

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   33
2. AMENDMENT/MODIFICATION NO. P00006	3. EFFECTIVE DATE 09-Nov-2011	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY U.S. ARMY PEO STRI ACQUISITION CENTER ATTN: KOP/CSG 12350 RESEARCH PARKWAY ORLANDO FL 32826	CODE W900KK	7. ADMINISTERED BY (If other than item 6) DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY SUITE 200 MANASSAS VA 20109-2342		CODE S2404A
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) ELECTRONIC CONSULTING SERVICES, INC. 2750 PROSPERITY AVE STE 600 FAIRFAX VA 22031-4338			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
			X 10A. MOD. OF CONTRACT/ORDER NO. W900KK-09-D-0006	
			X 10B. DATED (SEE ITEM 13) 10-Aug-2009	
CODE 1T1E5	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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 Changes - Fixed Price				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> 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.) Modification Control Number: stpeterd12194 The purpose of this modification is to update the PWS in Section C, CDRLs A001 through A005 and DD Form 254 in Section J, and update/add the following Clauses in Section H:  Update Clauses 952.222-0001, 952.225-0001, 952.225-0002, 952.225-0003, 952.225-0005, 952.225-0007, 952.225-0009, 952.225-0011, 952.225-0013 and 952.225-0016. Clause 952.225-0020 will be added. Clause 52.204-10 w as deleted from Section I as it does not apply to this award.  With the exception of the changes listed here and executed in the summary of changes, all other terms remain unchanged as a result of this modification.  Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b) (6) / CONTRACTING OFFICER TEL: (b) (6) EMAIL: (b) (6)	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (b) (6) BY (Signature of Contracting Officer)		16C. DATE SIGNED 28-Nov-2011

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

PERFORMANCE WORK STATEMENT (PWS) for SYSTEMS ENGINEERING AND TECHNICAL ASSISTANCE (SETA) Revision 1, Dated 3 Nov 11

**1. INTRODUCTION AND SCOPE**

1.1 The mission of the U.S. Army Program Executive Office for Simulation, Training and Instrumentation (PEO STRI) is to provide life-cycle management of interoperable training, testing, and simulation solutions for the Warfighters and the Nation. PEO STRI is the Army's Training, Testing, Modeling and Simulation Materiel Developer and the Army Executive Agent for Combat Training Centers' Instrumentation. PEO STRI provides training aids, devices, simulators, simulations, instrumentation, targets and threat simulators for training and testing. PEO STRI supports other Materiel Developers (PEOs & Program Managers (PM)) and Combatant Commanders, Army Doctrine, and Battle Labs and provides life cycle support from development through disposal.

1.2 The contract provides for Systems Engineering and Technical Assistance (SETA) to the PEO STRI and other U.S. Government agencies worldwide as well as state and local agencies. The services will include related activities in support of all aspects of providing responsive integrated and interoperable infrastructure for Simulation, Training, Testing, and Instrumentation Solutions and Acquisition Services for the Warfighters and the Nation. Support will be required for services for effective, efficient, and responsive full lifecycle management of efforts to include but not limited to: administrative support, vision statements and doctrine; development of architectures; program support e.g., acquisition and budget planning, business and financial programming and execution, modeling, simulation, simulator, training device, and instrumentation development, documentation, fielding and execution, system analysis and integration, integrated logistics support, strategic planning, contingency and mission support, program oversight, independent verification validation and test evaluation, prototype development, sustainment and operation, and analysis of emerging technologies, support; subject matter expert on military tactics, techniques, and procedures. Potential areas of growth are envisioned to be in the areas of: Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR); Information Operations (IO); Infrastructure, Organizational Analysis, and Evaluations; Systems Engineering and Systems Integration Analysis; Simulation and Modeling Development; Rapid Prototyping and Limited Development; Software Development, Network Development, and Information Systems Support; Integrated Logistics Support; Emerging Technologies Analysis; Meetings and Conference Organization Support; Staff Support; and ancillary services. These topics are further detailed in paragraph 3 of this Performance Work Statement (PWS) and will be further defined in each individual Task Order issued.

**2. APPLICABLE DOCUMENTS**

The following U.S. Government documents form a part of this contract. In the event of a conflict between documents referenced herein and the contents of this PWS, the contents of the PWS shall be the governing requirement. Other documents required for execution of tasks under this contract will be cited in the relevant Task Orders. The most current approved version will apply to the contract and subsequent task orders.

**2.1 UNITED STATES CODE**

Title 44 Chapter 35 Subchapter III      Federal Information Security Management Act of 2002 (FISMA)

**2.2 DEPARTMENT OF DEFENSE (DOD) DOCUMENTS**

### 2.2.1 DOD DIRECTIVES

DODD 8500.01E Information Assurance (IA)

### 2.2.2 DOD INSTRUCTIONS

DODI 5000.2 Operation of the Defense Acquisition System

DODI 8500.2 Information Assurance (IA) Implementation

### 2.2.3 DOD MANUALS

DOD 5220.22-M Industrial Security Program Operating Manual

### 2.2.4 DOD REGULATIONS

DOD 7000.14-R Department of Defense Financial Management Regulations (FMRs)

### 2.2.5 OTHER DOD DOCUMENTS

DFAS-IN Regulation 37-1 Finance and Accounting Policy Implementation

Defense Acquisition Guidebook

## 2.3 DEPARTMENT OF THE ARMY DOCUMENTS

### 2.3.1 ARMY REGULATIONS

AR 25-2 Information Assurance

AR 70-1 Army Acquisition Policy

AR 73-1 Test and Evaluation Policy

AR 700-127 Integrated Logistics Support

### 2.3.2 ARMY PAMPHLETS

DA Pam 73-1 Test and Evaluation in Support of Systems Acquisition

DA Pam 700-56 Logistics Supportability Planning and Procedures in Army Acquisition

DA Pam 700-142 Instructions for Materiel Release, Fielding, and Transfer

### 2.3.3 UNITED STATES FORCES KOREA (USFK)

USFK Regulation 350-2 Theater Specific Required Training for Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK

## 2.4 PEO STRI DOCUMENTS AND PUBLICATIONS

### 2.4.1 STANDARD OPERATING PROCEDURES (SOP)

SOP 11-18A Cost Estimating and Validation Responsibility

SOP 25C Processing Procedures for Memoranda of Agreement/Understanding (MOA/MOU) and Intraservice/Interservice/Intra-Governmental Support Agreements (ISA)

SOP 25-2A Information Assurance (IA) Policy for PEO STRI Business Systems

SOP 70-1C	Acquisition Program Management and Documentation
SOP 70-1-3A	Acquisition Program Data Management
SOP 385-10-2	PEO STRI Environmental, Safety and Occupational Health Evaluation and Documentation in Support of Acquisition Programs
SOP-600-2-1B	Hosting Conferences
SOP-690-990-03	SETA In and Out Processing
SOP 700-142-1B	Materiel Fielding
SOP 700-142-2B	Type Classification (TC) and Materiel Release (MR) for Issue

#### 2.4.2 POLICIES

PEO STRI Policy on the Use of Common Standards, Products, Architectures and/or Repositories (CSPAR)

PEO STRI Policy Regarding Facility Access Badging

#### 2.4.3 AVAILABILITY OF PEO STRI DOCUMENTS AND PUBLICATIONS

Copies of the above documents are available from PEO STRI, Attn: SFAE-STRI-KOP, 12350 Research Parkway, Orlando, FL 32826-3276

### 3. REQUIREMENTS

#### 3.1 GENERAL.

The various elements of work the contractors may be required to perform under this contract are characterized in the following paragraphs, are generic and will not be required on all task orders. Individual task orders will further define the required work. In case of a conflict between the requirements and documents cited herein and the Task Order requirement, the Task Order controls.

##### 3.1.1 EQUIPMENT AND MATERIALS PROCUREMENT.

All contractor purchases less than \$2,500 must be approved by the Alternate Contractor Officer's Representative (ACOR) in advance of any purchases. All purchases greater than or equal to \$2,500 must be approved by the Contractor Officer's Representative (COR). When specified in the task order, the Contractor shall procure, integrate, ship, and track equipment and other items required for the effort. Such equipment/items must be version and feature compatible with current U.S. Government systems for interoperability.

##### 3.1.2 FACILITIES.

3.1.2.1 The Government anticipates that most work performed on task orders issued under this contract will be performed at Government owned facilities and that most equipment and support software directly associated with task order performance will be provided by the U.S. Government as specified in individual task orders. The Contractor shall provide all remaining materials, services, equipment, support software, and facilities necessary to fulfill the overall terms and conditions of this contract. Automated systems supporting this contract shall be interoperable among all prime contractors, subcontractors, and designated U.S. Government automation systems. The U.S. Government does not require the establishment of field offices for performance under this contract.

3.1.2.2 Below is a list of the standard common software currently in use. Updates, upgrades, and/or replacements for applications and operating systems occur on a regular basis. The contractor's equipment/items must be version and feature compatible with current U.S. Government systems for interoperability.

- Windows OS (Windows 7 at this time)
- MS Office (Office 2007 at this time)
- ActivClient for CAC -PKI Only 6.2.0.82
- ApproveIt Desktop 6.5 (CAC electronic signature software)

- Lotus Forms Viewer 3.5.1
- Adobe Acrobat Reader X
- Java Runtime Environment
- Several plug-ins such as Adobe Flash.
- Installroot

## 3.2 DETAILED REQUIREMENTS

### 3.2.1 ACQUISITION PLANNING AND SOURCE SELECTION

3.2.1.1 The Contractor shall act in an advisory capacity to prepare, maintain, review, and revise program documentation necessary to undertake and manage both system and services acquisitions, to include assessment of technical approaches, acquisition strategies and plans, conducting market surveys, assessing operational and performance requirements, and assessing evolving concepts of operation in response to identified requirements. The Contractor shall act in an advisory capacity to prepare, maintain, review and cross-check for completeness, and revise documentation for use in solicitations and contracts for systems and services, including but not limited to Statements of Work (SOW), Statements of Objectives (SOO), Performance Specifications, Systems Engineering Plans (SEPs), data requirements, executive summaries, contract schedules, award fee documents, source selection documents and Requests for Proposal (RFPs) elements.

3.2.1.2 The Contractor shall act in an advisory capacity to review, prepare, maintain, and revise SOWs, specifications, Systems Engineering Plans (SEP) and management documents prepared by program Integrated Product Teams (IPT) for use in acquisitions, identify shortcomings and non-compliances, and recommend changes and improvements to comply with organizational policies, Service, Department of Defense (DOD) and Federal acquisition policies and regulations, and laws.

3.2.1.3 The Contractor shall act in an advisory capacity, after proper authorization has been secured, to provide advice and support on evaluation/review of contractor technical, management and cost proposals in accordance with established evaluation factors and criteria, provide input to proposal evaluation reports, and defend and justify recommendations for award.

3.2.1.4 The Contractor shall act in an advisory capacity to coordinate and review requirements documents with planned or available funding to ensure efforts are compliant with fiscal law rules for proper use of funds. The Contractor shall review and recommend appropriate contract vehicle to program management.

3.2.1.5 The Contractor shall provide assistance in preparation, maintenance review, revision of program, and configuration management documentation necessary to undertake and manage system acquisitions to include: Acquisition Strategies (AS) and Acquisition Plans (AP), Milestone Decision Authority (MDA) and ACAT Designation memorandums, Market Surveys, Performance Specifications, SOW, SOO, Justification & Approval/Exception to Fair Opportunity (J&A / EFO) documents, Source Selection Plans (SSPs), Life-cycle Management Plans (LCMPs), Supportability Strategies, Systems Engineering Plans (SEP), Materiel Fielding Plans (MFP), Memorandums of Notification (MON), Information Support Plans (ISP), and Cost Analysis Requirements Descriptions (CARD). All program documents must be cross-referenced to the appropriate PEO STRI Acquisition Instruction (AI) or Standard Operating Procedure (SOP) for accuracy and completeness.

### 3.2.2 ADMINISTRATIVE

3.2.2.1 The Contractor shall perform all aspects of office administration and clerical support services to include preparation, receipt, coordination, staffing and distribution of correspondence, materials and briefings, receipt of visitors and phone calls, administration of hardcopy files and electronic records, coordination of travel arrangements, prepare and submit to appropriate approval level travel orders and travel vouchers via PEO STRI travel system or the Defense Travel System (DTS), appointment scheduling and calendar maintenance, action tracking, planning, coordinating, and executing movement of personnel from one office to another, general office management duties, and timecard administration.

3.2.2.2 The Contractor shall perform all aspects of meeting, conference and workshop planning, scheduling, coordination, execution and management to include arrangement of locations, production of materials and audio-visual presentations, identification of speakers and moderators, registration, event facilitation and moderation, and post event close-out activities.

