

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
09

3. EFFECTIVE DATE  
15-Feb-2017

4. REQUISITION/PURCHASE REQ. NO.  
N5706116RC031PH

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

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NAVSUP FLC Norfolk, Detachment Philadelphia  
700 Robbins Avenue, Bldg. 2B  
Philadelphia PA 19111-5083  
Adam.Dombrowski@navy.mil 215-697-9703

DCMA Manassas  
14501 George Carter Way, 2nd Floor  
Chantilly VA 20151

SCD: C

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

Summit Research  
10201 Fairfax Blvd. Suite 400  
Fairfax VA 22030-2222

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4101 / N00178-04-D-4101-EX02

10B. DATED (SEE ITEM 13)

19-Sep-2014

CAGE CODE  
5M996

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).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)

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

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

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

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

Adam E Dombrowski, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Adam E Dombrowski

(Signature of Contracting Officer)

15-Feb-2017

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

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

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**GENERAL INFORMATION**

The purpose of this modification is to depict an administrative change in the cumulative funding in Section G of the subject task order. All other terms and conditions remain the same. 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 \$3,692,384.00 by \$0.00 to \$3,692,384.00.

The total value of the order is hereby increased from \$3,700,896.00 by \$0.00 to \$3,700,896.00.

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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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
8000	R425	Navy Lessons Learned Program (NLLP) Support in accordance with the Statement of Work. (O&MN,N)	12.0	MO	\$102,264.00	\$1,227,168.00
800001	R425	FUNDING IN SUPPORT OF CLIN 8001. (O&MN,N)				
8001	R425	Navy Lessons Learned Program (NLLP) Support in accordance with the Statement of Work. (O&MN,N)	12.0	MO	\$94,160.00	\$1,129,920.00
800101	R425	Funding in support of CLIN 8001 - Option Period I (O&MN,N)				
800102	R425	Funding in support of CLIN 8001 - Option Period I (O&MN,N)				
8002	R425	Navy Lessons Learned Program (NLLP) Support in accordance with the Statement of Work. (O&MN,N)	12.0	MO	\$95,859.00	\$1,150,308.00
800201	R425	Funding in support of CLIN 8002 (O&MN,N)				
800202	R425	Funding in support of CLIN 8002 (O&MN,N)				
8003	R425	Navy Lessons Learned Program (NLLP) Support in accordance with the Statement of Work. (O&MN,N)  Option	12.0	MO	\$86,785.00	\$1,041,420.00
8004	R425	Navy Lessons Learned Program (NLLP) Support in accordance with the Statement of Work. (O&MN,N)  Option	12.0	MO	\$88,363.00	\$1,060,356.00

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8999		Data for Labor CLINs 8000, 8001, 8002, 8003, and 8004: In accordance with CDRLs A001 - A005, the Government shall have unlimited data rights to DRAFT all data generated IAW DFARS 252.227-7017 unless an assertion is provided and accepted by the Government with the offer IAW DFARS 252.227-7017. All data generated under this procurement has been paid for, in full, by the Government.	1.0	LO		NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Other Direct Costs (ODCs) in support of CLIN 8000. (O&MN,N)	12.0	MO	\$64,500.00

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
900001	R425	FUNDING IN SUPPORT OF CLIN 9000. (O&MN,N)			
9001	R425	Other Direct Costs (ODCs) in support CLIN 8001. (O&MN,N)	1.0	LO	\$64,500.00
900101	R425	Funding in support of CLIN 9001 (O&MN,N)			
900102	R425	Funding in support of CLIN 9001 (O&MN,N)			
9002	R425	Other Direct Costs (ODCs) in support of CLIN 8002. (O&MN,N)	1.0	LO	\$64,500.00
900201	R425	Funding in support of CLIN 9002 (O&MN,N)			
900202	R425	Funding in support of CLIN 9002 (O&MN,N)			
9003	R425	Other Direct Costs (ODCs) in support of CLIN 8003. (O&MN,N)	1.0	LO	\$64,500.00
		Option			
9004	R425	Other Direct Costs (ODCs) in support if CLIN 8004. (O&MN,N)	1.0	LO	\$64,500.00
		Option			

DATA LINE ITEM (NOT SEPARATELY PRICED)(FISC DET PHILA)(OCT 1992)

Contractor data to be furnished in accordance with DD Form 1423.

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **NAVY LESSONS LEARNED PROGRAM (NLLP) SUPPORT STATEMENT OF WORK**

#### **1.0 BACKGROUND**

**1.1.** The U.S. Navy established the Navy Lessons Learned Program (NLLP) in 1996. Commander, Navy Warfare Development Command (NWDC) serves as the program's Executive Agent on behalf of the Chief of Naval Operations and Commander, U.S. Fleet Forces. NWDC executes these duties and responsibilities through military, government, and contractor personnel located at NWDC in Norfolk, Virginia and at Fleet Sites throughout the world.

**1.2.** In 2008 NLLP was integrated with the Joint Lessons Learned Information System (JLLIS). NWDC manages the US Navy's instance of JLLIS, the Navy Lessons Learned Information System (NLLIS), which serves as the central data repository for all Navy Observations and Recommendations, Port Visit Reports, Post Deployment Briefs, and Active Collection Reports. NLLIS is the tool that Navy uses to collect, validate, analyze, and disseminate fleet feedback; to plan and execute Navy small-scale active collection of lessons learned; and to identify and track Navy issues for resolution.

**1.3** NLLP and NLLIS provide the Navy with a structured process to capture and analyze lessons learned by operational forces in order to improve fleet readiness and to enhance the Navy's ability to accomplish assigned missions. NLLP has been, and will continue to be, a dynamic program, leveraging Department of Defense standardized software, hardware, and knowledge management procedures to support the needs of the Fleet. NLLP must provide a fast, agile, comprehensive, and affordable means to:

- capture and validate lessons learned
- analyze their significance
- forward key insights/recommendations to Navy and Joint leadership quickly
- identify and track issues to ensure necessary changes are made to doctrine, organization, training, material, leadership and education, personnel and facilities (DOTMLPF)

**1.4** JLLIS utilizes a web-based enterprise system used to submit, process and display lessons learned throughout the Joint/Interagency Lessons Learned Community. In addition, versions of JLLIS are being developed to enable the participation of US Allies, Coalition Partners, and Non-Governmental Organizations. JLLIS is currently available to Navy users via NIPRNET, SIPRNET, and Navy Collaboration at Sea (CaS).

