict. This assessment shall also comment on the feasibility, acceptability, and suitability of the proposed implementation path or solution set.

4.4.12.6 FPO Meetings

The Contractor shall attend monthly FPO meetings to provide DTL expertise for discussion of new JCIDS documents and to provide DTL updates of progress on implementing approved CIRs and TCPs.

PART 5 APPLICABLE DOCUMENTS

5.0 Applicable Documents

5.1 Reference to Detailed Specifications

None.

5.2 Specific Regulation or Guidance

CJCSI 5120.02 - Joint Doctrine Development System

CJCSI 2700.01- International Military Agreements for Rationalization, Standardization, and Interoperability between the United States, its Allies, and other friendly nations.

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CJCSM 3500.04 - Universal Joint Task List

CJCSI 5705.01 – Standardization of Military and Associated Terminology

CJCSI 5711.01 – Policy on Action Processing

CJCSI 6510.01 – Information Assurance (IA) and Computer Network Defense (CND)

CJCSI 6212.01 – Interoperability and Supportability of Information Technology and National Security Systems

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TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
4.1	Schedule		
4.1.1	Schedule and conduct a contract kick-off meeting	DOA + 10 Days	One Time
4.1.2	Deliver and maintain an integrated project schedule using MS Project; include resource loaded tasks, durations, dependencies & deliverables	DOA + 30 Days (initial). By the 15 th day of each month thereafter. IPS to be submitted with Monthly Status Report.	Monthly – to be submitted with Monthly Status Report.
4.2	Technical Deliverables		
4.2.1	Monthly Status Report	DOA + 30 Days (initial); by the 15 th of each month thereafter	Monthly
4.2.2	Individual Task Order Subcontracting Performance Report	30 days after the end of each reporting period and/or Task Order completion	Periods ending March 31 st and September 30 th
4.3	Quality		
4.3.1	Prepare and provide a Quality Control Plan	DOA + 15 Days	One Time
4.4	Technical		
4.4.1.1	Update and maintain automated tracking system	Daily	Daily (as required)
4.4.1.2	Prepare and provide a joint publication status report	DOA + 30 Days (initial). Jan/Apr/July/Oct thereafter. (Please note though the reports are due quarterly, they are to be updated daily)	Quarterly
4.4.1.3	Provide an on-site Staff AO to assist in the managing and executing Joint Doctrine Development process	Daily	Daily (as required)
4.4.1.4	Provide off-site editorial support services for joint doctrine publications	Approximately two publications per month	Monthly (as required)
4.4.1.5	Provide off-site publication reviews	Approximately three publications per month	Monthly (as required)

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4.4.1.6	Prepare and provide database updates	Due every Thursday	Weekly
4.4.1.6	Produce and distribute milestone summary memo	By the 15 th of each month	Monthly
4.4.1.7	Prepare and provide milestone summary memo	By the 15 th of each month	Monthly
4.4.1.8	Prepare and provide status updates	Due every Wednesday	Weekly
4.4.1.9	Provide a consolidated matrix of comments for publication available for distribution to joint doctrine community	Approximately three consolidated matrices a month	Monthly (as required)
4.4.1.10	Assist in the development and update of full color hierarchy charts	No more than one update per month	Monthly (as required)
4.4.1.10	Deliver hierarchy charts to the Joint Doctrine Planning Conference	Mar/Sep	Semi-Annually
4.4.1.11	Provide doctrine development data for inclusion in Power Point format	Approximately twice a week	Bi-Weekly (as required)
4.4.1.12	Sustain, update and maintain the JDEIS, JEL, DOCNET and associated applications	Daily	Daily (as required)
4.4.1.13	Provide on-site support to manage and track milestones for individual joint publications	Daily	Daily (as required)
4.4.1.14	Receive training on the Joint Staff information management system	Jan/Apr/Jul/Oct	Quarterly
4.4.1.14	Populate and maintain an established database	Daily	Daily (as required)
4.4.1.14	Submit a support summary briefing	Jan/Apr/Jul/Oct	Quarterly
4.4.2	Publications and Process Review	Approximately 10 review per month	Monthly (as required)
4.4.2.1	Prepare and provide publication reviews	Daily	Daily (As required)
4.4.2.1	Prepare a report on the draft publication	Mar/Sep	Semi-Annually
4.4.3	Terminology Support		
4.4.3.1	Maintain and update Joint Abbreviation Master Database (JAMD)	Jan/Apr/Jul/Oct	Quarterly
4.4.3.2	Perform JEL and JDEIS terminology database updates	Updates should occur seven days after the added or deleted term is supplied	As required
4.4.3.3	Prepare and provide terminology reports to Joint Staff Terminologist	Jan/Apr/Jul/Oct	Quarterly
4.4.3.4	Maintain on-line terminology research databases	Daily	Daily (as required)
4.4.3.4	Provide research reports	After tasking a minimum of two weeks will be permitted	As required

