

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**1. CONTRACT ID CODE  
UPAGE OF PAGES  
1 22. AMENDMENT/MODIFICATION NO.  
213. EFFECTIVE DATE  
21-Sep-20184. REQUISITION/PURCHASE REQ. NO.  
N4657918RC016625. PROJECT NO. (If applicable)  
N/A

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7. ADMINISTERED BY (If other than Item 6)

CODE

S0701A

NAVSUP FLC Norfolk, Code 200  
1968 Gilbert Street Ste 600  
Norfolk VA 23511-3392DCMA HARTFORD  
130 DARLIN STREET  
EAST HARTFORD CT 06108-3234

SCD: C

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

SCIENCE APPLICATIONS INTERNATIONAL CORP  
12010 Sunset Hills Road  
Reston VA 20190

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4119-FK03

10B. DATED (SEE ITEM 13)

28-Apr-2015

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)

**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.

[ ]

[ ] 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).

[X] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  
FAR 52.243-1

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 1 copies to the issuing office.14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

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

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

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

21-Sep-2018

BY (Signature of Contracting Officer)

21-Sep-2018

NSN 7540-01-152-8070

30-105

**STANDARD FORM 30** (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to update CLIN 8006 to reflect 3 additional FTEs (Cyber Operations; Fleet Command Center Support and Advance Warfighting Support. Instead of 1 FTE for Electromagnetic Spectrum Operations Observer/Trainer.

All other terms and conditions remain the same.

Accordingly, said Task Order is modified as follows:

- Deleted old PWS
- Added revised PWS as attachment II
- Added three (3) additional FTEs:
  1. One (1) FTE to provide: Cyber Operations
  2. One (1) 1 FTE to provide: Fleet Command Center Support
  3. One (1) FTE to provide: Advance Warfighting Support

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

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$13,901,809.37 by \$0.00 to \$13,901,809.37.

The total value of the order is hereby increased from \$14,162,310.97 by \$0.00 to \$14,162,310.97.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R425	Operational Level of War (OLW) training support in accordance with the attached Performance Work Statement (PWS). (O&MN,N)	█	█	█	\$2,873,534.40
8002	R425	Operational Level of War (OLW) training support in accordance with the attached Performance Work Statement (PWS). (O&MN,N)	█	█	█	\$2,949,320.40
800201	R425	(O&MN,N)				
800202	R425	(O&MN,N)				
8003	R425	Operational Level of War (OLW) training support in accordance with the attached Performance Work Statement (PWS). (O&MN,N)	█	█	█	\$990,591.52
800301	R425	(O&MN,N)				
8004	R425	Operational Level of War (OLW) training support in accordance with the attached Performance Work Statement (PWS). (O&MN,N)	█	█	█	\$3,230,633.40
800401	R425	(O&MN,N)				
800402	R425	(O&MN,N)				
8005	R425	Operational Level of War (OLW) training support in accordance with the attached Performance Work Statement (PWS). Established to support addition of 1 FTE for Electromagnetic Spectrum Operations Observer/trainer. (O&MN,N)	█	█	█	\$2,135,218.24
800501	R425	(O&MN,N)				
800502	R425	(O&MN,N)				
800503	R425	(O&MN,N)				
8006	R425	The purpose of this modification is to update CLIN 8006 to reflect three (3) additional FTEs (Cyber Operations, Fleet Command Center Support and Advance Warfighting Support). (O&MN,N)	█	█	█	\$451,501.60
800601	R425	(O&MN,N)				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R425	ODC's & Travel - All ODC and travel costs incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR). (O&MN,N)	1.0	LO	\$308,647.97

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9002	R425	ODC's & Travel - All ODC and travel costs incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR). (O&MN,N)	1.0	LO	\$508,070.14
900201	R425	(O&MN,N)			
900202	R425	(O&MN,N)			
9003	R425	ODC's & Travel - All ODC and travel costs incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR). (O&MN,N)	1.0	LO	\$407,589.91
900301	R425	(O&MN,N)			
900302	R425	(O&MN,N)			
900303	R425	(O&MN,N)			
900304	R425	(O&MN,N)			
9004	R425	ODC's & Travel - All ODC and travel costs incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR). (O&MN,N)	1.0	LO	\$307,203.39
900401	R425	(O&MN,N)			
900402	R425	(O&MN,N)			

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

Please see attachment 2: Revised performance work statement mod 21

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## **SECTION D PACKAGING AND MARKING**

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

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**SECTION E INSPECTION AND ACCEPTANCE**

**Quality Assurance Surveillance Plan (QASP)**

**FOR**

**MARITIME OPERATIONS CENTER TRAINING TEAM  
(MOC TT)**

[[fffbbc5d-7c47-4458-8055-49fe6559ac94]]

PREPARED BY:

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U.S. Fleet Forces – Code N72  
1562 Mitscher Ave., Suite 250  
Norfolk, Virginia 23551-248

**March 2014**

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**TABLE OF ENCLOSURES**

Enclosure Number	Enclosure Title
1	Customer Comment Form
2	Customer Comment Log
3	Notification of Performance or Corrective Action Form
4	Notification of Performance or Corrective Action Log

## CHAPTER 1 BACKGROUND

### 1.1 INTRODUCTION

- 1.1.1 The Quality Assurance Surveillance Plan (QASP) supports the performance work statement (PWS) for U.S. Fleet Forces Command (USFF). Commander USFF is responsible for coordinating, establishing, and implementing integrated requirements and policies for manning, equipping, and training Atlantic and Pacific fleet units, strike groups, strike forces, numbered fleet commands (NFCs), component commands (NCCs), and designated joint task forces (JTF). In addition, USFF is tasked by the CNO to provide operational level of war (OLW) training for each NFC and NCC, and to observe each maritime operations center (MOC) perform Navy mission essential tasks (NMET) and joint mission essential tasks (JMET) focusing on the service and functional component roles across the range of military operations (ROMO).
- 1.1.2 This QASP has been designed to motivate the contractor to strive for excellent performance in all areas of the PWS. For the purpose of this document expected performance is defined as, “Base” performance; excellent performance is defined as “Base Plus (BP+)” performance; substandard performance is defined as, “Base Minus (B-)” performance.

### 1.2 PURPOSE

- 1.2.1 The QASP is based on the requirements and standards in the PWS and specifically defines the Government’s quality assurance (QA) approach.

### 1.3 OBJECTIVE

- 1.3.1 The QASP has been developed to implement the Government’s quality assurance program. The plan provides surveillance of the services provided by the contractor to ensure that they are done according to the specified performance requirements. The primary interest of the Government is the final quality of the services provided by the contractor, not the details of how the services are provided.
- 1.3.2 The QASP provides the means for the surveillance of the PWS requirements with a customer service/customer complaint method of surveillance. The QASP provides the methods for documenting the results of surveillance and sharing the data with the contracting officer via the contracting officer representative (COR). This QASP will be re-evaluated for relevance of scope six (6) months from contract award.