3.2.2.3 The Contractor shall coordinate and submit visit requests and annual or visit specific clearance requests for incoming visitors to PEO STRI and for PEO STRI visits or travel to non-PEO STRI locations/facilities and support personnel in obtaining official and non-official U.S. passports, VISAs, and other documentation as needed for Outside Continental United States (OCONUS) travel.

3.2.2.4 The Contractor shall collect information, draft and submit program activity reports as required by PEO STRI.

3.2.2.5 The Contractor shall perform mail administration services to include sorting and distribution of U.S. postal mail, commercial mail service, internal mail, and other items of distribution; monitoring the postage, metering of outgoing U.S. mail and ensuring all mail has proper postage; and logging and recording of accountable mail and its distribution; and responsible for storage of classified Government documents.

### 3.2.3 AGENCY COORDINATION

3.2.3.1 The Contractor shall maintain an understanding of program acquisition strategies with emphasis on cost, schedule, and performance and attend organizational business reviews and meetings to keep abreast of programs and ensure early identification of problem areas.

3.2.3.2 The Contractor shall maintain liaison and attend conferences and meetings with Headquarters, Department of the Army (HQDA) staff, Army Acquisition Executive (AAE) agency personnel, representatives in the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) organization and other officials and groups, ensure their awareness of program planning and programming actions, resolve problems and issues to limit impacts on program cost, schedule and performance, and coordinate and collect pertinent data from multiple points of contact for organization use and action. Evaluate data to ensure sufficient current information to provide ready, accurate and complete responses to inquiries from the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB) Joint Chiefs of Staff (JCS), HQDA, Congress, and other Department of Defense (DOD) agencies and other Service headquarters.

3.2.3.3 The Contractor shall coordinate, prepare and review documentation for submission to HQDA, OSD, OMB and Congress to support and defend positions on specific program matters. The Contractor shall develop supporting documentation and provide statements on the impact of policy, program and budget changes to the organization and its operations.

3.2.3.4 The Contractor shall coordinate, prepare and justify funding requirements, prepare and review program documentation in support of the budget process, and monitor programs for executability and compliance with established program decisions. The Contractor shall coordinate and prepare Unfunded Requirement (UFR) requests and impact statements.

3.2.3.5 The Contractor shall prepare detailed briefings and information papers for government presentation to senior leadership, HQDA, OSD, OMB and Congressional staff.

3.2.3.6 The Contractor shall monitor acquisition policy, program and budget actions, and analyze trends, policies and actions at Congress, OSD, OMB, HQDA, other service headquarters and other DOD agencies for effects on the organization, and report pertinent developments. The Contractor shall recommend courses of action related to materiel acquisition.

3.2.3.7 The Contractor shall assist the organization's strategic planning efforts with recommendations and guidance pertaining to Joint support activities across the full spectrum of Combatant Commands, Service, and OSD Staffs. The Contractor shall review existing strategic planning and related documentation and assist in the development of organizational goals and objectives. The Contractor shall identify strategic and operational requirements effecting

Joint/Army Staff and provide analysis and recommendations concerning how the PEO STRI can most effectively meet strategic goals and objectives. The Contractor shall provide liaison between senior industry and organizational representatives.

### 3.2.4 AUDIO-VISUAL AND GRAPHICS

3.2.4.1 The Contractor shall provide Visual Information Support Services (VISS) management, special studies for audio-visual requirements, library services, equipment maintenance, and operate video telecommunication systems in conference rooms and gathering areas. The Contractor shall execute specialized operation and use of visual technology equipment to include cameras, Closed Caption TV, audiovisual aids, and image scanners as well as hybrid computers that produce multimedia visuals.

3.2.4.2 The Contractor shall design, develop, and produce graphic documents to include charts, graphs, diagrams, cartoons, computer-generated graphic files, view-graphs/slides, reproductions, publication pages, illustrations, status/wall charts, nameplates/certificates, signs/posters, mounting/laminating, custom displays/exhibits, structural display/exhibit design, interactive screens/pages for web sites or multimedia projects, animation, Three Dimensional (3D) modeling, video digitization, monitor display screens, electronic data transfer/file format conversion, multimedia productions, murals, and other managerial, operational, educational and administrative artwork.

3.2.4.3 The Contractor shall plan, develop, and produce Multimedia productions utilizing an interactive scripting language to produce electronic files for use in kiosks, information display stations, the World Wide Web, CD-ROMs, DVD, and various other appropriate outlets.

3.2.4.4 The Contractor shall provide photographic services for location (on and off site) and studio photography. Studio photography shall include official portraits, passport photographs, citizenship photographs, ID badges with photographs, and command portraits. Perform all photographic processing and output including product photography and copy photography.

3.2.4.5 The Contractor shall design, develop, and produce custom static displays/exhibits. Designs may be Two-Dimensional (2D) or 3D, and use custom graphics (i.e., camera-ready artwork including illustrations, typesetting, renderings, artwork, lettering, photographs, lighting effects) to complement the object.

3.2.4.6 The Contractor shall develop and provide presentation and audiovisual services in support of all Command official functions in Government buildings and associated grounds, along with officially designated off-site locations. Services to include, but not limited to, the set-up and operation of cameras, videotaping equipment, projectors, audio systems, and other special visual information equipment (video projector, video playback units, etc.).

3.2.4.7 The Contractor shall maintain a current inventory of Government Furnished Property (GFP) throughout the contract period and perform routine, preventative maintenance, and minor repairs.

### 3.2.5 CUSTOMER COORDINATION

3.2.5.1 The Contractor shall promote PEO programs and services by providing a network of capability that will allow for liaison from a General Officer to the PEO. The Contractor shall provide continuity of support and coordination between the Program Executive Officer and the General Officers at installations/posts. The Contractor shall interact and meet on a continuing basis with the user community, other customers and stakeholders at their facilities located CONUS and OCONUS to develop an understanding of simulation, training, testing and support issues from multiple perspectives, and perform independent analyses and assessments to determine whether or not the agency is meeting the requirements and expectations of its customers. The Contractor shall identify lessons learned and mitigate risk of similar issues impacting or degrading training at other locations. Interface with program office personnel to identify and recommend solutions to programmatic and technical issues.

3.2.5.2 The Contractor shall educate personnel at host installations on PEO STRI programs and capabilities of interest and establish mechanisms to improve communications with users of simulation, training and testing

technologies to increase assurance that their needs and requirements are being met. The Contractor shall process and coordinate responses to requests for use of PEO STRI products at exhibits and conferences, and coordinate provision of materials and support.

3.2.5.3 The Contractor shall evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and Operating Tempo (OPTEMPO) requirements, and evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support. Develop metrics to assess the value added by PEO STRI products to the Warfighter.

3.2.5.4 The Contractor shall assess the development and progress of on-going and planned programs against validated Army and other agency requirements that support major initiatives. The Contractor shall research and evaluate current and future simulation, training, testing and support requirements of programs and organizations (e.g., Brigade Combat Team, Digital Corps Exercise, Army Experiment Campaign Plan, Advanced Warfighting Experiments (AWE), Advanced Technology Demonstrations (ATD)) and assess PEO STRI's existing, and potential for future support roles.

3.2.5.5 The Contractor shall provide coordination of system installation and educational support at various worldwide locations.

3.2.5.6 The Contractor shall provide recommendations for, and support to expansion of organizational vision and planning horizons in consonance with validated requirements and user expectations for the delivery of PEO STRI or other agency products.

### 3.2.6 FACILITIES

3.2.6.1 The Contractor shall assist in the renovations of office space, and reconfigure and relocate office equipment and furnishings in support of internal moves. The Contractor shall perform physical setup and reconfiguration of conference room furnishings for meetings and events. The Contractor shall track facilities work requests and provide support to customers such as assistance with initiation of work requests and determination of work request status. The Contractor shall respond to reports of maintenance issues and other problems involving occupation, use and maintenance of Government occupied facilities and interface with property managers, service contractors and on-site maintenance personnel to determine the status of and ensure issue and problem resolution.

3.2.6.2 The Contractor shall determine facility requirements such as space, electrical power, Heating, Ventilation and Air Conditioning (HVAC) and lighting. The Contractor shall conduct site surveys and evaluate suitability of and determine modifications needed to existing facilities in order to accommodate operational requirements.

3.2.6.3 The Contractor shall develop facility requirements in support of systems. The Contractor shall develop, coordinate, and revise plans based on site survey information and available system data packages. The Contractor shall review facility documentation and designs, support facility design reviews, performs inspection during construction/renovation, and provide recommendations relative to the impact of facility changes. The Contractor shall perform inspection during installation of systems.

3.2.6.4 The Contractor shall initiate engineering change proposals. The Contractor shall develop revisions to the facility plan based on facility or system modifications and updates. Resolve problems to assure scheduled progress for system installation. The Contractor shall provide technical review of all contractor reports relative to facilities and provides comments/recommendations.

3.2.6.5 The Contractor shall evaluate technical packages submitted by contractors relative to facility requirements, and determines acceptability of proposals.

### 3.2.7 FINANCIAL MANAGEMENT

3.2.7.1 The Contractor shall assist in the development of financial plans, cost estimates and cost avoidance strategies, and apply analytical methods such as cost benefit analysis, earned value management analysis, and

decision theory to a variety of budgetary situations in order to maximize efficient execution of project funds. Typical types of cost estimates include Program Office Estimates (POE), Independent Government Cost Estimates (IGCE), Economic Analyses (EA) and Rough Order of Magnitude (ROM) estimates that address multiple appropriations and total costs through the lifecycle of a project or program. The Contractor shall analyze program/system/project implementation plan and execution status in order to assist the program management staff with effective programming of funding and manpower resources.

3.2.7.2 The Contractor shall provide advisory assistance for evaluation of contractor submitted program financial documentation and earned value reports such as the Contract Performance Report (CPR), Contract Funds Status Report (CFSR) and Contract Invoicing and Payment Report (CIPR), develop Earned Value Management System (EVMS) analyses, and assist in the conduct of Integrated Baseline Reviews (IBR) and other EVMS reviews. The Contractor shall provide advisory assistance to track and analyze Cost as Independent Variable (CAIV), Total Ownership Cost (TOC) and Activity Based Costing (ABC) information.

3.2.7.3 The Contractor shall, in coordination with program management staff, monitor execution of obligation plans and/or spend plans for mission and support mission funds at program office and organization levels. In accordance with PEO STRI or program office procedures, the Contractor shall maintain complete budgets and financial status for all mission and support mission funds to include tracking, reconciling and reporting on status of available funding, funding requirements, unliquidated obligations, commitments, obligations and disbursements.

3.2.7.4 The Contractor shall assist with budget development, tracking and accounting, and develop and administer budget execution plans for funding and budget execution at program, office and organization levels. The Contractor shall maintain complete budgets and financial status for contracts and coordinate, track, reconcile and report on status of available funding, funding requirements, unliquidated obligations, commitments, obligations and disbursements. The Contractor shall establish controls to maintain visibility of actions.

3.2.7.5 The Contractor shall coordinate with program managers to obtain required information and develop and submit various forms and reports including but not limited to budget forms such as P forms and R forms, probability of program success reports, SMART Charts, Program Objective Memorandum (POM) requests/briefings, and Program Management Review briefings. The Contractor shall coordinate, prepare, and submit management level reports and presentations on funding and budgets.

3.2.7.6 The Contractor shall conduct special studies and analyses for PEO STRI to assure cost effective allocation and execution of PEO STRI programs.

3.2.7.7 The Contractor shall review and research contracts and other documents for un-liquidated obligation balances. The Contractor shall load and maintain data regarding obligations for contracts, travel, training, awards, labor, MIPRs, Permanent Change of Station (PCS) and Government Bill of Ladings (GBL) in information systems, and prepare management level reports and presentations on funding and budgets. The Contractor shall coordinate activities to complete and respond to customer requests for financial and funding data, to include assisting in estimating the cost of required activities.

### 3.2.8 INFORMATION ASSURANCE

3.2.8.1 The Contractor shall support the efforts to coordinate to ensure the Certification and Accreditation (C&A) of systems are in accordance with the DOD Information Assurance (IA) C&A Process (DIACAP) and/or Intelligence Community Directives (ICD) 503/Director of Central Intelligence Directive (DCID) 6/3 guidance, DODD 8500.1, DODI 8500.2 and AR 25-2. This includes supporting the development, coordination and support of initial C&A, Federal Information Security Management Act (FISMA) and re-accreditation requirements.