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4.4.3.5	Provide support to the JP 1-02 WG meetings (as convened) as requested by the DoD Terminology Coordinator	Approximately three per month	Monthly (as required)
4.4.3.6	Maintain (in hard copy and electronic media) a master printout of JP 1-02, DoD Dictionary of Military and Associated Terms.	No more than six printouts are anticipated in a 12-month period	As required
4.4.4	Joint Doctrine Planning Conference	Mar/Sep	Semi-Annually
4.4.4.1	Prepare and distribute JDPC packages	Feb/Aug (to be delivered 30 days prior to Mar/Sep JDPC conference)	Semi-Annually
4.4.4.2	Provide JDPC attendees with conference materials as required	Mar/Sep	Semi-Annually
4.4.4.3	Review and distribute JDPC conferences minutes for staffing and approval	Mar/Sep	Semi-Annually
4.4.5	Conduct JEL and JDEIS updates	By COB Thursday every week	Weekly
4.4.5.1	Conduct daily maintenance and analysis of the JEL and JDEIS	Daily	Daily
4.4.5.2	Receive and maintain data for the JEL and JDEIS in both written text and electronic form. Ensure conversion data through government approval process are compatible with deployment on JEL and JDEIS	As required	As required
4.4.5.3	Configure converted information to ensure they are accessible to JEL and JDEIS users	As required	As required
4.4.5.4	Provide capability to cross-index designated Joint Doctrine datasets (i.e. UJTL tasks)	As required	As required
4.4.5.5	Stage and test for compatibility of all contents prepared at Contractor location before transfer to JEL and JDEIS production sites	Approximately twice a week	Bi-weekly (as required)
4.4.5.6	Provide Help-Desk type support based on email or other queries received from JEL and JDEIS users, both technically and doctrinally. Help Desk support will assist in administering aspects of JDEIS PKI implementation	Daily	Daily (as required)
4.4.5.7	Maintain a version-controlled Master File and Database set for JEL and JDEIS	Daily	Daily (as required)
4.4.5.8	Ensure consistency of information between JEL and JDEIS postings	Daily	Daily (as required)
4.4.6	Electronic Document Conversion of unclassified paper and electronic copies of publications, papers and studies	Approximately 10 per month	Monthly (as required)
4.4.7	Conduct research projects on joint doctrine, joint military education and training	Approximately twice a week	Weekly (as required)
4.4.8	Prepare first coordination draft	Prepare draft two weeks after tasking	Weekly
4.4.8	Prepare final coordination draft	45 days after receiving comments from first draft	Monthly