### 1.4 UNDERSTANDING THE DIFFERENCE BETWEEN QC AND QA

- 1.4.1 It is important to understand the difference between quality control (QC) and quality assurance (QA). QA is the responsibility of the Government and is performed by personnel external to the contractor’s organization; QC is the responsibility of the contractor and is performed by personnel internal to the contractor’s organization. The chart below provides a brief overview of the differences between QC and QA.

What is Quality Control?	What is Quality Assurance?
Contractor responsibility	Government responsibility
Purpose: Manage quality in performance of the processes that ultimately lead to the contractor outputs (products and services)	Purpose: Measure and document quality of the contractor’s outputs (products and services)
Evaluates day-to-day processes and operations to ensure outputs meet PWS standards and avoid problems that could lead to output deficiencies	Evaluates outputs as well as effectiveness of contractor QC Program and Management
Based upon contractor’s Quality Control Plan (QCP); monitor and improve internal processes and performance	Based on QASP to monitor contractor overall performance

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### What is Quality Control?

Ensures all PWS requirements are being met in accordance with defined performance standards

Ensures customer satisfaction

### What is Quality Assurance?

Ensures all PWS requirements are being met in accordance with defined performance standards

Documents customer feedback

## 1.5 ROLES AND RESPONSIBILITIES

1.5.1 The following are the key roles and responsibilities for the deployment of the QASP:

- 1.5.1.1 USFF Fleet Training Plans and Resources (N72): The QASP has been developed by the USFF N72 in conjunction with the development of the PWS. The USFF team uses the requirements and standards identified in the PWS to determine the type and level of surveillance required.
- 1.5.1.2 Contracting Officer: The contracting officer is the only official with authority to create or modify a contract, approve additional terms of performance, and handle termination if necessary. The contracting officer monitors performance of the contractor via the contracting officer's representative (COR) and alternate CORs (ACORs) through the quality assurance information that the COR/ACOR receives. The COR is responsible for maintaining documentation to be used as past performance information in re-competitions.
- 1.5.1.3 Contracting Officer Representative (COR): The USFF COR is a government employee appointed in writing by the contracting officer to serve as technical liaison between the Government and the contractor for a specific contract. The COR is responsible for monitoring the contractor's performance and provides technical advice to the contracting officer and contractor within the scope of work of the contract.
- 1.5.1.4 Contractor: Upon implementation, the contractor shall comply with the Government's QASP. This includes providing any required or requested reports.
- 1.5.1.5 Alternate Contracting Officer Representative (ACOR): The ACOR is a government employee appointed in writing by the contracting officer to serve as support to the COR and who is authorized to act with the same authority as the COR in the case of the COR's absence.
- 1.5.1.6 Technical Assistant (TA): The TA is a government employee appointed in writing by the COR to serve as the on-site technical liaison between the Government and the contractor for a specific contract. The TA is responsible for on-site monitoring of the contractor's performance and provides technical advice to the COR within the scope of work of the contract. For large commands the TA may designate assistant TAs to assist in monitoring contractor performance. Assistant TAs report directly to the primary TA and must have the same training as the primary TA and are designated by the COR to act in this role. TAs report directly to the COR on all contract issues.

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## **CHAPTER 2 SURVEILLANCE**

### **2.1 INTRODUCTION**

- 2.1.1 The COR monitors the performance of the contractor through quality assurance information that the COR receives. Since surveillance must be conducted in an efficient and accurate manner, defined procedures have been established for planning, scheduling, conducting, and documenting surveillance activities.

### **2.2 METHOD OF SURVEILLANCE**

- 2.2.1 The method of surveillance to be used is customer service feedback, direct monitoring, and review of specific deliverables. The customer is defined herein as those government agencies and activities that are directly receiving support from this contract as well as the COR, ACOR, and TAs.

### **2.3 CUSTOMER FEEDBACK**

- 2.3.1 Customer service feedback relies on information received from those customers receiving services from the contractor. The feedback is used as a basis for determining performance. For the purpose of this contract and QASP, the COR will be the individual who is the recipient and/or final approver of the work performed by the contractor. The TAs are an integral component for review and acceptance of the work, serving as the on-site “eyes & ears” of the COR due to the widely dispersed nature of the work. The TAs will represent the “customer” by soliciting their feedback and subsequently submitting that customer service feedback to the COR. The program may also include surveys, observations, and random sampling of customer service. The COR, with support from the TAs, will investigate each customer complaint and validate the accuracy before taking any action.

### **2.4 DIRECT MONITORING**

- 2.4.1 The COR will establish an organization for direct monitoring and reporting at each customer activity. Each activity will provide a TA who is a subject matter expert in the contract requirements for that activity. TAs are properly trained and designated government employees, either civilian or military, that will monitor the contractor and task accomplishment at that activity and report any deficiencies to the COR. The COR will coordinate monthly with the customer, TAs, ACOR, and contractor to review contract performance at that activity. The required monthly progress and financial reports by the contractor will be reviewed at that time. Customer feedback forms (Customer Comment Form, Notice of Performance Corrective Action Form) may be submitted, presented and reviewed at this time. Discussion and results of meetings will be recorded as minutes and provided by the COR to the contracting officer, ACOR, and contractor.

### **2.5 REVIEW OF SPECIFIC DELIVERABLES**

- 2.5.1 The COR, with support from the ACOR and any applicable TAs, will monitor and review deliverables to ensure conformance to contract requirements and timely delivery. The COR will provide a report on the status and quality of deliverable to the contracting officer in the COR report. If the contractor does not meet the applicable delivery schedule or the quality of the deliverable is unacceptable, the COR will notify the contractor in writing of the deficiency and provide a timetable for correction using the Notice of Performance Corrective Action Form and will submit a copy to the contracting officer.

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## CHAPTER 3 DATA GATHERING AND REPORTING

### 3.1 INTRODUCTION

- 3.1.1 Customer service provides valuable feedback and a method of surveillance for performance requirements. The COR must carefully plan the method of receiving and documenting customer comments, including both positive feedback and negative feedback (complaints).
- 3.1.2 For this contract, customer service feedback will be the primary means of determining adequacy of contractor performance. The COR should be proactive in soliciting feedback from customers and should educate the ACOR, TAs, and customers on the proper method of completing a customer comment form (CCF).

### 3.2 SUBMISSION OF CUSTOMER SERVICE DATA

- 3.2.1 The COR will establish a proactive program to provide education to customers and TAs receiving service regarding their input on contractor performance. The education shall include the work requirements as defined by the PWS. The education also shall include the proper preparation of a CCF and instructions for submission of a completed form to the COR. A copy of a CCF is provided as Enclosure 1.

### 3.3 VALIDATION OF COMMENTS

- 3.3.1 The COR will validate each negative comment. For complaints, the COR will investigate to verify whether the contractor met the performance requirements of the PWS. The COR will document the results of the investigation on the CCF and will note the disposition date on the customer comment log (CCL).

### 3.4 REPORTING

- 3.4.1 The CCF should be submitted by the TA on a monthly basis to the COR and ACOR not later than five (5) business days after the end of the month. Upon receipt of a completed CCF, the COR will document the comment on the CCL, provided as Enclosure 2.