### 3.2.9 INFORMATION SYSTEMS AND SOFTWARE OPERATIONS

3.2.9.1 The Contractor shall use and administer use of Information Technology (IT) systems and software in the performance of organizational operations (to include administrative, contract, engineering, financial, logistics, manpower, personnel and program management tasks and functions), and in support of testing and training

missions. This includes creation, modification and population of collaborative workspaces, data management systems, web pages, menus, databases, input and query forms and reports, and user administration. Typical systems include but are not limited to; Resource Management Tracking (RMTracs), and Planning, Programming, Budgeting and Executing System (PBBES), PEO STRI Enterprise Business System (EBS), Purchase Request-web (PRweb<sup>®</sup>), Standard Procurement System (SPS<sup>®</sup>), Contract Data Requirements List-vue (CDRLvue<sup>®</sup>), Microsoft<sup>®</sup> Office and SharePoint Portal Server<sup>®</sup>, Defense Travel System and Resource Management Tool WEB, Virtual Insight (VIS).

3.2.9.2 The Contractor shall provide advice, technical assistance and management support to resolve user problems and increase organizational effectiveness in the use of IT systems and software. The Contractor shall interface with organization management and IT personnel and define and communicate requirements regarding development, modification and sustainment of IT systems and software. The Contractor shall research, provide recommendations regarding selection and implementation, and evaluate IT tools and solutions that will improve operations.

3.2.9.3 The Contractor shall maintain Government owned software source code used to support training and test operations.

### 3.2.10 LABOR, MANPOWER, AND PERSONNEL

3.2.10.1 The Contractor shall review and interpret regulations and policies, civilian personnel guidance and organizational needs and provide recommendations on personnel actions. The Contractor, shall in an advisory capacity establish standards and timeframes for personnel actions, prepare and process personnel action requests in the Defense Civilian Personnel Data System (DCPDS) or other agency personnel systems, draft recruitment requests and maintain and monitor the status of referral lists. The Contractor shall interface with servicing personnel activities both at the local and service center levels to identify and resolve personnel issues. The Contractor shall establish controls to maintain visibility of ongoing personnel actions, report the status of ongoing and planned actions, and manage the organization's civilian personnel system.

3.2.10.2 The Contractor shall review, interpret and provide guidance on personnel regulations.

3.2.10.3 The Contractor shall provide functional expertise critical to managing complex civilian personnel issues under the Acquisition Demonstration (AcqDemo) program. The Contractor shall coordinate projects and conduct analyses related to planning and implementation of personnel management systems and present analyses to support management decisions.

3.2.10.4 The Contractor shall analyze, investigate, and provide responses to questions regarding voluntary separation with incentive pay, voluntary early retirement authority, reduction in force, referral lists (certificates) and Resumix. The Contractor shall analyze requests for separation incentive and early retirement considering agency criteria and identified surplus positions.

3.2.10.5 The Contractor shall manage all military positions and coordinate all military manpower issues for the organization. The Contractor shall provide recommendations to organizational leadership on military personnel actions and coordinate with Personnel Command and other commands on all military actions.

3.2.10.6 The Contractor shall manage and provide support to the organization in all areas of the Military Evaluation System.

3.2.10.7 The Contractor shall prepare input for out-year manpower projections, analyze and reconcile manpower program budget guidance and Standard Operation Maintenance Army Research and Development System (SOMARDS) execution, reconcile Navy charges against SOMARDS accounting data and maintain SOMARDS labor master file.

3.2.10.8 The Contractor shall analyze, document for audit purposes and track planned versus actual usage of personnel labor and manpower mapping, prevent disruptions in labor and manpower funding linkages and advise management of potential problem areas. Prepare and track monthly updates to task orders including changes in personnel and deletion of funds.

3.2.10.9 The Contractor shall collect and submit data for manpower studies of PEO STRI organizations.

### 3.2.11 LOGISTICS

3.2.11.1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.2 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.3 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.4 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.5 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.11.6 The Contractor shall determine technical publication requirements for solicitations and contracts, monitor and analyze contractor publication development for progression at a rate consistent with system delivery, and report observations and participate in discussions relative to the development and progress of publications. Typical types of publications include system operation and maintenance manuals, computer software operator, user and support manuals, and guides. The Contractor shall perform analyses of contractor publications to ensure the use of technically accurate source material and compliance with contractually imposed specifications and quality requirements, and identify issues. The Contractor shall coordinate with device maintenance personnel and perform verification of technical publications and logistics demonstrations.

3.2.11.7 The Contractor shall maintain existing technical publications, update publications to correct errors, reflect changes made to system hardware and software and maintain alignment with operational and maintenance procedures, and distribute publication changes.

3.2.11.8 1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

### 3.2.12 MILITARY AND ORGANIZATIONAL STUDIES, ANALYSES AND ASSESSMENTS

3.2.12.1 The Contractor shall perform comparative studies and analyses of military, technological, political, economic, and other factors governing the relative military capability of nations. The Contractor shall assess the standing, trends, and future prospects of U.S. military capabilities and military potential in comparison with those of other countries or groups of countries. The Contractor shall research, determine and assess military and political alternatives in support of near and long-term U.S. security goals and objectives.

3.2.12.2 The Contractor shall perform analyses and assessments of Government and military organizations and culture with regard to implementation of organizational change and the impact of change on operations. The Contractor shall identify, assess and recommend alternatives in organizational structures required to effectively conduct operations in response to evolution of organizational missions. The Contractor shall perform planning to implement changes to organizational structures and manpower.

3.2.12.3 The Contractor shall identify, collect information on and analyze military doctrine, Military Tactics Techniques, and Procedures (MTTP) as well as military individual, crew, and collective training exercises and operational testing events conducted at home stations, Combat Training Centers, and other specified locations. The Contractor shall identify staff operations relative to the deployment and employment of military combat, combat support, and/or combat service support units as they relate to the training and testing. The Contractor shall identify

military doctrine, tactics and procedures, and individual, crew and collective training development and management and their importance to the training and testing environment. The Contractor shall identify military command relationships and operating procedures at the joint, unified and specified command level and operational force employment as they relate to the training and testing. The Contractor shall convey Army-wide/joint concepts, doctrine, and MTTPs to the command and higher echelons.

3.2.12.4 The Contractor shall participate in various materiel developer/combat developer events as a military doctrine, tactics, techniques and procedures, staff operations, and deployment/employment of combat, combat support, and/or combat service support units Subject Matter Expert (SME), ensuring the combat developer requirements are understood by the materiel developer throughout the systems acquisition process.

### 3.2.13 PLANNING, POLICIES, AND PROCESSES

3.2.13.1 The Contractor shall assist in the shaping, staffing, coordination, and implementation of organizational and office level policies processes and procedures to support business operations and to support acquisition, development, test, validation, information assurance C&A and fielding of test and training instrumentation, targets and threat systems/simulators, instructional systems, information technology, and Training Aids, Devices, Simulators and Simulations (TADSS).

3.2.13.2 The Contractor shall support achievement of efficiencies identified through process reengineering of information management, programmatic and general administrative functions.

3.2.13.3 The Contractor shall analyze strategic planning processes and conduct research activities. The Contractor shall develop templates for strategic planning documents. The Contractor shall facilitate leadership off-site(s) which will include identifying agenda items, preparing materials and presentations.

3.2.13.4 The Contractor shall provide guidance, advice and assistance on strategic planning. The Contractor shall develop common progress reporting methods and track status. Provide weekly, project management related activities associated with achieving closure on various critical initiatives.

### 3.2.14 PROGRAM ANALYSES, EVALUATIONS, AND ASSESSMENTS

3.2.14.1 These tasks deal with research, analysis, evaluation and assessment of current and future capabilities. The term "training" is meant to infer all types of military training to include field, resident or institutional instruction (formal schools), distance or distributed education/training, and all other aspects of current and on-going training/instructional capabilities. The term "test" infers all types of military testing, from developmental to operational and live fire testing.

3.2.14.2 The Contractor shall perform comprehensive individual and group studies and analyses of programs of instruction, training delivery mechanisms, and test procedures and methods. Typical tasks may include analysis and evaluation of training program requirements and designs, evaluations and comparisons of program costs, evaluation of instructional materials and training documentation, and evaluation and assessment of the efficiency and effectiveness of training programs, systems and devices. The Contractor shall document findings and indicate to what degree training was successful in relation to achievement of objectives. The Contractor shall develop recommendations for program improvements and identify specific additional materiel requirements to increase effectiveness.

3.2.14.3 The Contractor shall compare, analyze and evaluate the relative merits of program designs and alternatives. Review, analyze and recommend procedures and standards for program development and implementation.

### 3.2.15 PROGRAM EXECUTION AND OVERSIGHT

3.2.15.1 The Contractor shall act in an advisory capacity perform life cycle planning and management of simulations, test and training instrumentation, targets, threat systems, and instructional systems development,

prototyping, integration, fielding and support, and information technology programs established in support of federal and military requirements.

3.2.15.2 The Contractor shall act in an advisory capacity perform comprehensive analyses of program, project and system requirements, translate requirements to discrete, attainable objectives, make decisions involving cost, schedule and technical performance and associated trade-offs, and establish priorities, goals, milestones and manpower requirements for tasks in support of major project objectives. The Contractor shall lead IPTs in development of acquisition documentation required by organization policies, and Service, DOD and Federal regulations and laws, and in award and execution of contracts and task orders to achieve project objectives.

3.2.15.3 The Contractor shall assist in the planning , and coordinate the activities and efforts of IPTs consisting of engineering, logistics, contracting, financial and support personnel in project execution. The Contractor shall develop metrics to track achievement of project goals. The Contractor shall represent the organization at contractor and Government project meetings, conferences, reviews and test events, monitor contractor performance, evaluate performance against goals, and make recommendations regarding issues affecting project execution consistent with project cost, schedule and performance and contract requirements. The Contractor shall recommend ways to control and improve contractor performance and maximize program technical, schedule and cost performance during contract execution.

3.2.15.4 The Contractor shall participate in briefings and meetings with user representatives, contractors, and other Government agency personnel and prepare and present program status reviews to Project Managers, Project Directors and senior leadership internal and external to the organization. The Contractor shall report meeting results, assign and track action items, and coordinate resolution of action items and issues.

3.2.15.5 The Contractor shall identify, compile and distribute research and information in areas related to project office products and missions.

3.2.15.6 The Contractor shall assist in the planning, direction, coordination, and management of the PEO STRI Security Cooperation programs including Foreign Military Sales (FMS) cases. The Contractor shall prepare Price and Availability (P&A) and Letters of Offer and Acceptance (LOA) through implementation, execution and case closure. The Contractor shall insure compliance with national security and national military strategies and all DOD and U.S. Army Security Cooperation regulations. The Contractor shall coordinate industry requests for technology transfer and export licenses and the agency position regarding the safeguarding or exporting of Modeling and Simulation (M&S) technologies. The Contractor shall conduct technical discussions and develop documentation in support of International Cooperative Programs (ICP).

3.2.15.7 The Contractor shall assist and represent project offices at organization sponsored and endorsed meetings, shows and exhibits by developing presentations and attending and reporting on selected briefings and demonstrations of organizational interest.

3.2.15.8 The Contractor shall conduct liaison and coordination, and assist in the analysis, planning, promotion and execution of Service and Joint Service testing, training and distributed learning initiatives.

### 3.2.16 PROPERTY AND SUPPLY

3.2.16.1 Requirements previously defined in this paragraph are no longer required. (OMB Letter 11-01, Performance of Inherently Governmental and Critical Functions with an effective date of October 12, 2011)

3.2.16.2 The Contractor shall develop/procure samples, or test models/systems as necessary to support analyses or proof of concept studies. These hardware or software systems may be used in office or field environments as needed to accomplish the specific objectives of the task.

3.2.16.3 The Contractor shall assist in performance of all aspects of inventory and property management functions to include maintenance of property books and property accountability services such as inspections and audits of

equipment, reports of survey process, maintaining control of durable supplies, warehousing equipment, and disposal of furniture and equipment or supply items in accordance with applicable laws and regulations.

3.2.16.4 The Contractor shall process requests for services for facilities support and to setup, reconfigure and tear down organizational displays and equipment, and prepare items for shipment in support of demonstrations, conferences and symposia.

### 3.2.17 PUBLIC AFFAIRS AND EVENTS

3.2.17.1 The Contractor shall plan, coordinate, and execute the support of internal and external organizational communications requirements related to the media, web pages, community relations, events, exhibits, conferences, and protocol. The Contractor shall conduct continuous information gathering to stay abreast of command information. The Contractor shall plan and execute the details revolving around the marketing and public awareness of events, exhibits, and conferences such as: invitations, publication announcements, letters, and printed materials.

3.2.17.2 The Contractor shall organize, draft and submit information regarding organizational activities and accomplishments for internal and external publication to include layout, design, copy and distribution of newsletters, articles, video scripts and other printed material. Assist in identifying, developing and preparing executive level speeches/message presentations to various audiences.