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4.4.8	Prepare signature coordination draft	45 days after receiving comments from final draft	Monthly
4.4.8.1	Research and obtain photographs, vignettes, and quotes to supplement and enhance quality and readability of DOCNET modules	Approximately once a month	Monthly (as required)
4.4.8.2	Develop graphics to supplement and enhance quality and readability of publications	Approximately once a month	Monthly
4.4.8.3	The Contractor shall format Final Draft and Signature drafts in Microsoft Word.	As required	As required
4.4.9	Update JDEIS / JEL	Due every Thursday	Weekly
4.4.9.1	Maintain the JDEIS system and related content on NIPRNET and SIPRNET consistent with J-7 agreements.	Daily	Daily (as required)
4.4.9.2	Maintain JEL and related content on the Internet consistent with J-7 and Joint Staff OCIO agreements.	Daily	Daily (as required)
4.4.9.3	Maintain a deployed version of the JDDT as an integral feature of the JDEIS portal on NIPRNET	Daily	Daily (as required)
4.4.9.3	Provide training	April/Nov	Semi-Annually
4.4.9.3	Provide weekly conflict resolution on the JDDT	To be performed by COB Thursday	Weekly (as required)
4.4.9.3	Provide a weekly report of doctrine packages that are being worked	Due every Thursday	Weekly
4.4.9.4	Support development and promulgation of business practices and rules for JDDT and other procedures	Daily	Daily (as required)
4.4.9.5	Ensure all drafts, program directives, signed publications, and joint working group materials are posted to the appropriate web portal within 7 working days	Daily	Daily (as required)
4.4.9.6	Provide reports and documentation to the Government in electronic and hard copy formats to include technical requirements.	Daily	Daily (as required)
4.4.9.7	Support the development of capabilities to facilitate and exploit the “data mining” of JDEIS and JEL to produce metrics on usage rates.	Daily	Daily (as required)
4.4.9.8	Assist JEDD, the JDEIS/JEL Lead Agent for J-7, in establishing mechanisms to de-conflict, coordinate, and synchronize the activities of joint doctrine.	Daily	Daily (as required)
4.4.9.9	Support the development of, maintain, and upgrade as necessary a JDEIS capability for network-centric.	Daily	Daily (as required)
4.4.9.10	Research and recommend upgrades to JDEIS/JEL.	Daily	Daily (as required)
4.4.9.11	Prepare and submit periodic JDEIS/JEL metrics and other status reports via memo or e-mail to the JS POC.	Jan/Apr/Jul/Oct	Quarterly
4.4.10	Support Development and Maintenance of Multinational Doctrine		

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4.4.10.1	Coordinate the US position for NATO and multinational Allied joint doctrine development among the Services, Combatant Commands, Joint Staff and Interagency of Allied doctrine with US doctrine.	Daily	Daily (as required)
4.4.10.1.1	Research and maintain data, assess trends, and provide verbal and written progress reports on Allied and multinational joint doctrine development	Daily	Daily (as required)
4.4.10.1.2	Provide joint doctrine support for the development, coordination, and execution of plans to incorporate allied and multinational joint doctrine into US joint education and training programs.	Daily	Daily (as required)
4.4.10.1.3	Provide collated/adjudicated comments, briefings, point papers, database maintenance, and trend analysis that support J-7 with allied joint doctrine development	Weekly	Weekly (as required)
4.4.10.1.4	In coordination with J-7 JEDD, provide limited onsite support to the combatant command multinational doctrine programs.	Monthly	Monthly (as required)
4.4.10.2	Provide doctrine-related support for and participate in initiatives, meetings, and working groups on multinational interoperability and/or preparedness for multinational operations.	Daily	Daily (as required)
4.4.10.2.1	Provide joint doctrine SME to multinational interoperability-related concept research and development as required by the Government	Monthly	Monthly (as required)
4.4.10.2.2	Support the coordination of and synchronization of Allied and analogous foreign efforts with US doctrine development	Daily	Daily (as required)
4.4.10.2.3	Provide briefings and point papers that support J-7 in coordinating with, or participating in, multinational interoperability initiatives, meetings, and working groups.	Weekly	Weekly (as required)
4.4.10.3	Develop draft US and allied joint doctrine as well as multinational interoperability efforts.	Weekly	Weekly
4.4.10.3.1	Attend J-7 approved workshops, conferences, wargames, seminars, or technical exchange meetings that support Allied joint doctrine and multinational interoperability efforts.	Monthly	Monthly (as required)
4.4.11	Integrate Doctrine Support to Education and Training		
4.4.11.1	Upgrade, maintain, and improve the Doctrine Networked Education and Training (DOCNET) program	As required	As required
4.4.11.1.2	Develop eLearning courses for Government approval and, as directed, deploy them via the JEL/JDEIS systems	Monthly	Monthly
4.4.11.1.3	Update the DOCNET module interface	Weekly	Weekly