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## CHAPTER 4 DEFICIENCY NOTIFICATION

### 4.1 INTRODUCTION

4.1.1 The COR will notify the contractor when performance is “Base Minus (B-)” and the contractor has not performed work as required by the PWS or work has not met the set performance standards and requires correction by the contractor. The deficiency notification will be provided in the form of a validated CCF or Notification of Performance or Corrective Action Form (NPCAF), provided as Enclosures 1 and 3.

### 4.2 CUSTOMER COMMENT FORM

4.2.1 The COR will provide the contractor a copy of a CCF specifying “B-” performance and require the contractor to complete the section on “Action Taken by contractor.”

### 4.3 NOTIFICATION OF PERFORMANCE OR CORRECTIVE ACTION

4.3.1 The COR will prepare a NPCAF for each observation not meeting the performance standards of the PWS. Multiple observations may be recorded on the same form when the nature of the observations allows for consolidation. The contractor will be instructed to return the form after completing corrective actions.

4.3.2 The COR will maintain a log of NPCAF including the record number, date of observation, task observed, nature of action, suspension date, and disposition date. A copy of this log is provided as Enclosure 4.

### 4.4 CONTRACT DEFICIENCY REPORT

4.4.1 When contractor performance is “B-”, the COR will coordinate with the contracting officer to issue a contract deficiency report (CDR). The contractor will have 1 business day following the date of receipt of the CDR to provide a written reply including the reasons for the “B-” performance, corrective action taken, and procedures to preclude recurrence.

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## CHAPTER 5 SURVEILLANCE ADJUSTMENT

### 5.1 INTRODUCTION

- 5.1.1 Contract performance (“B”; “B+”; “B-”) by the contractor may cause the COR to institute methods of surveillance other than customer service feedback.
- 5.1.2 Surveillance levels can be adjusted at the task level, functional area level, or at the total contract level. If the decision is made to adjust surveillance methods, the contracting officer will notify the contractor of any applicable changes.

### 5.2 BASE PLUS “B+” PERFORMANCE

- 5.2.1 Continuous “B+” performance by the contractor will allow the COR to consider reducing the level of surveillance. A demonstration of “B+” performance at each stage of reduced surveillance may allow the COR to approve a further reduction to lower surveillance levels.
- 5.2.2 If contractor performance is subsequently “B-” in any area, the COR shall immediately resume normal surveillance levels and surveillance methods in all areas.

### 5.3 BASE MINUS “B-” PERFORMANCE

- 5.3.1 Continuous “B-” performance by the contractor will require the COR to increase the level of surveillance. The levels and methods of surveillance will be determined by the COR. The increase should be implemented immediately upon determination of concern. The COR will work with the contracting officer to provide any necessary information to the contractor regarding changes in surveillance methods.
- 5.3.2 Normal surveillance levels should be resumed whenever performance improves to the point acceptable to the COR. A staged return to normal surveillance levels will allow the COR to verify that the improvement of the contractor will continue even though surveillance levels are being reduced.

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## CHAPTER 6 SURVEILLANCE AREA LIST

### 6.1 INTRODUCTION

6.1.1 The following provides a summary of the PWS tasks and deliverables. This summary provides information regarding the method of surveillance and specific performance standards, if applicable. Due to the fluid nature of the fleet training environment and the need to emphasize various training elements as units prepare for deployment, the customer will define the requirement(s) for the workload and performance standards based upon the training event, training course, or training program being supported at that time. All training requirements, customer defined requirements, and deliverables are directly supported by the information identified in the PWS/contract.

General Overarching Requirements				
Ref.	Title	Performance Standard	Allowable Error Rate	Method of Surveillance
PWS	Provide Qualified Personnel	Selects/retains qualified personnel. Provides timely replacement and adjusts workforce to address short-term gaps.	Personnel meet or exceed qualification requirements	COR/ACOR/TA Direct Monitoring Program
PWS	Training Courses/Event/Exercises Staffing	Provides adequate staffing levels required to successfully complete all training requirements.	Zero (0) cancellations due to insufficient/unqualified manning levels	COR/ACOR/TA Direct Monitoring Program
8.0 Deliverables				
7.2	Monthly Status Report (MSR)	Timeliness: 5 <sup>th</sup> workday of the following month, in alignment with invoice period  Quality: Includes all required elements, complete information	≥ 99% completion and on time	COR/ACOR/TA Direct Monitoring Program
7.3	Monthly Financial Progress/Status Report (MFSR)	Timeliness: 5 <sup>th</sup> workday of the following month, in alignment with invoice period  Quality: Includes all required elements, complete information	≥ 99% completion and on time	COR/ACOR Direct Monitoring Program
7.4	Trip Report	Timeliness: Within five (5) workdays following the completion of the trip  Quality: Includes all required elements, complete information	≥ 99% completion and on time	COR/ACOR/TA Direct Monitoring Program



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7.5	Effective Practices Booklet.	Timeliness: As defined by customer	≥ 99% completion and on time	COR/ACOR/TA Direct Monitoring Program
		Quality: Includes all required elements, complete information.		
7.6	Post Event/Exercise Commanders Summary Report.	Timeliness: Within five (5) working days following the conclusion of each event/ exercise	≥ 99% completion and on time	COR/ACOR/TA Direct Monitoring Program
		Quality: Includes all required elements, complete information.		
<b>4.0 MOC TT Tasks/Requirements</b>				
4.1	Provide O/Ts to assist in the development, design, execution, and assessment of formal Navy training and exercises to train operational level staffs in naval and joint warfare competencies across the ROMO.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.2	Provide technical assistance across the MOC training continuum.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.3	Assist in the development of complex operational scenarios including insertion of JMETs and NMETs that support MOC training objectives.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.4	Provide technical support for: the design of training and exercises for position specific skills, boards, bureaus, centers, cells, & working groups (B2C2WG); organizational element training; and MOC interoperability with other services, joint, and combatant commander (CCDR) headquarters training and exercise events.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.5	Provide direct, recurring interface with individual MOCs to establish internal mission specific training programs to support the individual commander's assessment of readiness of the MOC based on established manning, training, and equipment standards.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.6	Interact with MOC leadership to develop operational level training scenarios and exercise plans.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		

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4.7	Ensure Navy exercise life cycle conforms as close as possible to Joint Staff J7 and Coalition Warfare Center (JCW) standards and requirements for exercise development and execution	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.8	Ensure MOC staffs train to requisite skills and produce planning products required when performing MOC functional tasks during exercise execution or operations as a NFC, NCC, JFMCC, combined force maritime component commander (CFMCC), or JTF HQ.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.9	Ensure measures of effectiveness (MOEs) and measures of performance (MOPs) support exercise design and staff training objectives.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.10	Participate in the MOC warfare improvement program (WIP) to assist in codifying the requirements for individual pipeline training and MOC battle staff prerequisite training.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.11	Observe and provide feedback to MOC staffs in order to facilitate effective use of internal lessons learned processes within each MOC training program to affect continual self-improvement.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.12	Observe and provide feedback to MOC N1 and personnel staffs, as required, with the process of mission analysis of both service title 10 requirements and CCDR assigned operational missions to determine missions, functions, and tasks and development of associated activity manning documents and joint manning documents (JMD).	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.13	Observe and provide feedback on the process of manning and forming MOCs during the transition from an NCC to a JFMCC or JTF, including the process of RSOI of reserves, active duty Navy, or joint personnel.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		

