

DELIVERY ORDER						FINAL	
1. CONTRACT NO. N00178-04-D-4067		2. DELIVERY ORDER NO. NS02		3. EFFECTIVE DATE 10/01/2006		4. PURCHASE REQUEST NO. N00039-06-NR-55539	
5. ISSUED BY SPAWAR HQ Betty M Chu-Chang 02-32G 4301 Pacific Highway San Diego, CA 92110 betty.chu-chang@navy.mil 619-524-7192 Ext.				6. ADMINISTERED BY DCMA SAN DIEGO 7675 DAGGET STREET, SUITE 200 SAN DIEGO, CA 92111-2241			
7. CONTRACTOR INDUS Technology, Inc 2243 San Diego Ave San Diego, CA 92110		CODE 1BGW9		FACILITY		8. DELIVERY DATE See Section F	
						9. CLOSING DATE/TIME	
						SET ASIDE TYPE	
						10. MAIL INVOICES TO See Section G	
11. SHIP TO See Section D				12. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus, OH 43218-2381			
13. TYPE OF ORDER		D		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.	
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
INDUS Technology, Inc				Leanna Long, Director of Contract			
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.		16. SCHEDULE OF SUPPLIES/SERVICES		17. QUANTITY ORDERED/ACCEPTED*		18. UNIT	
						19. UNIT PRICE	
						20. AMOUNT	
See the Following Pages							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA By: Jon G Wester			22. TOTAL
				09/25/2006			
				CONTRACTING/ORDERING OFFICER			
SECTION		DESCRIPTION		SECTION		DESCRIPTION	
		B SUPPLIES OR SERVICES AND PRICES/COSTS				H SPECIAL CONTRACT REQUIREMENTS	
		C DESCRIPTION/SPECS/WORK STATEMENT				I CONTRACT CLAUSES	
		D PACKAGING AND MARKING				J LIST OF ATTACHMENTS	
		E INSPECTION AND ACCEPTANCE					
		F DELIVERIES OR PERFORMANCE					
		G CONTRACT ADMINISTRATION DATA					

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 1 of 22
----------------------------------	----------------------------	-----------------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1001	Base Period: Labor for PWS Paragraph 5.1 (O&MN,N)		1.0 Lot			

100101 ACRN AA

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1002	Base Period: Labor for PWS Paragraph 5.2 (O&MN,N)		1.0 Lot			

100201 ACRN AA

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1003	Base Period: Labor for PWS Paragraph 5.3 (O&MN,N)		1.0 Lot			

100301 ACRN AA

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1004	Base Period: Labor for PWS Paragraphs 5.4 through 5.6 (O&MN,N)		1.0 Lot			

100401 ACRN AA

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1101	Option 1: Labor for PWS Paragraph 5.1 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1102	Option 1: Labor for PWS Paragraph 5.2 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1103	Option 1: Labor for PWS Paragraph 5.3 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1104	Option 1: Labor for PWS Paragraphs 5.4 through 5.6 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1201	Option 2: Labor for PWS Paragraph 5.1 (O&MN,N) Option		1.0 Lot			

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 2 of 22
----------------------------------	----------------------------	-----------------

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1202	Option 2: Labor for PWS Paragraph 5.2 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1203	Option 2: Labor for PWS Paragraph 5.3 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
1204	Option 2: Labor for PWS Paragraphs 5.4 through 5.6 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4301	Option 3: Labor for PWS Paragraph 5.1 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4302	Option 3: Labor for PWS Paragraph 5.2 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4303	Option 3: Labor for PWS Paragraph 5.3 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4304	Option 3: Labor for PWS Paragraphs 5.4 through 5.6 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4401	Option 4: Labor for PWS Paragraph 5.1 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4402	Option 4: Labor for PWS Paragraph 5.2 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4403	Option 4: Labor for PWS Paragraph 5.3 (O&MN,N) Option		1.0 Lot			

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4404	Option 4: Labor for PWS		1.0 Lot			

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 3 of 22
----------------------------------	----------------------------	-----------------

	Paragraphs 5.4 through 5.6 (O&MN,N) Option	
3001	Other Direct Costs and Travel for CLIN 1001 G&A only. Non-fee bearing (O&MN,N)	1.0 Lot
300101	ACRN AA	
3004	Other Direct Costs and Travel for CLIN 1004 G&A only. Non-fee bearing (O&MN,N)	1.0 Lot
300401	ACRN AA	
3101	Other Direct Costs and Travel for CLIN 1101. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
3104	Other Direct Costs and Travel for CLIN 1104. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
3201	Other Direct Costs and Travel for CLIN 1201. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
3204	Other Direct Costs and Travel for CLIN 1204. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
6301	Other Direct Costs and Travel for CLIN 4301. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
6304	Other Direct Costs and Travel for CLIN 4304. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
6401	Other Direct Costs and Travel for CLIN 4401. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot
6404	Other Direct Costs and Travel for CLIN 4404. G&A only. Non-fee bearing. (O&MN,N) Option	1.0 Lot

B-1 ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this Order.