3.2.17.3 The Contractor shall review publications, papers, speeches and presentations submitted for public affairs approval to ensure accuracy, editorial quality and determine appropriateness for publication and public release. The Contractor shall ensure material has been released by the leadership of the appropriate office and by security prior to providing approval for public release. Maintain a log of approved items.

3.2.17.4 The Contractor shall identify and develop a strategic approach to command message formulation, product development, presentation and information dissemination to external and internal audiences. The Contractor shall identify possible audiences the PEO message must reach and methods of presentation and mechanisms to reach these audiences. The Contractor shall identify message integration opportunities. The Contractor shall organize public relations events that promote Service and organizational visibility within the Department, Service and the community and schedule press conferences and coordinate interviews between spokespersons and various media outlets.

3.2.17.5 The Contractor shall coordinate marketing efforts to include, brochures, business cards, logos and other program identity efforts.

3.2.17.6 The Contractor shall plan and execute events, exhibits, conferences, and special events and coordinate requirements for organization participation. Plan and arrange meeting/exhibit space, lodging requirements, catering, exhibits, keynote speakers, travel arrangement, agenda, audio visual, marketing/communications, giveaways, packing, electrical requirements, shipping, tracking, set up and breakdown including ancillary structures (i.e., tents, gallery stands, flooring, and speaker platforms).

3.2.17.7 The Contractor shall interpret Freedom of Information Act (FOIA) and Privacy Act standards and procedures and shall provide recommendations and convey interpretations of policy.

3.2.17.8 The Contractor shall analyze programs and staff proposals to assure the implementation of policies. The Contractor shall recommend alternatives or modifications to existing policies. Develop guidance for evaluating programs. Review and recommend legislative, regulatory, or administrative remedies in cases where policies are deficient or issues are not covered by precedent. Recommend disclosure determinations and drafts outgoing responses. Advise and assist in making the determination on requests for information, documents and records. Review documents and records to ensure the appropriateness of any deletions. Draft responses.

### 3.2.18 SECURITY AND VISITOR CONTROL

3.2.18.1 The Contractor shall manage organizational personnel security program activities to include creation and maintenance of security clearance databases; tasking and providing assistance to employees in the submission of security clearance paperwork; certification of the accuracy of security clearance information to other Government and cleared contractor facilities; management of employee official security files; processing of security clearance suspension, denial and revocation actions; and interaction with HQDA Clearance Facility to reconcile reports of adverse or potentially derogatory information which could affect retention of an employee's security clearance.

3.2.18.2 Based on projected official overseas travel reports, the Contractor shall conduct all source searches of classified intelligence reports and databases which address geo-political, terrorist, criminal and foreign intelligence collection threats for overseas destinations and travel itineraries. The Contractor shall prepare and present overseas travel briefings to Government personnel and support contractors for official and personal overseas travel.

3.2.18.3 The Contractor shall research and determine information requirements for, and procedures to obtain foreign country and theater clearances for official travelers. Type messages using Decision Agent Software (DAS) on the Secret Internet Protocol Router Network (SIPRNET) and process overseas travel clearances through the Defense Message System (DMS). The Contractor shall contact foreign countries by phone to verify country and theater clearance approvals.

3.2.18.4 The Contractor shall assist the workforce in resolving issues related to identification media such as badges, Common Access Cards (CAC) and other miscellaneous security program issues.

### 3.2.19 SYSTEMS AND SOFTWARE ENGINEERING

3.2.19.1 The Contractor shall perform Systems Engineering (SE) and Software Engineering (SwE) tasks, implement SE/SwE approaches and oversee contractor SE/SwE efforts in the concept formulation design, development, verification, manufacturing, deployment, operations, support and disposal of test and training instrumentation, targets and threat systems/simulators, instructional systems, and TADSS using Chapter 4 of the Defense Acquisition Guidebook as a guide. SE/SwE activities are generally facilitated through IPTs consisting of engineers and project team members representing other functional disciplines, and other stakeholders such as user representatives. SE/SwE tasks will typically fall into categories such as technical planning; requirements analysis, development and management; system design and development; program review and oversight; verification; risk management; configuration management; and technical data management. Typical technologies these systems may employ include: Command, Control, Communications, Computers and Intelligence (C4I) systems; computer and communication networks; software models and simulations; chemical-biological; synthetic natural environments; artificial intelligence and expert systems; embedded electronics; image generators and visual displays; lasers and electro-optics; pyrotechnics; radio frequency devices; avionics; control systems; and range instrumentation equipment.

3.2.19.2 The Contractor shall coordinate with functional elements, plan, collect data, prepare and update Systems Engineering Plans (SEP) defining how the systems engineering process is applied and tailored to meet objectives for each acquisition phase of a program and methods by which all system requirements having technical content, technical staffing, and technical management will be implemented.

3.2.19.3 The Contractor shall analyze military operational requirements in the form of Initial Capabilities Documents (ICD), Capability Development Documents (CDD), Capability Production Documents (CPD) or other customer generated requirements documents; identify critical requirements; develop, analyze and review alternatives for materiel solutions, technical architectures and functional system designs; conduct trade-off studies based upon criteria such as technical performance and risk, interoperability requirements and constraints, operating environment, scalability, maintainability, affordability and schedule; recommend best technical approaches; and translate operational requirements and technical approaches into functional and verifiable technical and performance requirements in the form of functional baselines and system performance specifications.

3.2.19.4 The Contractor shall review physical system decompositions and allocated baselines typically established by development contractors in the form of system and subsystem development specifications and software requirements and interface specifications, and ensure accuracy, completeness, testability and traceability to Government functional baselines and contract specifications.

3.2.19.5 The Contractor shall analyze, review, comment and make recommendations - based upon factors such as performance, cost, schedule and risk - on hardware and software design alternatives typically produced by development contractors that will be used to develop design baselines documenting requirements for hardware manufacturing and software coding. The Contractor shall evaluate design baselines typically consisting of drawings, hardware and software product specifications and other design documents to ensure accuracy, completeness and traceability to functional and allocated baselines and contract specifications.

3.2.19.6 The Contractor shall provide technical evaluations of contractor performance and provide technical representation of the project office at progress reviews, design reviews, technical interchange meetings and other SE oriented meetings and reviews with development contractors. The Contractor shall inform project management and other IPT members of project status and track and ensure completion of actions and resolution of issues.

3.2.19.7 The Contractor shall identify and review changes to actual tactical systems and equipment and evaluate their impact on associated simulation, training, testing and threat system functional, allocated and product baselines. Prepare Engineering Change Proposals (ECP) and Value Engineering Proposals (VEP) and review and evaluate contractor prepared ECPs and Value Engineering Change Proposals (VECP) prompted by conditions such as changes to tactical equipment, changes to technical and performance requirements, cost, design deficiencies and part obsolescence, and provide and justify recommendations to reject or accept proposed changes. The Contractor shall oversee efforts to apply engineering changes and integrate new and updated components and technologies into existing systems.

3.2.19.8 The Contractor shall review drawings, hardware and software specifications, software design documentation and other technical data produced to document system designs and assess their compliance with contract requirements. The Contractor shall ensure rights and distribution markings on data received from contractors are consistent with and comply with contract requirements. The Contractor shall identify items that do not comply with requirements or are otherwise incomplete or insufficient for life cycle sustainment of system hardware and software, and competitive procurement of replacement items, repair parts and spares.

3.2.19.9 The Contractor shall perform configuration identification, verification, control and status accounting of Government requirements and baselines generated during system development, and contractor generated and maintained requirements and hardware and software baselines delivered to the Government. The Contractor shall perform Functional Configuration Audits (FCA) to compare and verify that the system hardware and software has achieved the requirements specified in its functional, performance, interoperability, and interface requirements specifications. The Contractor shall perform Physical Configuration Audits (PCA) to verify the "as-built" configuration of items against detailed design documentation such as drawings and associated lists, quality assurance provisions, packaging details and other technical data package elements to verify the configuration item's product baseline.

3.2.19.10 Evaluate plans and production engineering requirements and participate in production readiness reviews and assessments. Evaluate and assess the producibility of designs, maturity of production processes, availability of materials, and readiness of personnel and facilities, and identify technical, schedule and cost risks.

3.2.19.11 The Contractor shall evaluate plans for and participate in the implementation of hardware and software quality assurance programs, and inspection systems, and evaluate management and execution of contractor quality assurance programs, and validate reported metrics.

3.2.19.12 The Contractor shall define strategic level technical roadmaps and action plans to achieve organizational goals for interoperability and integration of systems.

### 3.2.20 TECHNOLOGY ANALYSIS, EVALUATIONS, AND ASSESSMENTS

3.2.20.1 The Contractor shall identify and investigate commercial product developments, industry independent research and development programs, Small Business Innovation Research (SBIR) programs, in-house research and development projects and tasks, and other Government agency research programs, and perform technology assessments to identify and determine the current states of technologies and their technology readiness levels. Typical technologies include modeling and simulation, computer and communication networks, visual systems, test and training instrumentation, targetry systems, threat systems and simulations, human systems, and distributed learning. The Contractor shall develop recommendations to aid in determining whether technologies merit further examination and conduct studies, analyses and simulations to determine the feasibility of incorporating technologies into current or planned simulation, training and test programs, systems, devices and tools. The Contractor shall develop/procure samples, or test models/systems as necessary to support analyses or proof of concept studies. These hardware or software systems may be used in office or field environments as needed to accomplish the specific objectives of the task.

### 3.2.21 TEST AND TRAINING OPERATIONS

3.2.21.1 The Contractor shall support the planning, conduct and management of all aspects of in-plant (usually contractor conducted) and on-site system, subsystem and software test and evaluation activities and experiments from concept refinement through system development and demonstration, production and deployment, and operations and support. Typical types of tests include prototype, early user, hardware and software configuration item, regression, pre-production, reliability and maintainability, environmental, human factors, safety, First Article, verification, functional, acceptance, production qualification, and formal Government conducted Developmental, Operational and Live-Fire. The Contractor shall document deficiencies and discrepancies found during testing and participate in post test meetings to evaluate results and develop courses of action.

3.2.21.2 The Contractor shall support the development and updates of Test and Evaluation Master Plans (TEMP) in accordance with applicable instructions and regulations. The Contractor shall develop test plans, procedures, acceptance criteria and reports. The Contractor shall review and evaluate test requirements, plans, procedures, acceptance criteria, and reports to assure accuracy, completeness, feasibility, testability and product compliance.

3.2.21.3 The Contractor shall develop, modify and maintain testing and training algorithms and models, use cases, training exercise plans, vignettes and scenarios in support of training exercises, and after action reviews.

3.2.21.4 The Contractor shall define computer and network resources required to execute specific exercises and resources based on the scope of scenarios and fidelity of models and develop baseline estimates of performance.

3.2.21.5 The Contractor shall provide subject matter expertise in testing of aviation and ground system simulators and training and threat simulations to determine and verify fidelity as compared to actual systems. Typical items evaluated include fidelity of computer generated visual imagery, simulator operation and handling, control functions and forces, instrumentation, vibrations and sounds, and accuracy of control positions and threat fidelity.

3.2.21.6 The Contractor shall perform inspections, diagnostics and functional tests of systems and instrumentation to determine and verify the operational condition of the equipment prior to initiation of disassembly or modification efforts and following completion of equipment installation, modifications and updates.

3.2.21.7 The Contractor shall conduct training to support fielding of system modifications using training programs and materials developed for the system.

3.2.21.8 The Contractor shall perform training in system administration and use of information systems and software used in the performance of organizational operations and testing and training missions. The Contractor shall train staff in the preparation and processing of personnel actions in the Defense Civilian Personnel Data System (DCPDS).

3.2.21.9 The Contractor shall develop and present training and execute coordination functions to facilitate implementation of operational changes associated with new business processes and redesign of organizational structures.

3.2.21.10 The Contractor shall develop and present courses of instruction to develop technical skills in information assurance, modeling and simulation, networking, systems engineering, and distributed and parallel technologies.

3.2.21.11 The Contractor shall maintain training system technical data repositories containing items such as technical manuals, logistics and other technical data, and drawings.

#### 4. MANPOWER AND WORKFORCE COMPOSITION

4.1 The U.S. Government maintains the right to require removal of contractor personnel for cause.

4.2 The Contractor shall assure that the workforce has sufficient qualifications to perform work as required by the U.S. Government, and that those qualifications are maintained during the life of the contract. The Contractor shall replace, at no cost to the U.S. Government, any personnel, trained at U.S. Government expense, who leave the contract for other than U.S. Government convenience within the period of performance of the task order or subsequent task orders upon which the personnel begin to perform, and for which the training is also required for performance. Personnel so replaced shall be comparably trained at the contractor's expense.