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4.14	Observe and provide feedback to the MOC joint interface control officer (JICO) with the setup, configuration, and operation of equipment.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.15	Observe and provide feedback to the JICO watch officer, joint track data coordinator, multi-tactical data link network manager, and communications management personnel to ensure the most effective use of system capabilities for data management and common operational picture (COP) displays to support B2C2WGs, BR, and the commander's decision cycle.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.16	Observe and provide feedback to the MOC assessment working group with the objective of threading the continuous process monitoring and evaluation of the current situation through all B2C2WGs to fully inform the commander and operational planning team leads of relevant information both during the planning process and while executing operations.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.17	Coordinate MOC training event support with the J7	Timeliness: As defined by customer Quality: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
4.18	Provide technical and analytical support for all facets of the joint semi-automated force (JSAF) modeling and simulation tool; Naval Continuous Training Environment, Joint Training and Experimentation Network (JTEN) and other joint, live virtual constructive tools.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.19	Provide command executive level recommendations to the MOC advocate (USF N83) across the Doctrine, Organization, Training, Material Logistics, Personnel, Facilities-Education spectrum regarding OLW issues.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.20	Provide feedback to Navy Warfare Development Command for review for all applicable joint and service doctrine.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		

4.21	Document and record effective/best practices at Fleet MOCs during exercise or operational events.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by customer		
4.22	Maintain a website of effective practices on the Fleet MOC TT portal and update as required to include templates, formats, and other computer based products when observed.	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by the customer		
4.23	Participate in other USFF OLV related staff initiatives such as, but not limited to: <ul style="list-style-type: none"> <li>Initiatives to close the operational tactical level training gap, when those gaps are identified</li> <li>Participate in the OLV MOC Warfare Improvement Program (WIP)</li> <li>Support staff coordination between Naval War College and other USFF codes for development and implementation of OLV Education</li> <li>Support the command directed Command and Control in a Denied and Degraded Environment (C2D2E) War Game</li> <li>Support Readiness Kill (RKC) effort involving OLV issues</li> <li>Support the MOC Standardization OPT</li> </ul>	Timeliness: As defined by customer	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by the customer		
4.24	Attend and facilitate conferences as directed.	Timeliness: As defined by customer.	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by the customer		
4.25	Provide after action briefings, upon completion of observed exercise events to appropriate MOC staff personnel including Flag level officials	Timeliness: As defined by customer.	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by the customer		
4.26	Deliver and maintain a universal MOC training program that promotes sustainability, flexibility, functional commonality and interoperability among the MOCs, subordinate Navy staffs, other service components and comparable joint organizations	Timeliness: As defined by customer.	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
		Quality: As defined by the customer		

<b>4.27</b>	Provide a designated Space Cadre Officer with current Space Operations experience in Space Situational Awareness, Space Force Enhancement, Space Control, and Space Support across multiple classification levels.	<p>Timeliness: As defined by customer.</p> <p>Quality: As defined by the customer</p>	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program
<b>4.28</b>	Provide training to meet emergent ("surge") mission training requirements of the type described in this PWS.	<p>Timeliness: As defined by customer.</p> <p>Quality: As defined by the customer</p>	Variable per customer	Customer Feedback; COR/ACOR/TA Direct Monitoring Program

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**ENCLOSURE 1**  
**CUSTOMER COMMENT FORM**

Customer Comment Record Number: \_\_\_\_\_ Customer Organization: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Nature of Satisfactory or Unsatisfactory Service:

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Contracting Officer Representative Validation: Yes No

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Date/Time Contractor Informed: \_\_\_\_\_

Action Taken by Contractor:

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Received and Validated By: \_\_\_\_\_

Contracting Officer Representative / Designee

Note: Attach additional pages and/or supporting documentation



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**ENCLOSURE 3**

**NOTIFICATION OF PERFORMANCE OR CORRECTIVE ACTION FORM (NPCAF)**

Record Number: \_\_\_\_\_ Suspense Date: \_\_\_\_\_

Date/Time of Observation: \_\_\_\_\_

Task Observed: \_\_\_\_\_

Nature of Requirement for Performance or Corrective Action:

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Date/Time Contractor Informed: \_\_\_\_\_

Signature: \_\_\_\_\_  
Contracting Officer Representative / Designee

Action Taken by Contractor:

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Signature: \_\_\_\_\_  
Contractor Representative

Validated By: \_\_\_\_\_  
Contractor Officer Representative/ Designee





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## SECTION F DELIVERABLES OR PERFORMANCE

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

8001	6/1/2015 - 5/31/2016
8002	6/1/2016 - 5/31/2017
8003	6/1/2017 - 9/28/2017
8004	6/1/2018 - 5/31/2019
8005	9/29/2017 - 5/31/2018
8006	9/17/2018 - 5/31/2019
9001	6/1/2015 - 5/31/2016
9002	6/1/2016 - 5/31/2017
9003	6/1/2017 - 5/31/2018
9004	6/1/2018 - 5/31/2019

### CLIN - DELIVERIES OR PERFORMANCE

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

8001	6/1/2015 - 5/31/2016
8002	6/1/2016 - 5/31/2017
8003	6/1/2017 - 9/28/2017
8004	6/1/2018 - 5/31/2019
8005	9/29/2017 - 5/31/2018
8006	9/17/2018 - 5/31/2019
9001	6/1/2015 - 5/31/2016
9002	6/1/2016 - 5/31/2017
9003	6/1/2017 - 5/31/2018
9004	6/1/2018 - 5/31/2019

Services to be performed hereunder will be provided at: localities designated in Performance Work Statement

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

### WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-in-1

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Government

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC - N68732

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Issue By DoDAAC - N00189  
Admin DoDAAC - N00189  
Inspect By DoDAAC - N/A  
Ship To Code - N/A  
Ship From Code - N/A  
Mark For Code - N/A  
Service Approver (DoDAAC) - N00060  
Service Acceptor (DoDAAC) - N00060  
Accept at Other DoDAAC  
LPO DoDAAC - N00060  
DCAA Auditor DoDAAC  
Other DoDAAC(s) - N/A

(\*Contracting Officer: Insert applicable DoDAAC information or "See schedule"  
if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

[REDACTED]

[REDACTED]

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

[REDACTED]

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

#### 252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) 8003, 8005 and 9003 are incrementally funded. For this/these item(s), the sum of **\$3,377,364.47** of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs

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for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause.