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4.4.11.1.4	Provide routine maintenance and upkeep of the existing system	Weekly	Weekly
4.4.11.1.5	Ensure that the DOCNET modules meet the derived certification	Weekly	Weekly
4.4.11.1.6	Develop learning objectives for each DOCNET module and determine the categories of personnel who should read the various modules and in what order	Weekly	Weekly
4.4.11.1.7	Update DOCNET modules to meet SCORM conformance requirements.	Daily	Daily
4.4.11.1.8	Subject to Government prioritization and directive, develop, deploy, maintain, and update other eLearning content (e.g., the Doctrine Developers' Course) pertinent to support of the joint doctrine program	Weekly	Weekly (as required)
4.4.12	Doctrine Support		
4.4.12.1	Review and provide comments regarding JCIDS documents on JWICS, as directed; SCI access is required	Weekly	Weekly (as required)
4.4.12.2	Prepare decision briefs on each JCIDS document for JEDD personnel.	Daily	Daily (as required)
4.4.12.3	Capture comments and decision of Government FPOs for each document and enter them into KM/DS and/or JSAP.	Daily	Daily
4.4.12.4	Attend and provide JEDD support and DTL expertise to FCB and FCB working group meetings	Monthly	Monthly
4.4.12.5	Support CBA by providing DTL expertise to Functional Area Analysis (FAA), Functional Needs Analysis (FNA), and Functional Solutions Analysis (FSA)	Weekly	Weekly (as required)
4.4.12.6	Attend monthly FPO meetings to provide DTL expertise for discussion of new JCIDS documents	Monthly	Monthly (as required)

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SECTION D PACKAGING AND MARKING

See Basic Contract.

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance at destination.

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SECTION F DELIVERABLES OR PERFORMANCE

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

4000	9/30/2010 - 9/29/2011
4001	10/1/2011 - 9/30/2012
4002	9/30/2012 - 9/29/2013
4003	9/30/2013 - 9/29/2014
4004	9/30/2014 - 9/29/2015
6000	9/30/2010 - 9/29/2011
6001	10/1/2011 - 9/30/2012
6002	9/30/2012 - 9/29/2013
6003	9/30/2013 - 9/29/2014
6004	9/30/2014 - 9/29/2015

CLIN - DELIVERIES OR PERFORMANCE

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

4000	10/1/2010-9/30/2011
6000	10/1/2010-9/30/2011

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

4001	10/1/2011-9/30/2012
4002	10/1/2012-9/30/2013
4003	10/1/2013-9/30/2014
4004	10/1/2014-9/30-2015
6001	10/1/2011-9/30/2012
6002	10/1/2012-9/30/2013
6003	10/1/2013-9/30/2014
6004	10/1/2014-9/30-2015

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer's Representative (COR):

Alan Eckersley
 Joint Staff, J7
 Joint Lessons Learned Policy Branch Planner and COR Pentagon
 571-256-4911

alan.d.eckersley.civ@mail.mil

IHD 76 - INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE (NAVSEA/IHD) FEB 2000

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Contracting Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. Scheduled 2012 holidays for Indian Head Division, Naval Sea Systems Command are:

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>
New Year's Day	02 January
Martin Luther King's Birthday	16 January
President's Day	20 February
Memorial Day	28 May
Independence Day	4 July
Labor Day	3 September
Columbus Day	8 October
Veteran's Day	12 November
Thanksgiving Day	22 November
Christmas Day	25 December

* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Contracts Division and Receiving Branch are as follows:

<u>AREA</u>	<u>FROM</u>	<u>TO</u>
Contracts Division (BLDG. 1558)	7:30 A.M.	4:00 P.M.
Receiving Branch (BLDG. 116)	7:30 A.M.	11:00 A.M.
	12:30 P.M.	2:00 P.M.

If you intend to visit the Contracts Division, it is advised that you call for an appointment at least 24 hours in advance.

(NOTE: ONLY IF APPLICABLE)

GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Task Order Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

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See Part 3 of the PWS

IHD 77 ALT I – CPFF WAWF INVOICE INSTRUCTIONS (NSWCIHD) (DEC 2008)

(a) In accordance with the clause of this contract entitled “Electronic Submission of Payments Requests and Receiving Reports” (DFARS 252.232-7003), the Indian Head Division, Naval Surface Warfare Center will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides are also available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

(c) The designated CCR EB point of contact is responsible for activating the company’s CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company’s CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company’s CAGE code at <https://wawf.eb.mil>.

(d) The following information regarding payment request routing is provided for completion of the document in WAWF:

Look at the bottom of the first page of your contract or order (basic, not modification) to find the form number, and then use the chart below that corresponds to your contract type (i.e., firm fixed price or cost plus fixed fee). This chart is a guide to finding information necessary for creating a payment request. In most cases, the chart points to a block number on a contract form or a particular section within the contract. In the WAWF system only use the DoDAAC ext. field if specifically directed, otherwise leave blank.