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## 2.0 SCOPE

The purpose of this requirement is to acquire Contractor support to provide information management, knowledge management, and analytical services required by NWDC in its roles as Executive Agent of NLLP and System Administrator of NLLIS.

## 3.0 APPLICABLE DOCUMENTS:

**3.1** - OPNAV INSTRUCTION 3500.37C, Navy Lessons Learned System

**3.2** - CJCS INSTRUCTION 3150.2E, Joint Lessons Learned Program

**3.3** – CJCS MANUAL 3150.25, Joint Lessons Learned Program

**4.0 PLACE OF PERFORMANCE:** Work will be performed at the Navy Warfare Development Command or other locations, as required by the statement of work.

## 5.0 SPECIFIC TASKS

The Contractor shall provide services for NLLS/NLLIS support under this Task order, which shall be performed in accordance with the requirements set forth in the tasks as defined below. The contractor shall provide monthly progress status and financial reports for all task actions in accordance with CDRL A001/A002/A003 and A004.

### 5.1 Task 1: NLLP Central Management Site – NLLP Project Management Support:

The Contractor shall provide a qualified Project Manager with the requisite security clearance at the NLLP Central Management Site at NWDC Norfolk, VA to assist the NWDC Lessons Learned Director in managing the NLLP program by preparing NLLP/NLLIS correspondence, reports/briefings, training/engagement aids, meeting agendas/minutes, and other program management requirements. In addition to the items listed below, this may include travel to fleet management sites, fleet conferences/seminars, and JLLP/JLLIS working groups.

- a. Provide input on joint and service lessons learned policy and guidance.
- b. Coordinate Navy participation joint lessons learned meetings, video teleconferences, and conferences with Joint Staff J-7.
- c. Coordinate Navy responses to joint lessons learned requests for information and joint staff action processing (JSAP) tasks.
- d. Collect, validate, prioritize, and submit Navy feedback on JLLP/JLLIS to Joint Staff J-7.
- e. Synchronize NLLP contract site support and NLLIS system administration with NWDC Lessons Learned and Analysis active collection projects, integration efforts, and administrative requirements.
- f. Act as the Command Lessons Manager for the Navy tier within NLLIS.
- g. Analyze NLLP and NLLIS metrics and provide recommendations for NLLP improvement.
- h. Plan and execute Annual NLLP Executive Steering Committee Meetings and team training.
- i. Provide input to NWDC Lessons Learned Directorate Annual Plan.
- j. Provide input to NWDC Lessons Learned Directorate Annual Command Operations Reports
- k. Provide input to CNWDC Weekly Commander's Update.

**5.1.1 Schedule/Deliverables:** The contractors shall provide agendas, meeting minutes, reports, briefings, training aids, and other documentation as required by NWDC Lessons Learned Director.

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**5.1.2 Performance Standards:** All agendas and minutes will be complete and concise, technically accurate, grammatically correct. Recommended changes and all correspondence will be relevant, technically accurate, clear, concise, and include considerations that are sound and actionable.

**5.2 Task 2: Fleet Site Support: USFF/CTF 80**

**5.3 Task 3: Fleet Site Support: PACFLT/C3F**

The contractor shall provide qualified Senior Data Analyst with the requisite security clearance to perform tasking associated with PACFLT/C3F Fleet Site located at C3F Headquarters, San Diego, CA.

a. Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post exercise reports, after action reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned, observations and recommendations, and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS. Upon receipt of approved validated data, the contractors shall submit using GFI 7.2, GFI 7.3 and GFI 7.4.

b. Attend fleet staff meetings, pre-deployment training briefs, post deployment briefs, and other conferences/seminars/meetings in the fleet geographic area of responsibility (AOR), to include collecting supporting information from subject matter experts and documentation in any electronic format, in order to extract, condense, and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS.

c. Serve as Command Lesson Manager (CLM) for the numbered Fleet tier of NLLIS. Validate submissions of fleet observations and recommendations and port visit reports with appropriate fleet staff members. Review all entries in NLLIS for correctness, continued applicability, navy tasks (NTA) and analysis as required. Manage all online content to include unstructured records in fleet data repository and fleet communities of practice.

d. Provide training manuals, training aids, and other NWDC products tailored to specific fleet requirements within the AOR. Schedule and present briefs on NWDC products and services to Fleet staff, as tasked by NWDC LL Director.

e. Develop, schedule, and provide onsite training on NLLP/NLLIS for all fleet units and staffs in the AOR. Provide training to exercise audience for major exercises, including regular staff members and augmentees, on the lessons collection process.

f. Provide Lessons Learned trend analysis reports and other tailored analytical reports as tasked by numbered Fleet Commanders, Chiefs of Staff and Assistant Chiefs of Staff.

g. Conduct queries and searches of the data on NLLIS in response to fleet requests for information (RFI).

h. Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

i. Participate in fleet exercise planning conferences working groups by providing relevant lessons

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learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

j. Participate in fleet pre-deployment training conferences and mission area planning conferences by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

k. Provide fleet insights and situational awareness to assist NWDC planners in developing active collection plans and experimentation projects. Provide logistics and C2 support for NWDC active collection teams deployed with the assigned Fleet AOR. Provide other active collection or experimentation support as tasked by NWDC LL Director.

l. Identify numbered fleet best practices for dissemination to other fleet sites and NWDC central management site for review, discussion, and rapid integration into doctrine and training.

m. Identify and coordinate numbered fleet issues for resolution. Track action using assigned fleet staff processes and document outcomes in NLLIS.

n. Identify Navy-wide and joint issues for dissemination to other fleet management sites and NWDC central management site for review, discussion, and entry into NLLIS/JLLIS issue resolution system.

o. Provide fleet feedback on NLLIS and NLL on Collaboration at Sea availability and effectiveness as well as providing recommendations for improving fleet utilization of NLLIS.

p. Provide a weekly update via email to Commander, NWDC that highlights fleet lessons learned activity and key issues.