This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

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DELIVERY ORDER Number: N00178-04-D-4119-FK03

AMENDMENT/MODIFICATION Number: 15

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled

"TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

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On execution of this modification: \$241,000.00

Remaining to be funded:

CLIN 8003: \$990,591.52 - \$990,591.52 = \$0

CLIN 8005: \$2,135,218.24 - \$2,135,218.24 = \$0

CLIN 8006: \$451,501.60 - \$241,000.00 = \$210,501.60

(End of clause)

### **5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)**

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

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

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

Name: [REDACTED]

Address: [REDACTED]

Phone: [REDACTED]

(End of Clause)

### **CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES**

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
  - a. All pre-award information, questions, or data;
  - b. Freedom of Information inquiries;
  - c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
  - d. Arranging the post award conference (See FAR 42.503).

Name: [REDACTED]

Address: [REDACTED]

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Phone: [REDACTED]

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: [REDACTED]  
Address: [REDACTED]  
Phone: [REDACTED]

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: N/A  
Address:  
Phone:

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: DFAS Cleveland  
Address: P.O. Box 998022  
Cleveland, OH 44199-8032

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

[REDACTED]

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In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

Name: N/A  
Address:  
Phone:

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:
- a. Identifying contractor deficiencies to the COR;
  - b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
  - c. Identifying contractor noncompliance of reporting requirements;
  - d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
  - e. Reviewing contractor reports providing recommendations for acceptance/rejection;
  - f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
  - g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
  - h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: N/A  
Address:  
Phone:

7. ORDERING OFFICER is responsible for:
- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
  - b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
  - c. Obligating the funds by issuance of the delivery/task order;
  - d. Authorization for use of overtime;
  - e. Authorization to begin performance; and/or
  - f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: N/A  
Address:  
Phone:

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP)  
FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.



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1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

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(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARS covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

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Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8001	N4657915RC02162	2873534.40

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LLA :

AB 1751804 60CA 257 00060 W 068732 2D C02162 46579N6219D  
Correction to Line of Accounting ACRN AA to read AB

9001 N4657915RC02162 308647.97

LLA :

AB 1751804 60CA 257 00060 W 068732 2D C02162 46579N6219D  
Correction to Line of Accounting ACRN AA to read AB

BASE Funding 3182182.37  
Cumulative Funding 3182182.37

MOD 01 Funding 0.00  
Cumulative Funding 3182182.37

MOD 02 Funding 0.00  
Cumulative Funding 3182182.37

MOD 03 Funding 0.00  
Cumulative Funding 3182182.37

MOD 04 Funding 0.00  
Cumulative Funding 3182182.37

MOD 05

8002 N4657916RC01762 2890890.00

LLA :

AC 1761804 60CA 257 00060 W 068732 2D C01762 465796N7219D

9002 N4657916RC01762 308070.14

LLA :

AC 1761804 60CA 257 00060 W 068732 2D C01762 465796N7219D

MOD 05 Funding 3198960.14  
Cumulative Funding 6381142.51

MOD 06 Funding 0.00  
Cumulative Funding 6381142.51

MOD 07

900201 N4657916RC01762 308070.14

LLA :

AC 1761804 60CA 257 00060 W 068732 2D C01762 465796N7219D

900202 N5399616RMCOTT 150000.00

LLA :

AD 9760100 70F5 257 00070 0 045924 2D CMOCTT 539966JTCP6D  
Standard Number: N5399616RMCOTT

MOD 07 Funding 458070.14  
Cumulative Funding 6839212.65

MOD 08

800201 N46579616RC01762 2890890.00

LLA :

AC 1761804 60CA 257 00060 W 068732 2D C01762 465796N7219D  
Standard Number: N46579616RC01762

800202 N4657917RC001RT 58430.40

LLA :

AE 1771804 60CA 257 00060 W 068732 2D C001RT 465797N7219Q  
Standard Number: N4657917RC001RT

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MOD 08 Funding 2949320.40  
Cumulative Funding 9788533.05

MOD 09 Funding 0.00  
Cumulative Funding 9788533.05

MOD 10

800301 N4657917RC01562 970969.12  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

900301 N4657917RC01562 100000.00  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

MOD 10 Funding 1070969.12  
Cumulative Funding 10859502.17

MOD 11

800301 N4657917RC01562 50000.00  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

900301 N4657917RC01562 50000.00  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

MOD 11 Funding 100000.00  
Cumulative Funding 10959502.17

MOD 12

800301 N4657917RC01562 1380000.00  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

900301 N4657917RC01562 50000.00  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

MOD 12 Funding 1430000.00  
Cumulative Funding 12389502.17

MOD 13

800301 N4657917RC01562 570805.44  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

900301 N4657917RC01562 75269.56  
LLA :  
AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
Standard Number: N4657917RC01562

MOD 13 Funding 646075.00  
Cumulative Funding 13035577.17

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MOD 14

900302 N4657917RC01862 1820.35  
 LLA :  
 AG 1771804 60CA 257 00060 W 068732 2D C01862 465797N7FSTD  
 Standard Number: N4657917RC01862

MOD 14 Funding 1820.35  
 Cumulative Funding 13037397.52

MOD 15

800301 N4657917RC01562 (1981183.04)  
 LLA :  
 AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
 Standard Number: N4657917RC01562

800501 N4657917RC01562-0006 2101183.04  
 LLA :  
 AF 1771804 60CA 257 00060 W 068732 2D C01562 465797N7219D  
 Standard Number: N4657917RC01562-0006

MOD 15 Funding 120000.00  
 Cumulative Funding 13157397.52

MOD 16

900303 N4657917RC01962 8500.00  
 LLA :  
 AH 97701000 60F0 257 00060 W 068732 2D C01962 465797JNTCUD  
 Standard Number: N4657917RC01962

MOD 16 Funding 8500.00  
 Cumulative Funding 13165897.52

MOD 17

900304 N4657918RC00862 122000.00  
 LLA :  
 AJ 1781804 60CA 257 00060 W 068732 2D C00862 465798N7219D  
 Standard Number: N4657918RC00862

MOD 17 Funding 122000.00  
 Cumulative Funding 13287897.52

MOD 18

800401 N4657918RC01662 1850000.00  
 LLA :  
 AK 1781804 60CA 257 00060 W 068732 2D C01662 465798N7219D  
 Standard Number: N4657918RC01662

800502 N4657918RC00862 32035.20  
 LLA :  
 AJ 1781804 60CA 257 00060 W 068732 2D C00862 465798N7219D  
 Standard Number: N4657918RC00862

900401 N4657918RC01662 150000.00  
 LLA :  
 AK 1781804 60CA 257 00060 W 068732 2D C01662 465798N7219D  
 Standard Number: N4657918RC01662

MOD 18 Funding 2032035.20  
 Cumulative Funding 15319932.72

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MOD 19

800402 N4657918RC01662 1380633.40  
 LLA :  
 AK 1781804 60CA 257 00060 W 068732 2D C01662 465798N7219D  
 Standard Number: N4657918RC01662

800503 N4657918RC00862 2000.00  
 LLA :  
 AJ 1781804 60CA 257 00060 W 068732 2D C00862 465798N7219D  
 Standard Number: N4657918RC00862

900402 N4657918RC01662 157203.39  
 LLA :  
 AK 1781804 60CA 257 00060 W 068732 2D C01662 465798N7219D  
 Standard Number: N4657918RC01662