Use Cost Vouchers for Cost Plus Fixed Fee Contracts/Orders	
	Below Fields Are To Be Completed By The Buyer
Contract Number	N00178-04-D-4119
Delivery Order	FG01
CAGE Code/Ext.	52302
Pay DoDAAC	HQ0339
Issue date	See Block 3
IssueBy DoDAAC	N00174
Admin DoDAAC	N00174
DCAA Auditor DoDAAC/Ext.	S0514A
Service Approver/Ext.	ADMIN DoDAAC

(e) Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(f) Before closing out of an invoice session in WAWF, but after submitting your document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notifications” and add the following email address(es):

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Technical Representative: alan.d.eckersley.civ@mail.mil

This additional notification to the government is necessary to make the acceptor aware that the invoice has been submitted in WAWF. Without this notification, the government may be unable to process your submission in a timely manner, which will delay payment.

(g) When shipping material, it is strongly recommended the contractor print a completed copy of the receiving report from WAWF and include this with the shipping paperwork. This assists receiving personnel with matching received material to your payment request, which can speed your payment.

(h) The contractor shall submit invoices for payment per contract terms and the government shall process invoices for payment per contract terms.

(i) Fee on interim invoices will be invoiced using the variable rates proposed. Rates to be utilized on ninterim invoices are: [REDACTED] on SAIC Labor, [REDACTED] on Subcontractor Labor, and [REDACTED] on Travel and Other Direct Costs (ODCs).

(j) If you have any questions regarding WAWF, please contact Dan Twombly at 301-744-6613 or daniel.twombly@navy.mil or Chris Ireson at 301-744-6550 or chris.ireson@navy.mil.

Accounting Data

SLINID	PR Number	Amount

BASE Funding 0.00		
Cumulative Funding 0.00		
MOD 01		
400001	13138	3107593.59
LLA :		
AA 9710100.1220 4755 00000 2523 9JAA97012195 DJAC11000		
Standard Number: H91269-0274-1000-001		
600001	13138	27324.00
LLA :		
AA 9710100.1220 4755 00000 2523 9JAA97012195 DJAC11000		
Standard Number: H91269-0274-1000-001		
MOD 01 Funding 3134917.59		
Cumulative Funding 3134917.59		
MOD 02 Funding 0.00		
Cumulative Funding 3134917.59		
MOD 03 Funding 0.00		
Cumulative Funding 3134917.59		
MOD 04		
400101	13138-12973703	2634400.00
LLA :		
AB 9720100.1220 4755 00000 2523 9JAA97 012195 DJAC21012		
Standard Number: H91269-1274-1012-001		
600101	13138-12973703	27600.00
LLA :		
AB 9720100.1220 4755 00000 2523 9JAA97 012195 DJAC21012		
Standard Number: H91269-1274-1012-001		

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MOD 04 Funding 2662000.00
Cumulative Funding 5796917.59

MOD 05

400102 1297-3703 16143.72
LLA :
AB 9720100.1220 4755 00000 2523 9JAA97 012195 DJAC21012
Standard Number: H91269-1274-1012-001

600101 1297-3703 (16143.72)
LLA :
AB 9720100.1220 4755 00000 2523 9JAA97 012195 DJAC21012
Standard Number: H91269-1274-1012-001

MOD 05 Funding 0.00
Cumulative Funding 5796917.59

MOD 06

400103 1300300299 44980.00
LLA :
AC 9720100.1220 9218 00000 2565 9JAA97 012195 DJAC21476
Standard Number: H90269-2215-1476
Funding in Support of OY1 Labor CLIN 4001 - PR#1300300299

MOD 06 Funding 44980.00
Cumulative Funding 5841897.59

MOD 07 Funding 0.00
Cumulative Funding 5841897.59

MOD 08

4002 1300311285 3278676.32
LLA :
AD 97130100.1220 4755 00000 2565 9JAA97 012195 DJAC13A018
Standard Number: H9126-2275-A018-001
Requisition #1300311285

6002 1300311285 28988.03
LLA :
AD 97130100.1220 4755 00000 2565 9JAA97 012195 DJAC13A018
Standard Number: H91269-2275-A018-001

MOD 08 Funding 3307664.35
Cumulative Funding 9149561.94

MOD 09 Funding 0.00
Cumulative Funding 9149561.94

MOD 10

400301 1300389877 1741000.00
LLA :
AE 97140100.1220 4755 00000 2520 9JAA97 012195 DJAC14A001
Standard Number: H91269-3274-A001
Funding in Support of Option Year III, Labor CLIN 4003 - PR#1300389877
Fund Document: H91269-3274-A001