**5.3.1 Schedule/Deliverables:** The contractor shall provide validated Lessons Learned Observations and Recommendations, Port Visit Reports, and Post Deployment Briefs within NLLIS. The contractor shall provide various Lessons Learned reports/ briefings in response to fleet RFIs and in support of fleet operational/training requirements..

**5.3.2 Performance Standards:** Maintain and operate the NLLIS system at each Fleet Management Site in accordance with Applicable Documents 3.1, 3.2, and 3.3. All data entered into NLLIS and all written reports/training materials will be technically accurate, grammatically correct and up-to-date.

#### **5.4 Task 4: Fleet Site Support: NAVSOUTH/C4F**

The contractor shall provide qualified Senior Data Analyst with the requisite security clearance to perform tasking associated with NAVSOUTH/C4F Fleet Site located at C4F Headquarters, Mayport, FL.

a. Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post exercise reports, after action reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned, observations and recommendations, and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS. Upon receipt of approved validated data, the contractors shall submit using GFI 7.2, GFI 7.3 and GFI 7.4.

b. Attend fleet staff meetings, pre-deployment training briefs, post deployment briefs, and other

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conferences/seminars/meetings in the fleet geographic area of responsibility (AOR), to include collecting supporting information from subject matter experts and documentation in any electronic format, in order to extract, condense, and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS.

c. Serve as Command Lesson Manager (CLM) for the numbered Fleet tier of NLLIS. Validate submissions of fleet observations and recommendations and port visit reports with appropriate fleet staff members. Review all entries in NLLIS for correctness, continued applicability, navy tasks (NTA) and analysis as required. Manage all online content to include unstructured records in fleet data repository and fleet communities of practice.

d. Provide training manuals, training aids, and other NWDC products tailored to specific fleet requirements within the AOR. Schedule and present briefs on NWDC products and services to Fleet staff, as tasked by NWDC LL Director.

e. Develop, schedule, and provide onsite training on NLLP/NLLIS for all fleet units and staffs in the AOR. Provide training to exercise audience for major exercises, including regular staff members and augmentees, on the lessons collection process.

f. Provide Lessons Learned trend analysis reports and other tailored analytical reports as tasked by numbered Fleet Commanders, Chiefs of Staff and Assistant Chiefs of Staff.

g. Conduct queries and searches of the data on NLLIS in response to fleet requests for information (RFI).

h. Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

i. Participate in fleet exercise planning conferences working groups by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

j. Participate in fleet pre-deployment training conferences and mission area planning conferences by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

k. Provide fleet insights and situational awareness to assist NWDC planners in developing active collection plans and experimentation projects. Provide logistics and C2 support for NWDC active collection teams deployed with the assigned Fleet AOR. Provide other active collection or experimentation support as tasked by NWDC LL Director.

l. Identify numbered fleet best practices for dissemination to other fleet sites and NWDC central management site for review, discussion, and rapid integration into doctrine and training.

m. Identify and coordinate numbered fleet issues for resolution. Track action using assigned fleet

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staff processes and document outcomes in NLLIS.

n. Identify Navy-wide and joint issues for dissemination to other fleet management sites and NWDC central management site for review, discussion, and entry into NLLIS/JLLIS issue resolution system.

o. Provide fleet feedback on NLLIS and NLL on Collaboration at Sea availability and effectiveness as well as providing recommendations for improving fleet utilization of NLLIS.

p. Provide a weekly update via email to Commander, NWDC that highlights fleet lessons learned activity and key issues.

#### **5.4.1 Schedule/Deliverables:**

The contractor shall provide validated Lessons Learned Observations and Recommendations, Port Visit Reports, and Post Deployment Briefs within NLLIS. The contractor shall provide various Lessons Learned reports/ briefings in response to fleet RFIs and in support of fleet operational/training requirements.

#### **5.4.2 Performance Standards:**

Maintain and operate the NLLIS system at each Fleet Management Site in accordance with Applicable Documents 3.1, 3.2, and 3.3. All data entered into NLLIS and all written reports/training materials will be technically accurate, grammatically correct and up-to-date.

#### **5.5 Task 5: Fleet Site Support: NAVCENT/C5F**

The contractor shall provide qualified Senior Data Analyst with the requisite security clearance to perform tasking associated with NAVCENT/C5F Fleet Site located at C5F Headquarters, Manama, Bahrain.

a. Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post exercise reports, after action reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned, observations and recommendations, and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS. Upon receipt of approved validated data, the contractors shall submit using GFI 7.2, GFI 7.3 and GFI 7.4.

b. Attend fleet staff meetings, pre-deployment training briefs, post deployment briefs, and other conferences/seminars/meetings in the fleet geographic area of responsibility (AOR), to include collecting supporting information from subject matter experts and documentation in any electronic format, in order to extract, condense, and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS.

c. Serve as Command Lesson Manager (CLM) for the numbered Fleet tier of NLLIS. Validate submissions of fleet observations and recommendations and port visit reports with appropriate

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fleet staff members. Review all entries in NLLIS for correctness, continued applicability, navy tasks (NTA) and analysis as required. Manage all online content to include unstructured records in fleet data repository and fleet communities of practice.

- d. Provide training manuals, training aids, and other NWDC products tailored to specific fleet requirements within the AOR. Schedule and present briefs on NWDC products and services to Fleet staff, as tasked by NWDC LL Director.
- e. Develop, schedule, and provide onsite training on NLLP/NLLIS for all fleet units and staffs in the AOR. Provide training to exercise audience for major exercises, including regular staff members and augmentees, on the lessons collection process.
- f. Provide Lessons Learned trend analysis reports and other tailored analytical reports as tasked by numbered Fleet Commanders, Chiefs of Staff and Assistant Chiefs of Staff.
- g. Conduct queries and searches of the data on NLLIS in response to fleet requests for information (RFI).
- h. Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
- i. Participate in fleet exercise planning conferences working groups by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
- j. Participate in fleet pre-deployment training conferences and mission area planning conferences by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
- k. Provide fleet insights and situational awareness to assist NWDC planners in developing active collection plans and experimentation projects. Provide logistics and C2 support for NWDC active collection teams deployed with the assigned Fleet AOR. Provide other active collection or experimentation support as tasked by NWDC LL Director.
- l. Identify numbered fleet best practices for dissemination to other fleet sites and NWDC central management site for review, discussion, and rapid integration into doctrine and training.
- m. Identify and coordinate numbered fleet issues for resolution. Track action using assigned fleet staff processes and document outcomes in NLLIS.
- n. Identify Navy-wide and joint issues for dissemination to other fleet management sites and NWDC central management site for review, discussion, and entry into NLLIS/JLLIS issue resolution system.
- o. Provide fleet feedback on NLLIS and NLL on Collaboration at Sea availability and effectiveness as well as providing recommendations for improving fleet utilization of NLLIS.
- p. Provide a weekly update via email to Commander, NWDC that highlights fleet lessons learned activity and key issues.