MOD 19 Funding 1539836.79  
 Cumulative Funding 16859769.51

MOD 20

800601 N4657918RC01662 241000.00  
 LLA :  
 AK 1781804 60CA 257 00060 W 068732 2D C01662 465798N7219D  
 Standard Number: Amendment 2

MOD 20 Funding 241000.00  
 Cumulative Funding 17100769.51

MOD 21 Funding 0.00  
 Cumulative Funding 17100769.51

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

N/A



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## SECTION I CONTRACT CLAUSES

### PROVISIONS INCORPORATED BY REFERENCE

52.215-20	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data (Oct 2010)
52.217-5	Evaluation of Options
52.222-17	Nondisplacement of Qualified Workers
52.222-41	Service Contract Act of 1965
52.222-42	Statement of Equivalent Rates
52.222-43	Fair Labor Standards Act - Price Adjustment
52.232-18	Subject to Availability of Funds
52.237-1	Site Visit
52.245- 1Alt 1	Government Property (Aug 2010) Alternate I
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country
252.215-7008	Only One Offer (JUN 2012)

### PROVISIONS INCORPORATED BY FULL TEXT

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV 2011)

(a) Definition. Covered DoD official is defined in the clause at 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake Acquisition Regulation 3.104-2.

(End of provision)

### CLAUSES INCORPORATED BY REFERENCE

52.204-2	Security Requirements (August 1996)
52.232-33	Payment by Electronic Funds Transfer--System for Award Management
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
252.201-7000	Contracting Officer's Representative
252.203-7000	Agency Office of the Inspector General (Dec 2012)

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252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentially Agreements - Representation (FEB 2015)

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

252.204-7012 Safeguarding of Unclassified Controlled Technical Information (Dec 2015)

252.209-7004 Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country

252.232-7010 Levies on Contract Payments

252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel

252.243-7002 Requests for Equitable Adjustment

#### **CLAUSES INCORPORATED BY FULL TEXT**

##### **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 7 days of contract expiration.**

**(End of clause)**

##### **52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

**(a) The Government may extend the term of this contract by written notice to the Contractor within 7 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.**

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

**(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.**

**(End of clause)**

##### **52.232-18 Availability of Funds (APR 1984)**

**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.**

**5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)**

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Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

#### **APPLICABILITY**

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

#### **ACCESS TO FEDERAL FACILITIES**

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

#### **ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee’s duties, such employees shall in-process with the Navy Command’s Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual’s performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the “supervisor”.

The SAAR-N shall be forwarded to the Navy Command’s Security Manager at least 30 days prior to the individual’s start date. Failure to provide the required documentation at least 30 days prior to the

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individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

#### **INTERIM ACCESS**

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### **DENIAL OR TERMINATION OF ACCESS**

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES**

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall

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result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

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• Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

\* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

Wage Determinations:

WD 05-2543 (Rev.-16) was first posted on www.wdol.gov on 08/05/2014

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION

| WASHINGTON D.C. 20210  
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|  
|  
| Wage Determination No.: 2005-2543

Diane C. Koplewski Division of | Revision No.: 16  
Director Wage Determinations| Date Of Revision: 07/25/2014

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States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans

Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia Beach, Williamsburg, York

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**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	14.03	
01012 - Accounting Clerk II	15.74	
01013 - Accounting Clerk III	17.61	
01020 - Administrative Assistant	22.28	
01040 - Court Reporter	17.11	
01051 - Data Entry Operator I	11.94	
01052 - Data Entry Operator II	13.90	
01060 - Dispatcher, Motor Vehicle	16.01	
01070 - Document Preparation Clerk	13.21	
01090 - Duplicating Machine Operator	13.21	
01111 - General Clerk I	12.08	
01112 - General Clerk II	13.78	
01113 - General Clerk III	15.47	

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<b>01120 - Housing Referral Assistant</b>	<b>19.08</b>
<b>01141 - Messenger Courier</b>	<b>12.22</b>
<b>01191 - Order Clerk I</b>	<b>13.46</b>
<b>01192 - Order Clerk II</b>	<b>17.61</b>
<b>01261 - Personnel Assistant (Employment) I</b>	<b>16.22</b>
<b>01262 - Personnel Assistant (Employment) II</b>	<b>18.14</b>
<b>01263 - Personnel Assistant (Employment) III</b>	<b>20.23</b>
<b>01270 - Production Control Clerk</b>	<b>23.57</b>
<b>01280 - Receptionist</b>	<b>12.28</b>
<b>01290 - Rental Clerk</b>	<b>14.15</b>
<b>01300 - Scheduler, Maintenance</b>	<b>15.30</b>
<b>01311 - Secretary I</b>	<b>15.30</b>
<b>01312 - Secretary II</b>	<b>17.11</b>
<b>01313 - Secretary III</b>	<b>19.08</b>
<b>01320 - Service Order Dispatcher</b>	<b>15.37</b>
<b>01410 - Supply Technician</b>	<b>22.28</b>
<b>01420 - Survey Worker</b>	<b>13.82</b>
<b>01531 - Travel Clerk I</b>	<b>11.49</b>
<b>01532 - Travel Clerk II</b>	<b>12.26</b>
<b>01533 - Travel Clerk III</b>	<b>13.09</b>
<b>01611 - Word Processor I</b>	<b>13.38</b>
<b>01612 - Word Processor II</b>	<b>15.02</b>
<b>01613 - Word Processor III</b>	<b>16.80</b>
<b>05000 - Automotive Service Occupations</b>	
<b>05005 - Automobile Body Repairer, Fiberglass</b>	<b>23.47</b>
<b>05010 - Automotive Electrician</b>	<b>21.03</b>
<b>05040 - Automotive Glass Installer</b>	<b>20.09</b>
<b>05070 - Automotive Worker</b>	<b>20.09</b>
<b>05110 - Mobile Equipment Servicer</b>	<b>18.15</b>
<b>05130 - Motor Equipment Metal Mechanic</b>	<b>22.02</b>
<b>05160 - Motor Equipment Metal Worker</b>	<b>20.09</b>
<b>05190 - Motor Vehicle Mechanic</b>	<b>22.02</b>
<b>05220 - Motor Vehicle Mechanic Helper</b>	<b>17.13</b>
<b>05250 - Motor Vehicle Upholstery Worker</b>	<b>19.10</b>
<b>05280 - Motor Vehicle Wrecker</b>	<b>20.09</b>
<b>05310 - Painter, Automotive</b>	<b>21.03</b>
<b>05340 - Radiator Repair Specialist</b>	<b>19.10</b>
<b>05370 - Tire Repairer</b>	<b>13.37</b>
<b>05400 - Transmission Repair Specialist</b>	<b>22.02</b>
<b>07000 - Food Preparation And Service Occupations</b>	
<b>07010 - Baker</b>	<b>11.48</b>
<b>07041 - Cook I</b>	<b>10.11</b>
<b>07042 - Cook II</b>	<b>11.21</b>
<b>07070 - Dishwasher</b>	<b>8.12</b>
<b>07130 - Food Service Worker</b>	<b>9.74</b>
<b>07210 - Meat Cutter</b>	<b>15.33</b>
<b>07260 - Waiter/Waitress</b>	<b>8.80</b>
<b>09000 - Furniture Maintenance And Repair Occupations</b>	
<b>09010 - Electrostatic Spray Painter</b>	<b>21.23</b>
<b>09040 - Furniture Handler</b>	<b>14.67</b>
<b>09080 - Furniture Refinisher</b>	<b>17.63</b>
<b>09090 - Furniture Refinisher Helper</b>	<b>14.36</b>
<b>09110 - Furniture Repairer, Minor</b>	<b>16.02</b>