4.3 The Contractor shall advise the U.S. Government in advance of any necessity to reassign or replace "key personnel" during the performance of this contract. The qualifications of the key personnel and any replacements will be subject to review by the U.S. Government. Key personnel, if required, will be identified in individual Task Orders.

4.4 The standard operating hours for on-site personnel is 0730-1615 hours, Monday through Friday. Core hours for on-site personnel are 0900-1500 hours, Monday through Friday.

4.5 The U.S. Government will not issue a task order to support contractor management, administrative or support functions for the contractor's administration of this contract.

#### 5. PRODUCT COMPATIBILITY

When specified in the task order, The Contractor shall provide the product or a reproducible copy of the product in an automated format that is compatible with the U.S. Government office applications software. Applications currently being used by PEO STRI are the Microsoft Office Suite and the Windows 7 operating systems. The Contractor shall upgrade applications software and operating systems in concordance with U.S. Government upgrades.

#### 6. CONTRACT DATA REQUIREMENTS

The Contractor shall be responsible for producing and delivering data items for the common contract data requirements identified herein and for producing and delivering unique data items as required by individual task order Contract Data Requirements Lists (CDRL). All data items shall be prepared using applications compatible with the PEO STRI office automation baseline and delivered in the form and manner specified on the CDRL.

6.1 COMMON CONTRACT DATA REQUIREMENTS. The U.S. Government requires the following contract data requirements:

6.1.1 STATUS REPORT. The Contractor shall identify and record accomplishments made during the reporting period as well as problems encountered that may impact the price, scope, or schedule, address action taken to resolve outstanding issues from prior reporting periods, and perform planning for upcoming activities. The Contractor shall deliver a comprehensive report addressing the contract and all task orders active during the reporting period in accordance with CDRL A001.

6.1.2 FUNDS AND LABOR HOUR EXPENDITURE REPORT. The Contractor shall collect and record price and staffing data by labor category (for Time and Material (T&M) and Cost type tasks only) and cumulative fiscal data (for T&M and Cost type tasks only). The Contractor shall deliver a comprehensive report addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A002.

6.1.3 IN-PROCESS REVIEW (IPR) MATERIAL. The Contractor shall prepare and deliver IPR material addressing the contract and all Task Orders active during the reporting period in accordance with CDRL A003. The Contractor shall present the IPR material to the Government on a quarterly basis with the date for the initial presentation to be determined at the Post Award Conference.

6.1.4 COMPLETION REPORT. The Contractor shall track the execution status of the contract ID/IQ and notify the government of completion in accordance with CDRL A004.

6.2 UNIQUE CONTRACT DATA REQUIREMENTS. The Contractor shall prepare documents, drawings, analyses, plans, manuals, specifications, meeting minutes, profiles, procedures, studies, technical reports, notices, estimates, proposals, charts, packages, notifications, guides, briefings and other data items in accordance with CDRL A005 or other CDRLs as applied to and specified in individual Task Orders.

6.3 ARCHIVE OF DELIVERABLES. The Contractor shall maintain an electronic, indexed, archival record of all unclassified deliverables resulting from this contract.

## 7. SECURITY.

The Contractor shall be in compliance with those security requirements specified in Contracts Security Classification Specifications, DD Form 254.

7.1 The contractor will be required to have a TOP SECRET facility clearance with SECRET safeguarding capability limited to two (2) cubic feet. The contractor will require access to communications-security information, SCI and Non-SCI Intelligence information, and For Official Use Only (FOUO) information.

7.2 In performing this contract the contractor will receive classified material, have access to classified information within the United States and overseas, and will be authorized to use the Defense Technical Information Center (DTIC). Performance of this contract will be worldwide as designated by individual task orders. Individual Task Orders will specify security requirements in each Performance Work Statement. Individual DD Form 254 will be issued for each classified Task Order. Some positions/duties may not require a clearance but all positions/duties will require investigation for duties and access to U.S. Government systems.

7.3 The Contractor shall provide information required for issuance of a Common Access Card (CAC) to the contract or individual Task Order Trusted Agent, as appropriate, for all personnel requiring access to Government facilities in performance of this contract. The Contractor shall ensure all personnel requiring a CAC obtain an Army Knowledge Online (AKO) account and email using the COR or ACOR, as appropriate, as the account sponsor. The Contractor shall ensure all personnel requiring access to Government computer resources complete PEO STRI's training for operating and retaining a user account on a Government network. Contractor personnel shall use their assigned AKO email address for all email correspondence related to performance of Government's Task Orders. The Corporate Information Office (CIO) of the PEO may issue qualified personnel an alias for internal email communication. If an alias is issued by the CIO, contractor personnel shall forward their AKO email messages to the alias issued.

7.4 Prior to any travel to the Republic of Korea, qualified personnel will take the required training for invited contractors no later than 60 days prior to the trip. This training is required annually for all contractors traveling to Korea in the performance of Task Orders on this contract. The course is available online at <http://www.usfk.mil/usfk/content.theater.required.training.52>. Once at the site follow the links to the required training. If difficulties are encountered contact the Task Order ACOR.

## 8. QUALITY CONTROL REQUIREMENT.

The Contractor shall implement and maintain a quality control program. The program shall include inspection, validation, evaluation, corrective action and procedures necessary to achieve quality control. The adequacy of reports and documentation shall be the responsibility of the contractor. All quality control operations performed by The Contractor shall be subject to U.S. Government verification. Verification shall consist of monitoring the operations to determine that the practices and methods of the contractor's procedures are properly applied. Contractor conformance to the requirements of this PWS will be measured in accordance with the Quality Assurance Surveillance Plan (QASP).

## SECTION H - SPECIAL CONTRACT REQUIREMENTS

The following have been added by full text:

### **952.222-0001 – PROHIBITION AGAINST HUMAN TRAFFICKING, INHUMANE LIVING CONDITIONS, AND WITHHOLDING OF EMPLOYEE PASSPORTS (AUG 2011)**

(a) All contractors ("contractors" refers to both prime contractors and all subcontractors at all tiers) are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document, or any other actual or purported government identification document, of another person, to prevent or restrict or to attempt to prevent or restrict, without lawful authority, the person's liberty to move or travel, in order to maintain the labor or services of that person, when the person is or has been a victim of a severe form of trafficking in persons.

(b) Contractors are also required to comply with the following provisions:

(1) Contractors shall only hold employee passports and other identification documents discussed above for the shortest period of time reasonable for administrative processing purposes.

(2) Contractors shall provide all employees with a signed copy of their employment contract, in English as well as the employee's native language that defines the terms of their employment/compensation.

(3) Contractors shall not utilize unlicensed recruiting firms, or firms that charge illegal recruiting fees.

(4) Contractors shall be required to provide adequate living conditions (sanitation, health, safety, living space) for their employees. Fifty square feet is the minimum acceptable square footage of personal living space per employee. Upon contractor's written request, contracting officers may grant a waiver in writing in cases where the existing square footage is within 20% of the minimum, and the overall conditions are determined by the contracting officer to be acceptable. A copy of the waiver approval shall be maintained at the respective life support area.

(5) Contractors shall incorporate checks of life support areas to ensure compliance with the requirements of this Trafficking in Persons Prohibition into their Quality Control program, which will be reviewed within the Government's Quality Assurance process.

(6) Contractors shall comply with international laws regarding transit/exit/entry procedures, and the requirements for work visas. Contractors shall follow all Host Country entry and exit requirements, including requirements for visas and work permits.

(c) Contractors have an affirmative duty to advise the Contracting Officer if they learn of their employees violating the human trafficking and inhumane living conditions provisions contained herein. Contractors are advised that contracting officers and/or their representatives will conduct random checks to ensure contractors and subcontractors at all tiers are adhering to the law on human trafficking, humane living conditions and withholding of passports.

(d) The contractor agrees to incorporate the substance of this clause, including this paragraph, in all subcontracts under his contract.

(End of Clause)

**952.225-0001 – ARMING REQUIREMENTS AND PROCEDURES FOR PERSONAL SECURITY SERVICES CONTRACTORS AND FOR REQUESTS FOR PERSONAL PROTECTION (AUG 2011)**

(a) **General.** Contractor and its subcontractors at all tiers that require arming under this contract agree to obey all laws, regulations, orders, and directives applicable to the use of private security personnel in Iraq and Afghanistan, including U.S. CENTCOM, United States Forces - Iraq (USF-I) and United States Forces - Afghanistan (USFOR-A) Commander orders, instructions and directives. Contractors will ensure that all employees, including employees at any tier of subcontracting relationships, armed under the provisions of this contract, comply with the contents of this clause and with the requirements set forth in the following:

- (1) DODI 3020.50, *Private Security Contractors (PSCs) Operating in Contingency Operations*;
- (2) DODI 3020.41, *Program Management for Acquisition and Operational Contract Support in Contingency Operations*;
- (3) DFARS 252.225-7040, *Contractor Personnel Supporting a Force Deployed Outside the United States*;
- (4) Class Deviation 2011-O0004, Contractor Personnel in the United States Central Command Area of Responsibility
- (5) USFOR-A, FRAGO 11-128, *Outlines Management of Armed Contractors and Private Security Companies Operating in the Combined Joint Operations Area - Afghanistan (CJOA-A)*
- (6) USF-I OPORD 11-01, Annex C, Appendix 20
- (7) U.S. CENTCOM Policy and Delegation of Authority for Personal Protection and Contract Security Service Arming of DoD Civilian Personnel Dated 18 Jan 2011.

(b) **Required Contractor Documentation.** Contractors and their subcontractors at all tiers that require arming approval shall provide to the arming approval authority via the COR consistent documentation (signed and dated by the employee and employer as applicable) for each of their employees who will seek authorization to be armed under the contract as follows:

- (1) Weapons Qualification/Familiarization. All employees must meet the weapons qualification requirements on the requested weapon(s) established by any DoD or other U.S. government agency, Law of Armed Conflict (LOAC); Rules for the Use of Force (RUF), as defined in the U.S. CENTCOM Policy, dated 23 December 2005; and distinction between the above-prescribed RUF and the Rules of Engagement (ROE), which are applicable only to military forces.
- (2) Completed DD Form 2760 (or equivalent documentation) for each armed employee, indicating that the employee is not otherwise prohibited under U.S. law from possessing the required weapon or ammunition.
- (3) Written acknowledgement by the individual of the fulfillment of training responsibilities and the conditions for the authorization to carry firearms. This document includes the acknowledgement of the distinctions between the ROE applicable to military forces and RUF that control the use of weapons by DoD civilians, DoD contractors and PSCs.
- (4) Written acknowledgement signed by both the armed employee and by a representative of the employing company that use of weapons could subject both the individual and company to U.S. and host nation prosecution and civil liability.
- (5) A copy of the contract between the contractor's company and the U.S. Government that verifies the individual's employment and addresses the need to be armed.
- (6) One (1) copy of a business license from the Iraqi or Afghani Ministry of Trade or Interior.
- (7) One (1) copy of a license to operate as a PSC (or a temporary operating license) from the Ministry of Interior.

(c) **Communication Plan.** The contractor will submit to the COR a communications plan that, at a minimum, sets forth the following:

- (1) The contractor's method of notifying military forces and requesting assistance where hostilities arise, combat action is needed or serious incidents have been observed.
- (2) How relevant threat information will be shared between contractor security personnel and U.S. military forces.
- (3) How the contractor will coordinate transportation with appropriate military authorities.

(d) **Plan for Accomplishing Employee Vetting.** The contractor will submit to the COR an acceptable plan for vetting all contractor and subcontractor employees. The contractor shall, at a minimum, perform the following (which will be specifically addressed in its plan):

- (1) Local Nationals: Perform Local and National Agency background checks in accordance with Host Nation Government policies and protocols.
- (2) Use one or more of the following sources when conducting the background checks on Third Country Nationals: Interpol, FBI, (2) Country of Origin Criminal Records, Country of Origin U.S. Embassy Information Request, CIA records.
- (3) All local nationals and third country nationals will voluntarily submit to full biometric enrollment in accordance with theater biometric policies prior to submitting arming requests. All local nationals and third country nationals will voluntarily submit to routine biometric screening in accordance with local installation policies and procedures. The contractor will immediately notify the COR, local installation Force Protection agency and the theater arming approval authority of any individuals who are revealed as potential security risks during biometric processing.
- (4) The Contractor shall provide to the COR official written certification of candidate(s) suitability for employment. This certification may address multiple employees on a single certification but must clearly state each employee was vetted in accordance with the Contractor's plan for accomplishing employee vetting.