**5.5.1 Schedule/Deliverables:** The contractor shall provide validated Lessons Learned Observations and Recommendations, Port Visit Reports, and Post Deployment Briefs within NLLIS. The contractor shall provide various Lessons Learned reports/ briefings in response to fleet RFIs and in support of fleet operational/training requirements..

**5.5.2 Performance Standards:** Maintain and operate the NLLIS system at each Fleet Management Site in accordance with Applicable Documents 3.1, 3.2, and 3.3. All data entered into NLLIS and all written reports/training materials will be technically accurate, grammatically

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correct and up-to-date.

**5.6 Task 6: Fleet Site Support: NAVEUR/C6F**

The contractor shall provide qualified Senior Data Analyst with the requisite security clearance to perform tasking associated with NAVEUR/C6F Fleet Site located at C6F Headquarters, Naples, Italy or embarked in USS MOUNT WHITNEY LCC-20.

a. Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post exercise reports, after action reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned, observations and recommendations, and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS. Upon receipt of approved validated data, the contractors shall submit using GFI 7.2, GFI 7.3 and GFI 7.4.

b. Attend fleet staff meetings, pre-deployment training briefs, post deployment briefs, and other conferences/seminars/meetings in the fleet geographic area of responsibility (AOR), to include collecting supporting information from subject matter experts and documentation in any electronic format, in order to extract, condense, and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS.

c. Serve as Command Lesson Manager (CLM) for the numbered Fleet tier of NLLIS. Validate submissions of fleet observations and recommendations and port visit reports with appropriate fleet staff members. Review all entries in NLLIS for correctness, continued applicability, navy tasks (NTA) and analysis as required. Manage all online content to include unstructured records in fleet data repository and fleet communities of practice.

d. Provide training manuals, training aids, and other NWDC products tailored to specific fleet requirements within the AOR. Schedule and present briefs on NWDC products and services to Fleet staff, as tasked by NWDC LL Director.

e. Develop, schedule, and provide onsite training on NLLP/NLLIS for all fleet units and staffs in the AOR. Provide training to exercise audience for major exercises, including regular staff members and augmentees, on the lessons collection process.

f. Provide Lessons Learned trend analysis reports and other tailored analytical reports as tasked by numbered Fleet Commanders, Chiefs of Staff and Assistant Chiefs of Staff.

g. Conduct queries and searches of the data on NLLIS in response to fleet requests for information (RFI).

h. Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

i. Participate in fleet exercise planning conferences working groups by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.

j. Participate in fleet pre-deployment training conferences and mission area planning conferences by providing relevant lessons learned and best practices from previous operations and exercises.

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Coordinate staff reach back to NWDC for additional support as required.

k. Provide fleet insights and situational awareness to assist NWDC planners in developing active collection plans and experimentation projects. Provide logistics and C2 support for NWDC active collection teams deployed with the assigned Fleet AOR. Provide other active collection or experimentation support as tasked by NWDC LL Director.

l. Identify numbered fleet best practices for dissemination to other fleet sites and NWDC central management site for review, discussion, and rapid integration into doctrine and training.

m. Identify and coordinate numbered fleet issues for resolution. Track action using assigned fleet staff processes and document outcomes in NLLIS.

n. Identify Navy-wide and joint issues for dissemination to other fleet management sites and NWDC central management site for review, discussion, and entry into NLLIS/JLLIS issue resolution system.

o. Provide fleet feedback on NLLIS and NLL on Collaboration at Sea availability and effectiveness as well as providing recommendations for improving fleet utilization of NLLIS.

p. Provide a weekly update via email to Commander, NWDC that highlights fleet lessons learned activity and key issues.

**5.6.1 Schedule/Deliverables:** The contractor shall provide validated Lessons Learned Observations and Recommendations, Port Visit Reports, and Post Deployment Briefs within NLLIS. The contractor shall provide various Lessons Learned reports/ briefings in response to fleet RFIs and in support of fleet operational/training requirements..

**5.6.2 Performance Standards:** Maintain and operate the NLLIS system at each Fleet Management Site in accordance with Applicable Documents 3.1, 3.2, and 3.3. All data entered into NLLIS and all written reports/training materials will be technically accurate, grammatically correct and up-to-date.

**5.7 Task 7: Fleet Site Support: PACFLT/C7F**

The contractor shall provide qualified Senior Data Analyst with the requisite security clearance to perform tasking associated with PACFLT/C7F Fleet Site located at C7F Headquarters, Yokosuka, Japan or embarked in USS BLUE RIDGE LCC-19.

a. Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post exercise reports, after action reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned, observations and recommendations, and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS. Upon receipt of approved validated data, the contractors shall submit using GFI 7.2, GFI 7.3 and GFI 7.4.

b. Attend fleet staff meetings, pre-deployment training briefs, post deployment briefs, and other conferences/seminars/meetings in the fleet geographic area of responsibility (AOR), to include collecting supporting information from subject matter experts and documentation in any electronic format, in order to extract, condense, and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into NLLIS.