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<b>09130 - Upholsterer</b>	<b>18.34</b>
<b>11000 - General Services And Support Occupations</b>	
11030 - Cleaner, Vehicles	11.41
11060 - Elevator Operator	11.41
11090 - Gardener	13.67
11122 - Housekeeping Aide	11.92
11150 - Janitor	11.92
11210 - Laborer, Grounds Maintenance	11.41
11240 - Maid or Houseman	8.93
11260 - Pruner	11.63
11270 - Tractor Operator	12.88
11330 - Trail Maintenance Worker	11.41
11360 - Window Cleaner	12.64
<b>12000 - Health Occupations</b>	
12010 - Ambulance Driver	16.84
12011 - Breath Alcohol Technician	16.09
12012 - Certified Occupational Therapist Assistant	24.34
12015 - Certified Physical Therapist Assistant	24.89
12020 - Dental Assistant	15.56
12025 - Dental Hygienist	33.25
12030 - EKG Technician	23.73
12035 - Electroneurodiagnostic Technologist	23.73
12040 - Emergency Medical Technician	16.84
12071 - Licensed Practical Nurse I	14.39
12072 - Licensed Practical Nurse II	16.09
12073 - Licensed Practical Nurse III	17.95
12100 - Medical Assistant	13.48
12130 - Medical Laboratory Technician	17.16
12160 - Medical Record Clerk	13.96
12190 - Medical Record Technician	15.61
12195 - Medical Transcriptionist	14.13
12210 - Nuclear Medicine Technologist	30.53
12221 - Nursing Assistant I	9.46
12222 - Nursing Assistant II	10.27
12223 - Nursing Assistant III	11.21
12224 - Nursing Assistant IV	12.58
12235 - Optical Dispenser	18.17
12236 - Optical Technician	15.08
12250 - Pharmacy Technician	17.33
12280 - Phlebotomist	12.58
12305 - Radiologic Technologist	25.40
12311 - Registered Nurse I	24.37
12312 - Registered Nurse II	29.81
12313 - Registered Nurse II, Specialist	29.81
12314 - Registered Nurse III	36.07
12315 - Registered Nurse III, Anesthetist	36.07
12316 - Registered Nurse IV	43.23
12317 - Scheduler (Drug and Alcohol Testing)	19.54
<b>13000 - Information And Arts Occupations</b>	
13011 - Exhibits Specialist I	20.46
13012 - Exhibits Specialist II	25.36
13013 - Exhibits Specialist III	29.19
13041 - Illustrator I	20.00



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13042 - Illustrator II		24.56
13043 - Illustrator III		29.80
13047 - Librarian		32.67
13050 - Library Aide/Clerk		10.41
13054 - Library Information Technology Systems Administrator		23.82
13058 - Library Technician		16.78
13061 - Media Specialist I		16.68
13062 - Media Specialist II		18.66
13063 - Media Specialist III		20.80
13071 - Photographer I		13.93
13072 - Photographer II		18.46
13073 - Photographer III		22.43
13074 - Photographer IV		24.90
13075 - Photographer V		30.14
13110 - Video Teleconference Technician		15.93
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.56
14042 - Computer Operator II		17.40
14043 - Computer Operator III		19.41
14044 - Computer Operator IV		21.57
14045 - Computer Operator V		23.88
14071 - Computer Programmer I	(see 1)	20.07
14072 - Computer Programmer II	(see 1)	24.57
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.56
14160 - Personal Computer Support Technician		21.57
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.24
15020 - Aircrew Training Devices Instructor (Rated)		40.21
15030 - Air Crew Training Devices Instructor (Pilot)		48.04
15050 - Computer Based Training Specialist / Instructor		32.44
15060 - Educational Technologist		29.72
15070 - Flight Instructor (Pilot)		48.04
15080 - Graphic Artist		24.28
15090 - Technical Instructor		20.94
15095 - Technical Instructor/Course Developer		25.61
15110 - Test Proctor		17.61
15120 - Tutor		17.61
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.54
16030 - Counter Attendant		8.54
16040 - Dry Cleaner		10.70
16070 - Finisher, Flatwork, Machine		8.54
16090 - Presser, Hand		8.54
16110 - Presser, Machine, Drycleaning		8.54
16130 - Presser, Machine, Shirts		8.54
16160 - Presser, Machine, Wearing Apparel, Laundry		8.54
16190 - Sewing Machine Operator		11.44

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16220 - Tailor	12.22
16250 - Washer, Machine	9.27
<b>19000 - Machine Tool Operation And Repair Occupations</b>	
19010 - Machine-Tool Operator (Tool Room)	23.51
19040 - Tool And Die Maker	24.69
<b>21000 - Materials Handling And Packing Occupations</b>	
21020 - Forklift Operator	15.55
21030 - Material Coordinator	23.57
21040 - Material Expediter	23.57
21050 - Material Handling Laborer	11.27
21071 - Order Filler	11.49
21080 - Production Line Worker (Food Processing)	15.55
21110 - Shipping Packer	13.83
21130 - Shipping/Receiving Clerk	13.83
21140 - Store Worker I	12.41
21150 - Stock Clerk	15.52
21210 - Tools And Parts Attendant	15.55
21410 - Warehouse Specialist	15.55
<b>23000 - Mechanics And Maintenance And Repair Occupations</b>	
23010 - Aerospace Structural Welder	23.29
23021 - Aircraft Mechanic I	22.18
23022 - Aircraft Mechanic II	23.29
23023 - Aircraft Mechanic III	24.37
23040 - Aircraft Mechanic Helper	16.35
23050 - Aircraft, Painter	20.20
23060 - Aircraft Servicer	18.22
23080 - Aircraft Worker	19.17
23110 - Appliance Mechanic	19.24
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	23.93
23130 - Carpenter, Maintenance	19.24
23140 - Carpet Layer	18.79
23160 - Electrician, Maintenance	21.90
23181 - Electronics Technician Maintenance I	22.38
23182 - Electronics Technician Maintenance II	23.53
23183 - Electronics Technician Maintenance III	24.70
23260 - Fabric Worker	17.81
23290 - Fire Alarm System Mechanic	20.20
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	20.48
23312 - Fuel Distribution System Operator	16.73
23370 - General Maintenance Worker	18.30
23380 - Ground Support Equipment Mechanic	22.18
23381 - Ground Support Equipment Servicer	18.22
23382 - Ground Support Equipment Worker	19.17
23391 - Gunsmith I	16.50
23392 - Gunsmith II	18.33
23393 - Gunsmith III	20.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.31
23430 - Heavy Equipment Mechanic	20.03