(e) **Penalties for Non-Compliance.** Failure of contractor or subcontractor employee(s) to comply with the laws, regulations, orders, and rules (including those specified herein) governing the use of force, training, arming authorization, and incident reporting requirements may result in the revocation of weapons authorization for such employee(s). Where appropriate, such failure may also result in the total revocation of weapons authorization for the contractor (or subcontractor) and sanctions under the contract, including termination.

(f) **Criminal and Civil Liability.** Arming of contractor or subcontractor employees under this contract may subject the contractor, its subcontractors, and persons employed by the same, to the civil and criminal jurisdiction of the U.S. and Host Nation. "Host Nation" refers to the nation or nations where services under this contract are performed.

(g) **Lapses in Training or Authorization.** Failure to successfully retrain an employee who has been properly authorized to be armed under this contract within twelve (12) months of the last training date will constitute a lapse in the employee's authorization to possess and carry the weapon. All unauthorized employees will immediately surrender their weapon and authorization letter to the contractor and will remain unarmed until such time as they are retrained and newly approved by the arming authority. Additionally, the arming authority's authorization letter is valid for a maximum of twelve (12) months from the date of the prior letter (unless authorization is earlier invalidated by a lapse in training).

(h) **Authorized Weapon & Ammunition Types.** Unless DCDRUSCENTCOM (or a designee) expressly provides otherwise, all arming requests and authorizations for contractor or subcontractor employees under this contract shall be limited to U.S. Government-approved weapons and ammunition. Notwithstanding Host Nation laws or regulations that would allow use of heavier weapons by contract security/PSC, all DoD security service / PSC contractors must have weapons approved by DCDRUSCENTCOM (or a designee) before use. This restriction applies to all weapons in the possession of contractor employees, even if such weapons are required for personal

protection. The following weapons and ammunition are currently authorized by the U.S. Government for use in Iraq and Afghanistan:

- (1) The M9, M4, M16, or equivalent (e.g. .45 CAL, AK-47).
- (2) The M9 or equivalent sidearm will be the standard personal protection weapon unless other weapons are specifically requested and approved.
- (3) Standard authorized weapons are selectable fire semi-automatic weapons only. All Non-U.S. and Non-standard weapons must be submitted to the theater arming authority for review and approval. Non-standard weapons are classified as any machine gun, belt-fed or crew served weapon or any weapon utilizing ammunition greater than 7.62mm X 51mm NATO. Contractors must also provide scorecards and criteria for qualification appropriate to the Non-standard weapon's caliber.
- (4) U.S. government Ball ammunition is the standard approved ammunition.

(i) **Requirements for Individual Weapons Possession.** All employees of the contractor and its subcontractors at all tiers who are authorized to be armed under this contract must:

- (1) Possess only those U.S. Government-approved weapons and ammunition for which they are qualified under the training requirements of section (b) and subsequently authorized to carry.
- (2) Carry weapons only when on duty or at a specific post (according to their authorization).
- (3) Not conceal any weapons, unless specifically authorized.
- (4) Carry proof of authorization to be armed. Employees not possessing such proof will be deemed unauthorized and must surrender their weapon to their employer.
- (5) IAW USCENTCOM G.O. #1, consumption of alcohol or use of any intoxicating substances which may impair judgment, medication or otherwise in Iraq or Afghanistan is prohibited. In the event of a suspension or an exception to G.O. #1, employees shall not consume any alcoholic beverage while armed or within eight (8) hours of the next work period when they will be armed. There are no circumstances under which a person will be authorized to consume any alcoholic beverage or use any judgment impairing substance when armed for personal protection.

(j) **Weapons/Equipment Restrictions and Responsibilities.** Unless otherwise provided, the U.S. Government will not provide any weapons or ammunition to contractors, their subcontractors, or any employees of the same. The Contractor will provide all weapons and ammunition to those employees that will be armed under the contract. The contractor and its subcontractors at all tiers will also provide interceptor body armor, ballistic helmets, and the Nuclear, Biological, and Chemical (NBC) protective masks to those employees that require such equipment in the performance of their duties.

(k) **Rules for the Use of Force (RUF).** In addition to the RUF and ROE training referenced in paragraph (b), the contractor and its subcontractors at all tiers will monitor and report all activities of its armed employees that may violate the RUF and/or otherwise trigger reporting requirements as serious incidents. Prompt reporting demonstrates a desire by the contractor and its subcontractors to minimize the impact of any violations and, therefore, will be given favorable consideration. Violations of the RUF include, though are not limited to:

- (1) Taking a direct part in hostilities or combat actions, other than to exercise self-defense.
- (2) Failing to cooperate with Coalition and Host Nation forces.
- (3) Using deadly force, other than in self-defense where there is a reasonable belief of imminent risk of death or serious bodily harm.
- (4) Failing to use a graduated force approach.
- (5) Failing to treat the local civilians with humanity or respect.
- (6) Detaining local civilians, other than in self-defense or as reflected in the contract terms.

(l) **Retention and Review of Records.** The Contractor and all subcontractors at all tiers shall maintain records on weapons training, LOAC, RUF and the screening of employees for at least six (6) months following the expiration (or termination) of the contract. The Contractor and its subcontractors at all tiers shall make these records available to the Contracting Officer or designated representative, at no additional cost to the government, within 72 hours of a request.

(m) **Contractor Vehicles.** Vehicles used by contractor and subcontractor personnel in the course of their security duties shall not be painted or marked to resemble U.S./Coalition or host nation military and police force vehicles.

(n) **Monthly Reporting.** The prime contractor will report monthly arming status to the Contracting Officer responsible for this contract, and any other organization designated by the Contracting Officer in accordance with theater policy and the timelines defined in the Performance Work Statement.

(End of Clause)

#### **952.225-0002 – ARMED PERSONNEL INCIDENT REPORTS (AUG 2011)**

(a) All contractors and subcontractors in the United States Forces-Iraq (USF-I) or United States Forces-Afghanistan (USFOR-A) theater of operations shall comply with and shall ensure that their personnel supporting USF-I or USFOR-A forces are familiar with and comply with all applicable orders, directives, and instructions issued by the respective USF-I or USFOR-A Commanders relating to force protection and safety.

(b) **IRAQ:** Contractors shall provide an initial report of all weapons firing incidents or any other serious incidents they or their contractors are involved in to USF-I Contractor Operations Cell (CONOC) as soon as practical, but not later than 4 hours after the incident. The contractor and its subcontractors at all tiers shall submit a written report to CONOC, the Contracting Officer (KO) within 96 hours of the incident. Interim reports shall be submitted between the initial and final report, when necessary to the CONOC at [usfic3conoc@iraq.centcom.mil](mailto:usfic3conoc@iraq.centcom.mil) DSN 318-435-2369, UK# 0044 203 286 9851 or 0044 203 239 5894 or Skype: USFICONOC.

(c) **AFGHANISTAN:** Contractors shall immediately report all incidents and use of weapons through their Contracting Officers Representative (CORs) who will notify the Contracting Officer. Contracting Officers are responsible to notify the SCO-A Chief of Operations and the SAR @ USFOR-A (SAR SHIFT DIRECTOR, DSN: 318-237-1761) Information should include: the name of the company, where the incident occurred, time when the incident occurred, a brief description of the events leading up to the incident, and a point of contact for the company. The SCO-A Chief of Operations in coordination with the SAR will issue guidance for further reporting requirements.

(d) Contractors shall provide first aid and request MEDEVAC of injured persons, and remain available for U.S. or Coalition response forces, based upon the situation. In the event contractor personnel are detained by U.S. or Coalition Forces, prolonged detention due to lack of proper identification can be alleviated by contractor personnel possessing on their person information that includes the contractor's name, the contract number, a contractor management POC, and the phone number of the CONOC/SAR Watch. Contractor and subcontractor personnel shall carry their Letter of Authorization (LOA) on their person at all times.

(End of Clause)

#### **952.225-0003 – FITNESS FOR DUTY AND MEDICAL/DENTAL CARE LIMITATIONS (AUG 2011)**

(a) The contractor shall perform the requirements of this contract notwithstanding the fitness for duty of deployed employees, the provisions for care offered under this section, and redeployment of individuals determined to be unfit. Contractor personnel who deploy for multiple tours, for more than 12 months total must be re-evaluated for fitness to deploy. An examination will remain valid for 15 months from the date of the physical. The contractor bears the responsibility for ensuring all employees are aware of the conditions and medical treatment available at the performance location. The contractor shall include this information and requirement in all subcontracts with performance in the theater of operations.

- (b) The contractor shall not deploy an individual with any of the following conditions unless approved by the appropriate CENTCOM Service Component (i.e. ARCENT, AFCENT, etc.) Surgeon: Conditions which prevent the wear of personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments; conditions which prohibit required theater immunizations or medications; conditions or current medical treatment or medications that contraindicate or preclude the use of chemical and biological protective's and antidotes; diabetes mellitus, Type I or II, on pharmacological therapy; symptomatic coronary artery disease, or with myocardial infarction within one year prior to deployment, or within six months of coronary artery bypass graft, coronary artery angioplasty, or stenting; morbid obesity (BMI  $\geq$  40%); dysrhythmias or arrhythmias, either symptomatic or requiring medical or electrophysiological control; uncontrolled hypertension, current heart failure, or automatic implantable defibrillator; therapeutic anticoagulation; malignancy, newly diagnosed or under current treatment, or recently diagnosed/treated and requiring frequent subspecialist surveillance, examination, and/or laboratory testing; dental or oral conditions requiring or likely to require urgent dental care within six months' time, active orthodontic care, conditions requiring prosthodontic care, conditions with immediate restorative dentistry needs, conditions with a current requirement for oral-maxillofacial surgery; new onset (< 1 year) seizure disorder, or seizure within one year prior to deployment; history of heat stroke; Meniere's Disease or other vertiginous/motion sickness disorder, unless well controlled on medications available in theater; recurrent syncope, ataxias, new diagnosis (< 1 year) of mood disorder, thought disorder, anxiety, somatoform, or dissociative disorder, or personality disorder with mood or thought manifestations; unrepaired hernia; tracheostomy or aphonia; renalithiasis, current; active tuberculosis; pregnancy; unclosed surgical defect, such as external fixeter placement; requirement for medical devices using AC power; HIV antibody positivity; psychotic and bipolar disorders. (Reference: Mod 10 to USCENTCOM Individual Protection and Individual/Unit Deployment Policy, Tab A: Amplification of the Minimal Standards of Fitness for Deployment to the CENTCOM AOR).
- (c) In accordance with military directives (DoDI 3020.41, DoDI 6000.11, CFC FRAGO 09-1038, DoD Federal Acquisition Regulation Supplement (DFARS) PGI 225.74), resuscitative care, stabilization, hospitalization at Level III (emergency) military treatment facilities and assistance with patient movement in emergencies where loss of life, limb or eyesight could occur will be provided. Hospitalization will be limited to emergency stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system. Subject to availability at the time of need, a medical treatment facility may provide reimbursable treatment for emergency medical or dental care such as broken bones, lacerations, broken teeth or lost fillings.
- (d) Routine and primary medical care is not authorized. Pharmaceutical services are not authorized for routine or known, routine prescription drug needs of the individual. Routine dental care, examinations and cleanings are not authorized.
- (e) Notwithstanding any other provision of the contract, the contractor shall be liable for any and all medically-related services or transportation rendered. To view reimbursement rates that will be charged for services at all DoD deployed medical facilities please go to the following website: <http://comptroller.defense.gov/rates/fy2011.html> (change fiscal year as applicable).

(End of Clause)

#### **952.225-0005 – MONTHLY CONTRACTOR CENSUS REPORTING (AUG 2011)**

Contractor shall provide monthly employee census information to the Contracting Officer, by province, for this contract. Information shall be submitted either electronically or by hard-copy. Information shall be current as of the 25<sup>th</sup> day of each month and received by the Contracting Officer no later than the first day of the following month. The following information shall be provided for each province in which work was performed:

- (1) The total number (prime and subcontractors at all tiers) employees.
- (2) The total number (prime and subcontractors at all tiers) of U.S. citizens.
- (3) The total number (prime and subcontractors at all tiers) of local nationals (LN).

- (4) The total number (prime and subcontractors at all tiers) of third-country nationals (TCN).
- (5) Name of province in which the work was performed.
- (6) The names of all company employees who enter and update employee data in the Synchronized Pre-deployment & Operational Tracker (SPOT) IAW DFARS 252.225-7040 or DFARS DOD class deviation 2011-O0004.