600301 1300389877 6000.00
LLA :
AE 97140100.1220 4755 00000 2520 9JAA97 012195 DJAC14A001
Standard Number: H91269-3274-A001
Funding in Support of Option Year III, ODC CLIN 6003 - PR#1300389877
Fund Document: H91269-3274-A001

MOD 10 Funding 1747000.00

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Cumulative Funding 10896561.94

MOD 11

400302 1300404210 1631700.43
 LLA :
 AF 97140100.1220 4755 00000 2520 9JAA97 012195 DJAC14A115
 Standard Number: H91269-4038-A115-000
 1300404210
 h91269-4038-A115

MOD 11 Funding 1631700.43
 Cumulative Funding 12528262.37

MOD 12 Funding 0.00
 Cumulative Funding 12528262.37

MOD 13

400103 1300300299 (14371.48)
 LLA :
 AC 9720100.1220 9218 00000 2565 9JAA97 012195 DJAC21476
 Standard Number: H90269-2215-1476
 Funding in Support of OY1 Labor CLIN 4001 - PR#1300300299

MOD 13 Funding -14371.48
 Cumulative Funding 12513890.89

MOD 14 Funding 0.00
 Cumulative Funding 12513890.89

MOD 15

400401 1300468836 1374358.00
 LLA :
 AH 97150100.1220 4755 00000 2520 9JAA97 012195 DJAC15A021
 Standard Number: h91269-4274-a021
 Requisition #1300468836 Funding for Option Year IV, Labor

600401 1300468836 3500.00
 LLA :
 AH 97150100.1220 4755 00000 2520 9JAA97 012195 DJAC15A021
 Standard Number: H01269-4274-A021
 Requisition #1300468836 Funding for ODC/Travel

MOD 15 Funding 1377858.00
 Cumulative Funding 13891748.89

MOD 16

400402 130046883600002 847142.00
 LLA :
 AH 97150100.1220 4755 00000 2520 9JAA97 012195 DJAC15A021
 Standard Number: H01269-4274-A021-004
 Requisition #1300468836 Funding for Option Year IV, Labor

MOD 16 Funding 847142.00
 Cumulative Funding 14738890.89

MOD 17

400403 130046883600003 1018500.00
 LLA :
 AJ 97150100.1220 4755 00000 2520 9JAA97 012195 DJAC15A348
 Standard Number: H91269-5155-A348-000
 Incremental Funding for Option Year IV Labor.
 PR# 1300468836 Line Item 3
 Fund Document: H91269-5155-A348

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600402 130046883600003 500.00

LLA :

AJ 97150100.1220 4755 00000 2520 9JAA97 012195 DJAC15A348

Standard Number: H91269-5155-A348

Incremental Funding for Option Year IV -ODC/Travel

PR# 1300468836 Line Item 3

Fund Document: H91269-5155-A348

MOD 17 Funding 1019000.00

Cumulative Funding 15757890.89

SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

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

ITEM	ALLOTTED TO COST	ALLOTTED TO FIXED FEE	CPFF	EST. POP
			\$2,681,152.24	10/01/2011 - 09/30/2012
			\$3,240,000.00	10/01/2014 09/30/2015
6001	\$0	\$0	\$11,456.28	10/01/2011 - 09/30/2012
6003	\$0	\$0	\$6,000.00	10/01/2013 - 09/30/2014
6004	\$0	\$0	\$4,000.00	10/01/2014 09/30/2015

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

(c) CLINs/SLINs 4000, 4002, 4003, 6000, 6002 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

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

5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall

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include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Christine Owens
Phone Number: (301)744-6556
Email: Christine.owens@navy.mil

Payments/Invoicing: WAWF

Task Order Manager: Alan Eckersley, 571-256-4911, alan.d.eckersley.civ@mail.mil

Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Renee Brown at (301) 744-6653.

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SECTION I CONTRACT CLAUSES

The following clauses are incorporated into the subject task order:

Reference 52.222-41 Service Contract Act of 1965 (Nov 2007)

Reference 252.227-7013(15) Rights in Technical Data-NonCommercial Items (Nov 1995)

52.232-18 -- Availability of Funds

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of expiration of contract.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE TASK ORDER (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 5 years.