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23440 - Heavy Equipment Operator	20.20
23460 - Instrument Mechanic	19.24
23465 - Laboratory/Shelter Mechanic	11.27
23470 - Laborer	11.27
23510 - Locksmith	19.31
23530 - Machinery Maintenance Mechanic	20.28
23550 - Machinist, Maintenance	19.32
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	21.03
23592 - Metrology Technician II	22.04
23593 - Metrology Technician III	22.96
23640 - Millwright	25.71
23710 - Office Appliance Repairer	19.24
23760 - Painter, Maintenance	19.24
23790 - Pipefitter, Maintenance	20.23
23810 - Plumber, Maintenance	19.31
23820 - Pneudraulic Systems Mechanic	20.20
23850 - Rigger	20.52
23870 - Scale Mechanic	18.30
23890 - Sheet-Metal Worker, Maintenance	20.20
23910 - Small Engine Mechanic	19.24
23931 - Telecommunications Mechanic I	23.97
23932 - Telecommunications Mechanic II	25.18
23950 - Telephone Lineman	22.88
23960 - Welder, Combination, Maintenance	19.47
23965 - Well Driller	19.93
23970 - Woodcraft Worker	20.20
23980 - Woodworker	16.50
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.58
24580 - Child Care Center Clerk	13.48
24610 - Chore Aide	7.66
24620 - Family Readiness And Support Services Coordinator	13.31
24630 - Homemaker	14.24
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.80
25040 - Sewage Plant Operator	20.01
25070 - Stationary Engineer	20.80
25190 - Ventilation Equipment Tender	15.80
25210 - Water Treatment Plant Operator	20.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.96
27007 - Baggage Inspector	12.01
27008 - Corrections Officer	18.71
27010 - Court Security Officer	20.29
27030 - Detection Dog Handler	15.31
27040 - Detention Officer	18.71
27070 - Firefighter	19.65
27101 - Guard I	12.01
27102 - Guard II	15.31
27131 - Police Officer I	22.07
27132 - Police Officer II	24.52

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**28000 - Recreation Occupations**

28041 - Carnival Equipment Operator	10.47
28042 - Carnival Equipment Repairer	10.99
28043 - Carnival Equipment Worker	8.21
28210 - Gate Attendant/Gate Tender	14.30
28310 - Lifeguard	12.22
28350 - Park Attendant (Aide)	15.60
28510 - Recreation Aide/Health Facility Attendant	11.68
28515 - Recreation Specialist	19.83
28630 - Sports Official	12.75
28690 - Swimming Pool Operator	15.63

**29000 - Stevedoring/Longshoremen Occupational Services**

29010 - Blocker And Bracer	20.73
29020 - Hatch Tender	20.73
29030 - Line Handler	20.73
29041 - Stevedore I	19.71
29042 - Stevedore II	21.80

**30000 - Technical Occupations**

30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	18.28
30022 - Archeological Technician II	19.03
30023 - Archeological Technician III	25.14
30030 - Cartographic Technician	26.68
30040 - Civil Engineering Technician	25.15
30061 - Drafter/CAD Operator I	18.85
30062 - Drafter/CAD Operator II	21.09
30063 - Drafter/CAD Operator III	23.52
30064 - Drafter/CAD Operator IV	28.93
30081 - Engineering Technician I	17.82
30082 - Engineering Technician II	19.79
30083 - Engineering Technician III	22.59
30084 - Engineering Technician IV	27.42
30085 - Engineering Technician V	33.54
30086 - Engineering Technician VI	40.58
30090 - Environmental Technician	21.87
30210 - Laboratory Technician	20.41
30240 - Mathematical Technician	26.68
30361 - Paralegal/Legal Assistant I	16.04
30362 - Paralegal/Legal Assistant II	19.88
30363 - Paralegal/Legal Assistant III	24.32
30364 - Paralegal/Legal Assistant IV	29.42
30390 - Photo-Optics Technician	26.68
30461 - Technical Writer I	23.10
30462 - Technical Writer II	28.24
30463 - Technical Writer III	34.17
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.52

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<b>Surface Programs</b>		
<b>30621 - Weather Observer, Senior</b>	<b>(see 2)</b>	<b>25.48</b>
<b>31000 - Transportation/Mobile Equipment Operation Occupations</b>		
<b>31020 - Bus Aide</b>		<b>11.61</b>
<b>31030 - Bus Driver</b>		<b>14.66</b>
<b>31043 - Driver Courier</b>		<b>13.40</b>
<b>31260 - Parking and Lot Attendant</b>		<b>9.25</b>
<b>31290 - Shuttle Bus Driver</b>		<b>14.22</b>
<b>31310 - Taxi Driver</b>		<b>11.32</b>
<b>31361 - Truckdriver, Light</b>		<b>14.22</b>
<b>31362 - Truckdriver, Medium</b>		<b>15.59</b>
<b>31363 - Truckdriver, Heavy</b>		<b>17.75</b>
<b>31364 - Truckdriver, Tractor-Trailer</b>		<b>17.75</b>
<b>99000 - Miscellaneous Occupations</b>		
<b>99030 - Cashier</b>		<b>8.95</b>
<b>99050 - Desk Clerk</b>		<b>9.12</b>
<b>99095 - Embalmer</b>		<b>23.61</b>
<b>99251 - Laboratory Animal Caretaker I</b>		<b>9.86</b>
<b>99252 - Laboratory Animal Caretaker II</b>		<b>10.47</b>
<b>99310 - Mortician</b>		<b>30.76</b>
<b>99410 - Pest Controller</b>		<b>15.66</b>
<b>99510 - Photofinishing Worker</b>		<b>11.61</b>
<b>99710 - Recycling Laborer</b>		<b>16.46</b>
<b>99711 - Recycling Specialist</b>		<b>18.57</b>
<b>99730 - Refuse Collector</b>		<b>15.17</b>
<b>99810 - Sales Clerk</b>		<b>11.04</b>
<b>99820 - School Crossing Guard</b>		<b>11.64</b>
<b>99830 - Survey Party Chief</b>		<b>18.10</b>
<b>99831 - Surveying Aide</b>		<b>11.30</b>
<b>99832 - Surveying Technician</b>		<b>16.46</b>
<b>99840 - Vending Machine Attendant</b>		<b>12.92</b>
<b>99841 - Vending Machine Repairer</b>		<b>15.13</b>
<b>99842 - Vending Machine Repairer Helper</b>		<b>12.92</b>

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**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month**

**VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)**

**HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in**

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accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

**THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:**

**1) COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

**2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive

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ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}**

**Conformance Process:**

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The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide



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**classifications listed in the wage determination.**

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## **SECTION J LIST OF ATTACHMENTS**

Attachment I - DD 254

Attachment II - Revised Performance Work Statement Mod 21

Past Performance Report Form

Resume Format