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- c. Serve as Command Lesson Manager (CLM) for the numbered Fleet tier of NLLIS. Validate submissions of fleet observations and recommendations and port visit reports with appropriate fleet staff members. Review all entries in NLLIS for correctness, continued applicability, navy tasks (NTA) and analysis as required. Manage all online content to include unstructured records in fleet data repository and fleet communities of practice.
- d. Provide training manuals, training aids, and other NWDC products tailored to specific fleet requirements within the AOR. Schedule and present briefs on NWDC products and services to Fleet staff, as tasked by NWDC LL Director.
- e. Develop, schedule, and provide onsite training on NLLP/NLLIS for all fleet units and staffs in the AOR. Provide training to exercise audience for major exercises, including regular staff members and augmentees, on the lessons collection process.
- f. Provide Lessons Learned trend analysis reports and other tailored analytical reports as tasked by numbered Fleet Commanders, Chiefs of Staff and Assistant Chiefs of Staff.
- g. Conduct queries and searches of the data on NLLIS in response to fleet requests for information (RFI).
- h. Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
- i. Participate in fleet exercise planning conferences working groups by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
- j. Participate in fleet pre-deployment training conferences and mission area planning conferences by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required.
- k. Provide fleet insights and situational awareness to assist NWDC planners in developing active collection plans and experimentation projects. Provide logistics and C2 support for NWDC active collection teams deployed with the assigned Fleet AOR. Provide other active collection or experimentation support as tasked by NWDC LL Director.
- l. Identify numbered fleet best practices for dissemination to other fleet sites and NWDC central management site for review, discussion, and rapid integration into doctrine and training.
- m. Identify and coordinate numbered fleet issues for resolution. Track action using assigned fleet staff processes and document outcomes in NLLIS.
- n. Identify Navy-wide and joint issues for dissemination to other fleet management sites and NWDC central management site for review, discussion, and entry into NLLIS/JLLIS issue resolution system.
- o. Provide fleet feedback on NLLIS and NLL on Collaboration at Sea availability and effectiveness as well as providing recommendations for improving fleet utilization of NLLIS.
- p. Provide a weekly update via email to Commander, NWDC that highlights fleet lessons learned activity and key issues.

**5.7.1 Schedule/Deliverables:** The contractor shall provide validated Lessons Learned Observations and Recommendations, Port Visit Reports, and Post Deployment Briefs within NLLIS. The contractor shall provide various Lessons Learned reports/ briefings in response to fleet RFIs and in support of fleet operational/training requirements..

**5.7.2 Performance Standards:** Maintain and operate the NLLIS system at each Fleet

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Management Site in accordance with Applicable Documents 3.1, 3.2, and 3.3. All data entered into NLLIS and all written reports/training materials will be technically accurate, grammatically correct and up-to-date.

**5.8 Task 8: NLLP Central Management Site - NLLIS Management Support:**

The contractor shall provide a qualified System Administrator with the requisite security clearances at the NLLP Central Management Site at NWDC Norfolk, VA in order to manage NLLIS operations. These services shall include:

- a. Act as the Administrative Authority for all users of NLLIS.
- b. Enforce sound security policies, practices, and procedures in compliance with Defense Information Systems Agency (DISA), National Security Agency (NSA), and DoD IA standards.
- c. Act as Webmaster for NLLIS and perform tasks required of this position as they pertain to the proper interface with JLLIS.
- d. Update the NLLIS web site to include presentation design, and functionality testing.
- e. Perform testing of all new releases and enhancements to the JLLIS to ensure continuous connectivity and interoperability of NLLIS.
- f. Monitor system performance and usage, to prevent system failure, server application and improper usage by all agencies using the NLLIS portal.
- g. Provide guidance and training to NLLIS users to ensure DISA required IA security.
- h. Provide training to all NLLIS users of the procedures required for proper use of the NLLIS.
- i. Manage trouble tickets for all users of the NLLIS, and report problems and issues to JLLIS information managers.
- j. Monitor NLLIS in support of integration with CollaboratioPERn at Sea.
- k. Monitor metrics as determined and required by the NWDC Lessons Learned Director.

**5.8.1 Schedule/Deliverables:** The contractor shall provide weekly metrics reports and system availability reports as required.

**5.8.2 Performance Standards:** Operate the NLLIS system and coordinate CaS interface support to enable automated transfer of data accessible by all authorized users. Portal and website online availability standard is 99%. Metrics reports will be complete and concise, technically accurate, grammatically correct, and professionally presented on a weekly basis. Status reports are clear and concise and kept current.

**6.0 PROGRESS REPORTS**

The contractor shall provide monthly progress and status reports for all tasks. The reports shall include all task actions taken. CDRL A001

**7.0 GFI-GOVERNMENT FURNISHED INFORMATION**

**GFI 7.1** Temporary management sites, when required, will be established by directives from the Program Manager (PM).

**GFI 7.2** Validated Navy Lessons Learned Reports submitted to FMS by Fleet users

**GFI 7.3** Validated Summary Reports submitted to FMS by Fleet users

**GFI 7.4** Validated Port Visit Reports submitted to FMS by Fleet users

**8.0 GOVERNMENT FURNISHED MATERIAL (GFM)**

The government will provide access to facilities, equipment and technical information as required for the performance of this effort.

**9.0 PERSONNEL REQUIREMENT** Personnel assigned to this task must possess skills and

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recent experience that demonstrate an ability to provide quality service and support in the task areas specified in Statement of Work.

#### **10.0 ORGANIZATIONAL CONFLICT OF INTEREST:**

If, under this contract, the Contractor gains access to proprietary or business sensitive information of other companies, the Contractor agrees to protect this information from unauthorized use or disclosure and to refrain from using the information for any purpose other than that for which it was furnished.

#### **11.0 SECURITY REQUIREMENTS:**

Performance of work under this delivery order will require access to information at up to the **SECRET** security classification. All key technical personnel performing these tasks must be cleared at this level. Request for visit authorization will be submitted in accordance with Department of Defense (DOD) 5220.22M National Industrial Security Program Operating Manual (NISPOM) not later than one week prior to any visit. A Secret Clearance is required for this effort. DD Form 254, Department of Defense Contract Security Classification Specification, will be provided at the time of award.