(End of Clause)

#### **952.225-0007 – MANDATORY SHIPPING INSTRUCTIONS (IRAQ) (AUG 2011)**

- (a) United States Forces Iraq, Deputy Commanding General Advisory and Training (USF-I DCG A&T), is required to track supplies and materiel shipped into Iraq. Prompt notification of shipment movements and compliance with information requirements will assist in providing advance notice to the point of entry for all inbound shipments.
- (b) The “Customs Levy Exemption Form” will be reviewed by a Government of Iraq Representative. If the shipment qualifies for a levy exemption, the “Customs Levy Exemption Form” will be stamped and e-mailed back to the contractor. The stamped form must accompany every shipment for which a levy exemption is desired.
- (c) Upon contract award, the contractor/consignor shall provide the necessary logistical information required by USF-I DCG A&T /J4.

#### **STEP 1:**

- Upon contract award go to the following JCCS website:
- <https://www.jccs.gov/olvr/>:

#### **STEP 2:**

- Select the “Miscellaneous Documents” item and then select the “New Levy Exemption Form”
- Complete the “New Levy Exemption Form”.

#### **STEP 3:**

- Within 7 days of shipping; e-mail the following items to USF-I DCG A&T /J4 (Logistics) at [Usf-i.j4.mmdmove@iraq.centcom.mil](mailto:Usf-i.j4.mmdmove@iraq.centcom.mil) and Customs Officials at [CMDbattlebox@iraq.centcom.mil](mailto:CMDbattlebox@iraq.centcom.mil):
  - (1) completed “New Customs Levy Exemption Form”,
  - (2) a copy of the front page of the signed contract, and
  - (3) the pages from the contract that describe the required supplies, equipment or end product, phone DSN: 318-485-2594/6224 or Commercial: 713-970-6140, Rings in Iraq.
- The “Customs Levy Exemption Form” will be reviewed by a Government of Iraq representative. If the shipment qualifies for a levy exemption, the “Customs Levy Exemption Form” will be stamped and emailed back to the contractor. The stamped form, airway bill/bill of lading, and manifests/packing documents must accompany every shipment for which a levy exemption is desired. All of these documents must list USF-I as the consignee/end user and the releasing agent as “GLOBAL FREIGHT SYSTEM.”
- Complete a Form DD-250 form, Material Inspection and Receiving Report, and provide it and the invoice for the shipment with the cargo.
- Commercial Air Shipments require (1) airway bills and (2) the “Customs Levy Exemption” form to be emailed to the USF-I J4 org box at [Usf-i.j4.mmdmove@iraq.centcom.mil](mailto:Usf-i.j4.mmdmove@iraq.centcom.mil). Ensure that all shipping labels have **USF-I** and **ATTN: GLOBAL FREIGHT SYSTEM**.

(d) It is the contractor's responsibility to provide all the requested information in sufficient time to allow coordination of required delivery. Failure to comply with these instructions may result in delaying the arrival of supplies and materiel at their final destinations.

(e) Once material is shipped, the Contractor shall notify USF-I J4, within two business days, at email address: [Usf-i.j4.mmdmove@iraq.centcom.mil](mailto:Usf-i.j4.mmdmove@iraq.centcom.mil).

(End of Clause)

**952.225-0009 – MEDICAL SCREENING AND VACCINATION REQUIREMENTS FOR CONTRACTOR EMPLOYEES OPERATING IN THE CENTCOM AREA OF RESPONSIBILITY (AOR) (AUG 2011)**

(a) Contractors and subcontractors at any tier shall ensure and provide satisfactory evidence that all locally hired employees, including Local National (LN), Third Country National (TCN), and U.S. employees, working on bases have been screened for and do not currently have active tuberculosis (TB).

(1) Contractors may initially utilize a testing method of either a chest x-ray or TB skin test (TST), depending on the originating country of a contracted employee.

(i) Chest x-rays (CXR's), symptom survey, and Body Mass Index (BMI) shall be taken, and TSTs administered within 12 months prior to the start of deployment/employment. Contractors are required to bring in a physical copy of the pre-employment CXR film as it is the only way to verify interval changes should an active case of TB occur.

(A) Third Country Nationals (TCNs) and Local Nationals (LNs) cannot be screened with the TST. They need the pre-employment screening with a quality CXR, BMI and symptom survey.

(B) Small-Risk Nationals (SRNs), those with less than 25 TB cases per 100,000 persons annually (mostly expats from Europe and US), can be screened via the TST.

(ii) Annual re-screening for TCNs, and LNs will be performed with a CXR conducted by the Contractor's medical provider or local economy provider who will look for interval changes from prior CXR's and review any changes in the symptom survey.

(iii) SRN's do not require annual TB re-screening. However, for a TB contact investigation, a TST or Interferon Gamma Release Assay (IGRA) is required.

(iv) For a contact investigation, all personnel with a positive TST or IGRA will be evaluated for potential active TB with a symptom screen, exposure history, BMI, and CXR. All cases of suspected or confirmed active TB must be reported to the theater Preventive Medicine (PM) physician and/or TB Consultant as soon as possible. TB reporting is required within 24 hours to the PM POC. Contact tracing, and medical coding have specific requirements. All Small-Risk National (SRN) contract personnel are required to be MEDEVAC'd out of theater, at the contractor's expense, for treatment of active TB, after consultation with the Theater PM or TB Consultant. For SRN personnel, the contractor is responsible for management and compliance with all prescribed public health actions.

(v) Screening may be performed either by a licensed medical provider from the local economy or by the contractors' licensed medical staffs. Contractors shall maintain medical screening documentation and make it available to the Contracting Officer upon request.

(2) TB screening and documentation is a requirement prior to receiving badges to work in the CENTCOM Area of Operations. A copy of the TB screening documentation shall be provided to the responsible Base Operations Center prior to issuance of base access badges.

(b) Contractor employees, including subcontractors at any tier, who work in food service positions and/or water and ice production facilities, shall have current Typhoid and Hepatitis “A” (full series) immunizations in accordance with the Centers for Disease Control and Prevention guidelines (e.g. typhoid vaccination booster is required every 2 years), in addition to the required TB tests. The contractor medical provider must complete a pre-placement examination to include a stool sample test for ova and parasites, and annual medical screening form or equivalent for food service, ice and water production workers.

(c) Proof of individual employee vaccinations shall be provided to the Contracting Officer and COR showing that their employees and their subcontractor employees at any tier have received the above vaccinations. The contractor shall maintain their employees’ vaccination records for examination by the Contracting Officer. The contractor shall ensure that their subcontractors at any tier maintain their respective employees’ vaccination records for examination by the Contracting Officer.

(d) The contractor is responsible for management and compliance with all prescribed public health actions regarding TB in the contracted personnel. The contractor also bears the responsibility of ensuring that adequate health management for TB (screening/diagnosis/treatment/isolation) is available at the contractor’s chosen health care provider for their contracted and subcontracted personnel.

NOTE: Contractors are reminded of the requirement to comply with their contract and all regulatory guidance (DoD Instructions/Regulations, Federal Acquisition Regulation as Supplemented, and FRAGO’s) as applicable regarding Medical Screening and Vaccination Requirements.

(End of Clause)

#### **952.225-0011 – GOVERNMENT FURNISHED CONTRACTOR SUPPORT (AUG 2011)**

The following is a summary of the type of support the Government will provide the contractor, on an “as-available” basis. In the event of any discrepancy between this summary and the description of services in the Statement of Work, this clause will take precedence.

\* CAAF means Contractors Authorized to Accompany Forces.

##### U.S. Citizens Accompanying the Force

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> APO/FPO/MPO/Postal Services  | <input type="checkbox"/> DFACs                | <input type="checkbox"/> Mil Issue Equip    |
| <input type="checkbox"/> Authorized Weapon            | <input type="checkbox"/> Excess Baggage       | <input type="checkbox"/> MILAIR             |
| <input type="checkbox"/> Billeting                    | <input type="checkbox"/> Fuel Authorized      | <input type="checkbox"/> MWR                |
| <input type="checkbox"/> CAAF*                        | <input type="checkbox"/> Govt Furnished Meals | <input type="checkbox"/> Resuscitative Care |
| <input type="checkbox"/> Controlled Access Card (CAC) | <input type="checkbox"/> Military Banking     | <input type="checkbox"/> Transportation     |
| <input type="checkbox"/> Badge                        | <input type="checkbox"/> Military Clothing    | <input type="checkbox"/> All                |
| <input type="checkbox"/> Commissary                   | <input type="checkbox"/> Military Exchange    | <input type="checkbox"/> None               |
| <input type="checkbox"/> Dependents Authorized        |   |   |

##### Third-Country National (TCN) Employees

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> APO/FPO/MPO/Postal Services  | <input type="checkbox"/> DFACs                | <input type="checkbox"/> Mil Issue Equip    |
| <input type="checkbox"/> Authorized Weapon            | <input type="checkbox"/> Excess Baggage       | <input type="checkbox"/> MILAIR             |
| <input type="checkbox"/> Billeting                    | <input type="checkbox"/> Fuel Authorized      | <input type="checkbox"/> MWR                |
| <input type="checkbox"/> CAAF*                        | <input type="checkbox"/> Govt Furnished Meals | <input type="checkbox"/> Resuscitative Care |
| <input type="checkbox"/> Controlled Access Card (CAC) | <input type="checkbox"/> Military Banking     | <input type="checkbox"/> Transportation     |
| <input type="checkbox"/> Badge                        | <input type="checkbox"/> Military Clothing    | <input type="checkbox"/> All                |
| <input type="checkbox"/> Commissary                   | <input type="checkbox"/> Military Exchange    | <input type="checkbox"/> None               |
| <input type="checkbox"/> Dependents Authorized        |   |   |

Local National (LN) Employees

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> APO/FPO/MPO/Postal Services  | <input type="checkbox"/> DFACs                | <input type="checkbox"/> Mil Issue Equip    |
| <input type="checkbox"/> Authorized Weapon            | <input type="checkbox"/> Excess Baggage       | <input type="checkbox"/> MILAIR             |
| <input type="checkbox"/> Billeting                    | <input type="checkbox"/> Fuel Authorized      | <input type="checkbox"/> MWR                |
| <input type="checkbox"/> CAAF*                        | <input type="checkbox"/> Govt Furnished Meals | <input type="checkbox"/> Resuscitative Care |
| <input type="checkbox"/> Controlled Access Card (CAC) | <input type="checkbox"/> Military Banking     | <input type="checkbox"/> Transportation     |
| <input type="checkbox"/> Badge                        | <input type="checkbox"/> Military Clothing    | <input type="checkbox"/> All                |
| <input type="checkbox"/> Commissary                   | <input type="checkbox"/> Military Exchange    | <input type="checkbox"/> None               |
| <input type="checkbox"/> Dependents Authorized        |   |   |

(End of Clause)

**952.225-0013 – CONTRACTOR HEALTH AND SAFETY (AUG 2011)**

(a) Contractors shall comply with all National Electrical Code (NEC 2008), Specifications as outlined, and MIL Standards and Regulations. All infrastructure to include, but not limited to, living quarters, showers, and restrooms shall be installed and maintained in compliance with these standards and must be properly supported and staffed to ensure perpetual Code compliance, prevent hazards and to quickly correct any hazards to maximize safety of those who use or work at the infrastructure. The government has the authority to enter and inspect contractor employee living quarters at any time to ensure the prime contractor is complying with safety compliance standards outlined in the 2008 National Electric Code (NEC).

(b) The contractor shall correct all deficiencies within a reasonable amount of time of contractor becoming aware of the deficiency either by notice from the government or a third party, or discovery by the contractor. Further guidance on mandatory compliance with NFPA 70: NEC 2008 can be found on the following link <http://www.nfpa.org>.

(End of Clause)

**952.225-0016 – CONTRACTOR DEMOBILIZATION (AFGHANISTAN) (AUG 2011)**

(a) Full demobilization of contractors and subcontractor(s) in the Afghanistan Combined Joint Operations Area (CJOA) is critical to responsible drawdown. The prime contractor is required to submit a demobilization plan to the Contracting Officer a minimum of 120 days prior to the end of the contract performance period or when requested by the Contracting Officer. The demobilization plan shall address, as a minimum, the following procedures detailed below. The procedures outline specific guidance to ensure a timely and responsible exit from theater. Prime contractors are responsible and accountable to ensure their subcontractor(s) at all tiers comply with responsible and timely exit from theater immediately following contract performance completion or termination.

(1) Exit from Afghanistan: The prime contractor is responsible to remain cognizant of Afghan laws regarding exit from Afghanistan. Currently, all foreigners traveling out of Afghanistan airports via commercial air transportation must have exit visas. Department of Defense, U.S. Forces-Afghanistan, Letters of Authorization (LOAs), and/or Embassy Badges are not accepted means of exiting Afghanistan. All U.S. citizens and foreign national contractors exiting via commercial means must obtain an Afghanistan exit sticker before departing the country. The exit sticker may be obtained from Ministry of Interior (MOI) office. It is the prime contractor's responsibility to ensure that the most recent exit procedures are followed and to ensure that subcontractor(s) at all tiers are in compliance with exit procedures. It is to the responsibility of the contractor to work with the Embassy of Afghanistan or Afghanistan MOI as required.