52.204-2 SECURITY REQUIREMENTS (AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DOD 5220.22-M); and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

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252.225-7003 REPORT OF INTENDED PERFORMANCE OUTSIDE THE UNITED STATES AND CANADA--SUBMISSION WITH OFFER (DEC 2006)

- (a) **Definition.** United States, as used in this provision, means the 50 States, the District of Columbia, and outlying areas.
- (b) **The offeror shall submit, with its offer, a report of intended performance outside the United States and Canada if--**
- (1) **The offer exceeds \$11.5 million in value; and**
 - (2) **The offeror is aware that the offeror or a first-tier subcontractor intends to perform any part of the contract outside the United States and Canada that--**
 - (i) **Exceeds \$550,000 in value; and**
 - (ii) **Could be performed inside the United States or Canada.**
 - (c) **Information to be reported includes that for--**
 - (1) **Subcontracts;**
 - (2) **Purchases; and**
 - (3) **Intracompany transfers when transfers originate in a foreign location.**
 - (d) **The offeror shall submit the report using--**
 - (1) **DD Form 2139, Report of Contract Performance Outside the United States; or**
 - (2) **A computer-generated report that contains all information required by DD Form 2139.**
 - (e) **The offeror may obtain a copy of DD Form 2139 from the Contracting Officer or via the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.**
- (End of provision)

252.225-7004 REPORT OF CONTRACT PERFORMANCE OUTSIDE THE UNITED STATES AND CANADA--SUBMISSION AFTER AWARD (MAY 2007)

- (a) **Definition.** United States, as used in this clause, means the 50 States, the District of Columbia, and outlying areas.
- (b) **Reporting requirement.** The Contractor shall submit a report in accordance with this clause, if the Contractor or a first-tier subcontractor will perform any part of this contract outside the United States and Canada that--
- (1) **Exceeds \$550,000 in value; and**
 - (2) **Could be performed inside the United States or Canada.**
- (c) **Submission of reports.** The Contractor--
- (1) **Shall submit a report as soon as practical after the information is known;**
 - (2) **To the maximum extent practicable, shall submit a report regarding a first-tier subcontractor at least 30 days before award of the subcontract;**

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- (3) Need not resubmit information submitted with its offer, unless the information changes;
- (4) Shall submit all reports to the Contracting Officer; and
- (5) Shall submit a copy of each report to: Deputy Director of Defense Procurement and Acquisition Policy (Contract Policy and International Contracting), OUSD(AT&L)DPAP(CPIC), Washington, DC 20301-3060.
- (d) Report format. The Contractor--
- (1) Shall submit reports using--
- (i) DD Form 2139, Report of Contract Performance Outside the United States; or
- (ii) A computer-generated report that contains all information required by DD Form 2139; and
- (2) May obtain copies of DD Form 2139 from the Contracting Officer or via the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.
- (End of clause)

252.225-7043 ANTITERRORISM/FORCE PROTECTION POLICY FOR DEFENSE CONTRACTORS OUTSIDE THE UNITED STATES (MAR 2006)

- (a) Definition. United States, as used in this clause, means, the 50 States, the District of Columbia, and outlying areas.
- (b) Except as provided in paragraph (c) of this clause, the Contractor and its subcontractors, if performing or traveling outside the United States under this contract, shall--
- (1) Affiliate with the Overseas Security Advisory Council, if the Contractor or subcontractor is a U.S. entity;
- (2) Ensure that Contractor and subcontractor personnel who are U.S. nationals and are in-country on a non-transitory basis, register with the U.S. Embassy, and that Contractor and subcontractor personnel who are third country nationals comply with any security related requirements of the Embassy of their nationality;
- (3) Provide, to Contractor and subcontractor personnel, antiterrorism/force protection awareness information commensurate with that which the Department of Defense (DoD) provides to its military and civilian personnel and their families, to the extent such information can be made available prior to travel outside the United States; and
- (4) Obtain and comply with the most current antiterrorism/force protection guidance for Contractor and subcontractor personnel.
- (c) The requirements of this clause do not apply to any subcontractor that is--
- (1) A foreign government;
- (2) A representative of a foreign government; or
- (3) A foreign corporation wholly owned by a foreign government.
- (d) Information and guidance pertaining to DoD antiterrorism/force protection can be obtained from [Contracting Officer to insert applicable information cited in PGI 225.7403-1].
- (End of clause)

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SECTION J LIST OF ATTACHMENTS

1. Individual Task Order subcontracting plan.
2. QASP Form
3. Final/signed DD254