#### **12.0. OPSEC CONSIDERATIONS**

The contractor shall be aware of and compliant with NWDC instructions concerning OPSEC. OPSEC is a process of identifying critical information and subsequently analyzing friendly actions attendant to defense acquisition, defense activities, military operations and other activities to:

1. Identify those actions that may be observed by adversary intelligence systems.
2. Determine what indicators hostile intelligence systems may obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.
3. Select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

#### **13.0 PRIVACY ACT & PERSONALLY IDENTIFIABLE INFORMATION (PII) CONSIDERATIONS**

The contractor shall be aware of and compliant with NWDC instructions concerning PII and the Privacy Act (5 USC 552a) as it applies to Federal government contractors who access or operate systems of records containing personally identifiable information (PII). PII is any information that can be used to distinguish or trace an individual's identity. Examples include but are not limited to: Name, Social Security number (SSN), date of birth, home address, home phone number, personal e-mail address, financial information, fingerprints, photograph, medical information, and civilian National Security Personnel System (NSPS) data.

#### **14.0 SUPERVISION REQUIREMENTS:**

The government shall not supervise or otherwise direct contractor employees. The contractor shall not supervise or otherwise direct government employees.

#### **15.0 TRAVEL REQUIREMENTS.**

Travel will be required as necessary in order to carry out tasking, interface with Naval commands and to attend NLLP Executive Steering Committee (ESC), and other program related meetings or /conferences identified by the NLLP Program Manager.

#### **16. 0 QUALITY SURVEILLANCE AND PERFORMANCE STANDARDS**

The government will conduct quality surveillance via various methods including formal and

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informal meetings, review of analytical reports, review of monthly progress reports, and review of deliverables. Contractor performance will be evaluated in the areas of technical quality, responsiveness, and timeliness. Technical quality will be evaluated against the performance standards defined in the individual task paragraphs. Responsiveness will be evaluated based upon the government's experience interacting with the contractor during performance. Timeliness will be evaluated based on the contractor's ability to meet CDRL schedules with minimal variance.

**17.0 QUALITY ASSURANCE PLAN:**

This performance statement of work specifies the tasks to be performed along with the required deliverables. In accordance with the Contract Administration/Quality Assurance Surveillance Standards Paragraph 16.0 of the SOW, the Contracting Officer's Representative (COR), with the assistance of the Program Manager, will measure and evaluate the contractor's performance of this PWS in terms of:

**QASP MATRIX**

**18.0 OTHER CONDITIONS AND CONDITIONS AND CONSIDERATIONS:**

Contractors shall fully review and comply with Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM)/ Commander, United States Pacific Fleet (COMPACFLT) instruction 6320.3B and supporting references. These documents establish Fleet policy concerning medical screening of contractors, and the provision of medical and dental care to contractors, who embark on United States (U.S.) Navy ships when the vessel is afloat and away from shore for periods of time greater than 24 hours. All contractors shall complete the required medical and dental screening form and submit the form to the ship's Senior Medical Department Representative (SMDR) or Senior Medical Officer (SMO) prior to boarding. For contractors who embark frequently, the screening form may be retained by the contractor at the end of a voyage and resubmitted for subsequent embarkations for up to 12 months if there are no intervening changes to the contractor's medical and dental history.

Personnel qualifications below:

Key for the Project Manager position and the Information Systems Coordinator is that it is not IT centric since we do not do programming or IA certification for any system supporting the Navy Lessons Learned Program.

Systems Administrator II: Minimum/General Experience: Minimum of three years' of Navy information system experience is required. General experience required includes: administration of multi-user computer systems. Functional Responsibility: Performs central administration coordination and integration of Navy Lessons Learned database requirements with the Joint Staff J-7 Joint Force Development (JFD) Lessons Learned Division. Support fleet and shore

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requirements for database access and coordinate required system upgrades and maintenance actions. Investigates and resolves operational problems in conjunction with other engineering and technical personnel.

**Project Manager II:** Manages the overall contract effort and makes decisions on behalf of the Contractor relating to contract performance. Evaluates contractor staff performance, resolves problems, defines objectives and priorities, and coordinates and assigns projects and duties for subordinate Contractor personnel and teams. Responsible for quality control and effectiveness of contract support **Minimum /General Experience:** Minimum of five (5) years progressive experience managing projects, including task management and coordination, schedule development and management, risk management, quality management, and performance management reporting. Minimum of two (2) years of project management experience directly related to Navy operational assessments and activities support is required in the areas technology assessments, systems analysis, programmatic support, quality assurance, and budget planning. **Education:** Bachelor's degree in Engineering, computer science, information systems, or business administration. Extensive direct military experience and/or a demonstration of a good working knowledge of Naval Operations, preferably within a Joint Forces context are highly desirable.

**Military Analysts, Technical II:** Review Navy message traffic, staff email, fleet online portals and other operational data archives for lessons learned reports, port visit reports, post-exercise reports, post deployment briefs, operational situation reports, training readiness reports, safety mishap reports, and equipment casualty reports, to include supporting documentation in any electronic format, in order to extract, condense and summarize lessons learned and best practices from operational and tactical issues and procedures. Format, validate with fleet staff, and load into Navy Lessons Learned Information System (NLLIS). Participate in fleet operational planning groups formed to support crisis action planning by providing relevant lessons learned and best practices from previous operations and exercises. Coordinate staff reach back to NWDC for additional support as required. These positions require a Bachelor's degree in addition to three to five years' experience in conducting analysis of naval operations with an emphasis on the naval environment and the applicable mission areas. Experience in conducting research or analysis in the area of Naval/Joint Fleet exercises or naval tactical operations is desired. Professional experience relating to the impact of operational and command factors on fleet effectiveness during coordinated fleet operations in warfare environments is highly desirable. Demonstrated experience in fleet operations and liaison with operational units is required. Extensive direct military experience and/or a demonstration of a good working knowledge of Naval Operations, preferably within a Joint Forces context are highly desirable.