(2) Letter of Authorization (LOA): The prime contractor is responsible for demobilizing its workforce, including subcontractor employees at all tiers, and all contractor owned and subcontractor owned equipment out of theater as part of the prime contractor's exit strategy. This exit strategy must include reasonable timeframes starting with the end of the contract performance period and not exceeding 30 days. The Contracting Officer has the authority to extend selected LOAs up to, but not exceeding 30 calendar days after the contract completion date to allow the prime contractor to complete demobilization of its workforce and contractor owned equipment, as well as subcontractor(s) workforce and owned equipment, out of the Afghanistan CJOA. The prime contractor shall notify the Contracting Officer a minimum of 30 days prior to the end of the contract period to request up to a 30-day extension of selected LOAs beyond the contract completion date to complete demobilization. The request shall include at a minimum:

- (i) the name of each individual requiring a new LOA;
- (ii) the number of days for the LOA (no more than 30 calendar days); and
- (iii) justification for the request (e.g., what function the individual(s) will be performing during the demobilization period).

The Contracting Officer may request additional information for an LOA extension. Any LOA extension granted beyond the contract completion date shall not exceed 30 days and the contractor is not entitled to additional compensation for this period. If approved by the Contracting Officer, this is a no cost extension of an employee's LOA due to demobilization and in no way is an extension of the contract performance period.

(3) Badging: The prime contractor is responsible to ensure all employee badges, including subcontractor employees at all tiers, are returned to the local Access Control Badging Office for de-activation and destruction. The prime contractor shall submit a Badge Termination Report to ensure each record is flagged and the badge is revoked. If a prime and/or subcontractor employee's badge is not returned, the prime contractor shall submit a Lost, Stolen or Unrecovered Badge Report to the appropriate Access Control Badging Office. Contractor employees in possession of a Common Access Card (CAC) shall be responsible for turning in the CAC upon re-deployment through a CONUS Replacement Center in the U.S. Failure to return employee badges in a timely manner may result in delay of final payment.

(4) Contractor Controlled Facility Space: If the prime contractor has entered into a Memorandum of Understanding with the Installation Mayor or Garrison for site space, buildings, facilities, and/or Containerized Housing Units (CHU) to house prime and/or subcontractor employees (at all tiers), the prime contractor is responsible to notify the Installation Mayor or Garrison Commander of intent to vacate at least 90 calendar days prior to the end of the contract performance period. All United States Government (USG) provided property in the prime contractor's possession must be returned to the USG in satisfactory condition. The prime contractor is responsible and liable for any and all damages to USG property caused by prime and/or subcontractor employees, and shall be further liable for all cleanup, clearing, and/or environmental remediation expenses incurred by the USG in returning prime contractor and/or subcontractor facilities including surrounding site to a satisfactory condition, including expenses incurred in physically moving property, trash, and refuse from such premises, removing/ remediating hazardous wastes on the premises, and repairing structures, buildings, and facilities used by the prime contractor and/or subcontractor. The prime contractor shall provide notification to the Installation Mayor or Garrison Commander to perform an inspection of all facilities as soon as practicable, but no more than 30 days, after the end of the contract period. If damages are discovered, the prime contractor shall make the necessary repairs. The prime contractor shall notify the Installation Mayor or Garrison Commander for re-inspection of the facilities upon completion of the repairs. If the Installation Mayor or Garrison Commander inspects the property, site space, buildings, facilities, and/or CHUs and finds they have not been properly cleaned, cleared, and/or environmentally remediated, or if the prime contractor fails to repair any damages within 30 calendar days after the end of the contract performance period, the final contract payment shall be reduced by the amount of the specified damages/repairs or the expenses incurred by the USG to properly clean, clear, and/or environmentally remediate the premises.

(5) Government Furnished Equipment/Materials: The prime contractor is responsible to return all USG furnished equipment, as defined in Federal Acquisition Regulation (FAR) Part 45, clauses 52.245-1, if included in the contract. Prime contractors who are not in compliance with the FAR, Defense Federal Acquisition

Regulation Supplement, Department of Defense Directives and Instructions, policies, or procedures will be responsible and liable for damages to the government property. The prime contractor may apply for a "relief of responsibility" from the Contracting Officer anytime during the contract performance period. A joint inventory shall be conducted of the equipment by the prime contractor, USG representative, and the Contracting Officer or their representative, within 10 calendar days after the end of the contract performance period. The prime contractor shall report lost, damaged or destroyed property immediately to the Contracting Officer, but no later than the joint inventory at the end of the contract period. If the prime contractor fails to report lost, damaged or destroyed equipment or materials during the contract performance period, the prime contractor shall be responsible for the replacement and/or repair of the equipment or materials. The replaced equipment shall be new, of the same quality, and shall perform at the same functional level as the missing piece of equipment. If the prime contractor fails to repair and/or replace damaged or missing equipment, the final payment shall be reduced by the appropriate amount of the specified damages or cost to replace missing equipment with new.

(6) Contractor Personal Property: The contractor is advised that all personal property left on the respective installation after the date of departure of said premises, shall be sold or otherwise disposed of in accordance with 10 U.S.C. § 2575.

(i) A request for the return of the property will be honored, if feasible, and if received before the expiration of the period of time allowed to vacate the installation.

(ii) If abandoned property is left on the respective installation, contractual remedies may be enforced against the contractor, (See paragraph (b) of this clause for potential contractual remedies). Additionally, even if the contractor waives its interest to all abandoned personal property, the contractor may still be liable for all costs incurred by the USG to remove or dispose of the abandoned property.

(iii) The contractor hereby authorizes the USG authority to dispose of any and all abandoned personal property in any manner the USG may deem suitable and hereby releases and discharges the USG and its agents from any and all claims and demands whatsoever that could otherwise be asserted because of the disposition of said abandoned personal property.

(7) Synchronized Predeployment Operational Tracker (SPOT): The prime contractor is responsible to close out the deployment of personnel, including subcontractor employees at all tiers, at the end of the contract completion period and to release the personnel from the prime contractor's company in the SPOT database. The release of employee information must be accomplished no more than 30 calendar days after the end of the contract completion date.

(8) Accountability of Prime and Subcontractor Personnel: Whether specifically written into the contract or not, it is the expectation of the USG that for any persons brought into the Afghanistan CJOA for the sole purposes of performing work on USG contracts, contract employers will return employees to their point of origin/home country once the contract is completed or their employment is terminated for any reason. If the prime contractor fails to re-deploy an employee, or subcontractor employee at any tier, the USG shall notify the applicable U.S. Embassy to take appropriate action. Failure by the prime contractor to re-deploy its personnel, including subcontractor personnel at any tier, at the end of the contract completion date, could result in the contractor being placed on the Excluded Parties List System (EPLS) and not be allowed to propose on future U.S. contracts anywhere in the world.

(9) Personnel Recovery: Any DoD contractor with unaccounted for employees shall follow the instructions in the "Contractor Accountability and Personnel Recovery" Clause 952.225-20. The contractor may use the Contracting Fusion Cell as a resource to track or research employees last known location and/or to view LOA's.

(b) CENTCOM - Joint Theater Support Contracting Command (C-JTSCC) and external agencies will utilize all available contracting remedies to guarantee compliance with demobilization requirements. Such actions include, but are not limited to withholding payment, issuing a cure notice, issuing a negative Contractor Performance Assessment Reporting System (CPARS) evaluation, reduction of award fee, debarment, reimbursement of U.S. Government expenses, and/or any other legal remedy available to a contracting officer. The USG reserves the right to withhold payment from the prime contractor not in compliance with the above procedures included herein.

Additionally, the Contracting Officer shall document all unresolved contractor compliance issues in CPARS, which shall have an adverse past performance affect on future contracts with the USG, anywhere in the world.

(End of Clause)

**952.225-0020 – CONTRACTOR ACCOUNTABILITY AND PERSONNEL RECOVERY (AFGHANISTAN)  
(AUG 2011)**

(a) Contract performance may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the contractor accepts the risks associated with required contract performance in such operations.

(1) Unaccounted Personnel: It is the expectation of the USG that any contractor brought into Afghanistan for the sole purposes of performance of work on a USG contract must be accounted for at all times by their respective employers. Additionally, contractors who maintain living quarters on a USG base shall verify the location of each of its employees' living quarters a minimum of once a month. If a DoD contracted employee becomes missing and evidence does not indicate foul play, a Personnel Recovery (PR) event is NOT automatically triggered. Such an event will be treated as an accountability battle drill by the employer's chain of command or civilian equivalent.

(2) Contractor Responsibilities: The contractor is responsible to take all necessary steps to locate and investigate the unaccounted for employee(s) whereabouts to the maximum extent practicable. To assist in this process, contractors may use the Contracting Fusion Cell as a resource to track or research employee's last known location and/or to view LOA's. All missing personnel will be immediately reported to the installation division Personnel Recovery Officer (PRO), Mayor's cell, Military Police Station and/or the Criminal Investigative Division, and the Base Defense Operations Center (BDOC).

(3) Contractor Provided Information: If it is determined that a potential criminal act has occurred, the USD PRO (or USFOR-A Personnel Recovery Division (PRD) with prior coordination) will attempt to validate the missing person's identity through the employer. The contractor shall provide the information to PRD within 12 hours of request. The required information the contractor should keep on file includes but is not limited to: copy of the individuals Letter of Authorization generated by the Synchronized Pre-deployment and Operational Tracker System (SPOT), copy of passport and visas, housing information of where the individual resides such as room number and location, DD Form 93, Record of Emergency Data, copy of badging, and contact information for known friends or associates.

(b) If USFOR-A PRD determines through investigation that the unaccounted personnel have voluntarily left the installation either seeking employment with another contractor or other non-mission related reasons, PRD will notify the contractor. The contractor shall ensure that all government-related documents such as LOA's, visas, etc. are terminated/reconciled appropriately within 24 hours of notification by PRD in accordance with subparagraph (a)(8) of C-JTSCC Clause 952.225-0016 entitled "Contractor Demobilization (Afghanistan)". Contractors who fail to account for their personnel or whose employees create PR events will be held in breach of their contract and face all remedies available to the Contracting Officer.

(End of Clause)

The following have been deleted:

952.222-0001	PROHIBITION AGAINST HUMAN TRAFFICKING, INHUMANE LIVING CONDITIONS, AND WITHHOLDING OF EMPLOYEE PASSPORTS	JUL 2010
952.225-0001	ARMING REQUIREMENTS AND PROCEDURES FOR PERSONAL SECURITY SERVICES CONTRACTORS AND FOR REQUESTS FOR PERSONAL PROTECTION	AUG 2010
952.225-0002	ARMED PERSONNEL INCIDENT REPORTS	SEP 2010
952.225-0003	FITNESS FOR DUTY AND MEDICAL/DENTAL CARE LIMITATIONS	NOV 2010
952.225-0005	MONTHLY CONTRACTOR CENSUS REPORTING	JUL 2010
952.225-0007	MANDATORY SHIPPING INSTRUCTIONS (IRAQ)	JUL 2010
952.225-0009	MEDICAL SCREENING AND VACCINATION REQUIREMENTS FOR THIRD COUNTRY NATIONALS OR LOCALLY HIRED EMPLOYEES OPERATING IN THE CENTCOM AREA OF RESPONSIBILITY (AOR)	NOV 2010
952.225-0011	GOVERNMENT FURNISHED CONTRACTOR SUPPORT	JUL 2010
952.225-0013	CONTRACTOR HEALTH AND SAFETY	NOV 2010
952.225-0016	CONTRACTOR DEMOBILIZATION	NOV 2010

SECTION I - CONTRACT CLAUSES

The following have been deleted:

52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2010
-----------	---	----------

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

TABLE OF CONTENT

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	CDRLS A001 thru A005	15	31 Oct 11
Exhibit B	DD Form 1664 DID 81373	1	01 Oct 93
Exhibit C	DD Form 1664 DID 81537	7	13 Mar 97
Exhibit D	DD Form 1664 DID 80368A	3	30 Oct 06
Exhibit E	DD Form 1664 DID 80508B	2	14 Nov 06
Attachment 1	Contract Labor Ranges	5	31 Jul 09
Attachment 2	DD Form 254, Department of Defense Contract Security Classification Specification	12	14 Apr 11
Attachment 3	Quality Assurance Surveillance Plan (QASP) Revision 02	1	1 Apr 10
Attachment 4	Labor Categories	1	13 Aug 08
Attachment 5	Labor Definitions	26	13 Aug 08

(End of Summary of Changes)