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## **SECTION D PACKAGING AND MARKING**

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## **SECTION E INSPECTION AND ACCEPTANCE**

52.246-4

Inspection Of Services--Fixed Price

AUG 1996

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/27/2014 - 9/26/2015
8001	9/27/2015 - 9/26/2016
8002	9/27/2016 - 9/26/2017
9000	9/27/2014 - 9/26/2015
9001	9/27/2015 - 9/26/2016
9002	9/27/2016 - 9/26/2017

### CLIN - DELIVERIES OR PERFORMANCE

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

8000	9/27/2014 - 9/26/2015
8001	9/27/2015 - 9/26/2016
8002	9/27/2016 - 9/26/2017
9000	9/27/2014 - 9/26/2015
9001	9/27/2015 - 9/26/2016
9002	9/27/2016 - 9/26/2017

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

8003	9/27/2017 - 9/26/2018
8004	9/27/2018 - 9/26/2019
9003	9/27/2017 - 9/26/2018
9004	9/27/2018 - 9/26/2019

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

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative  
Frank J Sailes, N1C  
1528 Piersey St, Bldg O-27  
Norfolk, VA 23511  
frank.sailes@navy.mil  
757-341-4371

### NON-DISCLOSURE AND NON-USE OF DATA

(a) Data

All data (including but not limited to Planning, Programming, Budgeting, and Execution (PPBE) documents and data as described in DoD Directive 7045.14, "The Planning, Programming, and Budgeting System," May 22, 1984, Change 1, July 28, 1990 and Deputy Secretary of Defense Memorandum, "Control of Planning, Programming, Budgeting, and Execution (PPBE) Documents and Information," 27 March 2004) obtained, received, or learned by the Contractor and/or its personnel and/or subcontractors as a result of performance of this contract shall be deemed to be "sensitive" and/or "proprietary" whether or not such data is so designated or marked. The Contractor and its personnel and subcontractors shall restrict access to data obtained, received, or learned as a result of performance of this contract to the minimum number of Contractor personnel or subcontractors necessary for performance of this contract. No one who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements shall be involved in direct performance of this contract. The Contractor shall ensure that each of its personnel and subcontractors who obtains, receives, or learns data as a result of performance of this contract understands and complies with this "Non-Disclosure and Non-Use of Data" clause.

(b) Non-Disclosure of Data

The Contractor and its personnel and subcontractors shall disclose data obtained, received, or learned as a result of performance of this contract only to Contractor personnel directly performing under this contract and to United States Department of Defense personnel to whom disclosure of such data is required in performance of this contract. The Contractor and its personnel and subcontractors shall not disclose such data to anyone who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements. The Contractor and its personnel and subcontractors shall take all steps necessary to prevent disclosure of such data except as specifically permitted herein.

(c) Non-Use of Data

The Contractor and its personnel and subcontractors shall use data obtained, received, or learned as a result of performance of this contract only in direct performance of this contract and for no other purpose. The Contractor and its personnel and subcontractors shall not use or consider such data in the preparation of any offer, proposal, bid, and/or quotation for any Government and/or non Government procurement. The Contractor and its personnel and subcontractors shall take all steps necessary to prevent use of such data except as specifically permitted herein.

(d) Non-Disclosure/Non-Use Agreements

Before any of the Contractor's personnel becomes involved in performance of this contract, the Contractor shall obtain a non-disclosure/non-use agreement signed by that person. The non-disclosure/non-use agreement shall state that:

(1) He/she shall disclose data obtained, received, or learned by him/her as a result of performance of this contract only to Contractor personnel directly performing under this contract and to United States Department of Defense personnel to whom disclosure of such data is required in performance of this contract.

(2) He/she shall not disclose data obtained, received, or learned as a result of performance of this contract to anyone who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements.

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(3) He/she shall use data obtained, received, or learned as a result of performance of this contract only in direct performance of this contract and for no other purpose.

(4) He/she shall not use or consider data obtained, received, or learned as a result of performance of this contract in the preparation of any offer, proposal, bid, and/or quotation for any Government and/or non Government procurement.

In the event that the Contractor, its personnel, and or subcontractors will obtain, receive, or learn data of other entities as a result of performance of this contract, the Contractor shall execute a non-disclosure/non-use agreement with each such entity prior to having access to the data provided by the entity.

(e) Requirement to Disclose Data

If the Contractor, its personnel and/or is subcontractors receive a court order requiring disclosure of data obtained, received, or learned as a result of performance of this contract or if the Contractor believes disclosure of such data is otherwise required by law or regulation, the Contractor shall contact the Contracting Officer immediately and fully inform the Contracting Officer of the court order or other requirement prior to any disclosure of data.

(f) Exception

This "Non-Disclosure and Non-Use of Data" clause does not apply to data which the Contractor can demonstrate was obtained, received, or learned in a way other than as a result of performance of this contract.

(g) Government Remedy

Any violation of the terms of this "Non-Disclosure and Non-Use of Data" clause is a material and substantial breach of this contract, and the Government may, in addition to any other remedy available, terminate this contract, or any part thereof, for cause or default.

(h) Non-disclosure/Non-Use Agreements

The contractor shall maintain all Non-Disclosure and Non-Use of Data agreements required by this clause and shall make such agreements available for immediate inspection by the Contracting Officer.

## COMMUNICATIONS

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

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

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

NAVSUP Fleet Logistics Center Norfolk, Contracting Department, Philadelphia Office  
700 Robbins Ave., Bldg. 2B  
Philadelphia, PA. 19111-5083

(215) 697-9632

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SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security that will be required under this contract is Secret as designated on DD Form 254 attached hereto and made a part hereof.

DEFENSE SECURITY SERVICE  
14428 ALBEMARLE POINT PLACE  
CHANTILLY, VA 20151  
703-428-0018

The facilities to be utilized in the performance of this effort have been cleared to Secret level.

52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

- (1) When no longer needed for contract performance.
- (2) Upon completion of the Contractor employee's employment.
- (3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

(End of Clause)

252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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(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).

COMBO

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

N68948

(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	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	N68948
Ship To Code	N68948
Ship From Code	

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Mark For Code	
Service Approver (DoDAAC)	N68948
Service Acceptor (DoDAAC)	N68948
Accept at Other DoDAAC	
LPO DoDAAC	N68948
DCAA Auditor DoDAAC	HAA309
Other DoDAAC(s)	

(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.

[frank.sailes@navy.mil](mailto:frank.sailes@navy.mil)

(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.

Not Applicable.

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

(End of clause)

252.233-7001 CHOICE OF LAW (OVERSEAS) (JUNE 1997)

This contract shall be construed and interpreted in accordance with the substantive laws of the United States of America. By the execution of this contract, the Contractor expressly agrees to waive any rights to invoke the jurisdiction of local national courts where this contract is performed and agrees to accept the exclusive jurisdiction of the United States Armed Services Board of Contract Appeals and the United States Court of Federal Claims for hearing and determination of any and all disputes that may arise under the Disputes clause of this contract.

(End of clause)

Accounting Data

SLINID	PR Number	Amount
800001	N6894814RC7L001	1227168.00
LLA :		
AA 17141804 60CA 252 68948 068892 2D C7L001 6894847L760Q		
Standard Number: N6894814RC7L001		
900001	N6894814RC7L001	64500.00
LLA :		
AA 17141804 60CA 252 68948 068892 2D C7L001 6894847L760Q		
Standard Number: N6894814RC7L001		

BASE Funding 1291668.00  
Cumulative Funding 1291668.00

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MOD 01

800101 N6894815RC7L001 1012500.00  
 LLA :  
 AB 1751804 60CA 252 68948 068892 2D C7L001 6894857L760Q

MOD 01 Funding 1012500.00  
 Cumulative Funding 2304168.00

MOD 02 Funding 0.00  
 Cumulative Funding 2304168.00

MOD 03

800101 N6894815RC7L001 15000.00  
 LLA :  
 AB 1751804 60CA 252 68948 068892 2D C7L001 6894857L760Q

MOD 03 Funding 15000.00  
 Cumulative Funding 2319168.00

MOD 04 Funding 0.00  
 Cumulative Funding 2319168.00

MOD 05

800102 N6894816RCN5L02 102240.00  
 LLA :  
 AC 1761804 60CA 252 68948 068892 2D CN5L02 689486A5760Q

900101 N6894815RC7L001 49500.00  
 LLA :  
 AB 1751804 60CA 252 68948 068892 2D C7L001 6894857L760Q

900102 N6894816RCN5L02 15000.00  
 LLA :  
 AC 1761804 60CA 252 68948 068892 2D CN5L02 689486A5760Q

MOD 05 Funding 166740.00  
 Cumulative Funding 2485908.00

MOD 06

800201 N6894816RCN5L03 1022832.00  
 LLA :  
 AD 1761804 60CA 252 68948 068892 2D CN5L03 689486A5760Q

900201 N6894816RCN5L03 51168.00  
 LLA :  
 AD 1761804 60CA 252 68948 068892 2D CN5L03 689486A5760Q

MOD 06 Funding 1074000.00  
 Cumulative Funding 3559908.00

MOD 07

800202 N5706116RC031PH 127476.00  
 LLA :  
 AF 1761804 60CA 251 57061 068732 2D C031PH 570616IUN3LQ

900202 N5706116RC031PH 5000.00  
 LLA :  
 AF 1761804 60CA 251 57061 068732 2D C031PH 570616IUN3LQ

MOD 07 Funding 132476.00  
 Cumulative Funding 3692384.00

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MOD 08 Funding 0.00  
Cumulative Funding 3692384.00

MOD 09 Funding 0.00  
Cumulative Funding 3692384.00

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

**LIABILITY, AUTOMOBILE AND WORKMAN'S COMPENSATION INSURANCE (FISC DET PHILA) (OCT 1992)** – Applicable to firm-fixed priced orders only

The following types of insurance are required in accordance with the clause entitled "INSURANCE-WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5) and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
- (3) Standard Workmen's compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

**PREDETERMINATION OF RIGHTS IN TECHNICAL DATA (FISC DET PHILA) (OCT 1992)**

(a) The offeror is requested to identify in his proposal which of the below listed data (including data to be furnished in whole or in part by a subcontractor) when delivered, he intends to identify as limited rights data in accordance with paragraph (b) of the "Rights in Technical Data and Computer Software" clause of this solicitation. This identification need not be made as to data, which relate to standard commercial items, which are manufactured by more than one source of supply.

(b) Limited rights data may be identified as such, pursuant to (a) above only if it pertains to items, components or processes developed at private expense. Nevertheless, it cannot be so identified if it comes within paragraph (b)(1) of the "Rights in Technical Data and Computer Software" clause. At the request of the Contracting Officer or his representative, the offeror agrees to furnish clear and convincing evidence that the data, which will be so identified comes within the definition of limited rights data.

(c) The listing of a data item in paragraph (a) above does not mean that the Government considers such item to come within the definition of limited rights data.

(d) If completion of predetermination proves impracticable before award, the Contractor shall promptly complete the identification of limited rights with respect to that data listed in the solicitation for which predetermination was proposed. If contractual requirements relating to design or data items are changed during the course of a contract, the Contractor shall promptly identify limited rights data relating to the changed requirements.

**APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)**

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this contract:

Frank Sailes  
1528 Piersey Street, Bldg O-27  
Norfolk, VA 23511  
757-341-4371  
frank.sailes@navy.mil

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

Not Applicable

(c) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in

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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. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

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## SECTION I CONTRACT CLAUSES

### 09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 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.

Note: All the provisions and clauses of SECTION I of the basic contract apply to this task order (unless otherwise specified in the task order) plus the following:

#### STANDARD OF WORKMANSHIP

##### REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform

to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by

persons supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses

required by law.

(End of Provision)

SUP 5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or  
Unclassified IT Systems (May 2010)

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. 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 DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the

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Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

1 Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

1 SF-85 Questionnaire for Non-Sensitive Positions

1 Two FD-258 Applicant Fingerprint Cards

1 Original Signed Release Statements

contract. 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 Navy Command'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.

Non-Sensitive Positions

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:

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

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. 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.

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

- SF-85P Questionnaire for Public Trust Positions
- Two FD-258 Applicant Fingerprint Cards
- Original Signed Release Statements

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. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access

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

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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 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.

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.

#### Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. 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 Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). 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.

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 position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination 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 for working in nonsensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

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## **SECTION J LIST OF ATTACHMENTS**

CDRLs

QASP

DD254 REVISED

Non-Disclosure Certificate