B-2 PAYMENT OF FIXED FEE BASED ON STAFF-HOURS (TERM TYPE) (NOV 2003) (5252.216-9201)

The fixed fee for work performed under this contract is See Table Below, provided that not less than See

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 4 of 22
----------------------------------	----------------------------	-----------------

Table Below staff-hours of direct labor are so employed on such work by the Contractor. If substantially less than See Table Below staff-hours of direct labor are so employed for such work, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make payments to the Contractor when requested as work progresses, but not more frequently than biweekly, on account of the fixed fee, equal to See Table Below percent of the amounts invoiced by the Contractor under the "Allowable Cost and Payment" clause hereof for the related period, subject to the withholding provisions of paragraph (b) of the "Fixed Fee" clause provided that the total of all such payments shall not exceed eighty-five percent (85%) of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any overpayment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government, at the time of final payment.

CLIN/HOURS/FIXED FEE AMOUNT

1001 - 1004/

1101 - 1104/

1201 - 1204/

4301 - 4304/

4401 - 4404/

FIXED FEE RATE

1001/

1002

1003/

1004/

1101/

1102/

1103/

1104/

1201/

1202/

1203/

1204/

4301/

4302/

4303/

4304/

4401

4402/

4403/

4404/

B-3 ALLOTMENT OF FUNDS (JAN 1989) (5252.232-9200)

(a) This contract is incrementally funded with respect to both cost and fee.

(b) The amounts presently available and allotted to this contract for payment of fee, as provided in the Section I clause of this contract entitled "Fixed Fee", are as follows:

ITEM(S)/ALLOTTED TO FIXED FEE

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 5 of 22
----------------------------------	----------------------------	-----------------

100101/

100201/

100301/

100401/

(c) The amounts presently available and allotted to this contract for payment of cost, subject to the Section I "Limitation of Funds" clause, the items covered thereby and the period of performance which it is estimated the allotted amount will cover are as follows:

ITEM(S)/ALLOTTED TO COST/PERIOD OF PERFORMANCE

100101/ /01 OCT 2006 – 31 OCT 2006

100201/ /01 OCT 2006 – 31 OCT 2006

100301/ /01 OCT 2006 – 31 OCT 2006

100401/ /01 OCT 2006 – 31 OCT 2006

300101/ /01 OCT 2006 – 31 OCT 2006

300401/ /01 OCT 2006 – 31 OCT 2006

(d) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state separately the amounts allotted for cost and for fee, the items covered thereby, and the period of performance the amounts are expected to cover.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 6 of 22
----------------------------------	----------------------------	-----------------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

C-1 SPECIFICATIONS/STATEMENT OF WORK (DEC 1998) (SPAWAR C-301)

Work under this contract shall be performed in accordance with Attachment No. 1 Performance Work Statement (PWS) and Attachment No. 2 Contract Data Requirements List (CDRL).

C-2 QUALITY ASSURANCE PLAN

(1) Objective: The purpose of this plan is to provide a quality assurance plan for the services contracted under this Task Order. This plan provides a basis for the Task Order Manager (TOM) to evaluate the quality of the contractor's performance. The oversight provided for in this plan, and the remedy established, will help ensure that service levels are of high quality throughout the task order term.

(2) Performance Standards:

- a. The deliverables under this task order will be consistently technically accurate.
- b. The services delivered under this task order will be consistently of high quality.
- c. The contractor's cost control efforts under this task order will be consistently effective (applicable to cost reimbursement task orders).
- d. The contractor will be consistently responsive to Government customers in its performance of this task order.
- e. For the purposes of this plan, "consistently" is defined as "generally holding true", "persistently over time", and/or "overall uniformly".

(3) Evaluation Methods: The TOM will conduct performance evaluations based the standards in paragraph 2 above using the following technique:

- a. During the performance period of the task order, the TOM will continually and proactively monitor contractor efforts and obtain input from other Government personnel with performance oversight functions to ascertain the level of compliance with the Performance Standards.
- b. Every 12 months after the effective date of the task order, the TOM will prepare a Task Order Performance Evaluation (TOPE) documenting the results of the efforts performed under paragraph 3.a. above.
- c. The TOM will upload the TOPE to the SeaPort Portal.

(4) Remedy

- a. If the annual Performance Evaluation indicates that the contractor has not met one or more of the Performance Standards, the following negative remedy becomes effective: the TOM will submit a negative TOPE on the SeaPort Portal for the applicable Performance Standard.
- b. This is a significant negative remedy as the TOPE is a key part of the Performance Monitoring process which:
 - i. Provides input to the annual Contractor Performance Assessment Report (CPAR); and
 - ii. Determines the contractor's ability to earn term extensions to its basic

SeaPort-e contract in accordance with the Award Term provisions contained therein.

C-3 SECURITY REQUIREMENTS (DEC 1999) (SPAWAR C-313)

The work to be performed under this contract as delineated in the DD Form 254, Attachment No. 3, involves access to and handling of classified material up to and including SECRET.

In addition to the requirements of the FAR 52.204-2 "Security Requirements" clause, the Contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instructions from the SPAWARSYSCOM Security Officer.

C-4 WORKWEEK (DEC 1999) (SPAWAR C-315)

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 7 of 22
----------------------------------	----------------------------	-----------------

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal workweek for Government employees at SPAWARSSCOM is Monday – Friday 0800 to 1630 hours. Work at this Government installation, shall be performed by the contractor within the normal workweek unless differing hours are specified on the individual task orders. Following is a list of holidays observed by the Government:

Name of Holiday / Time of Observance

New Year's Day / 1 January

Martin Luther King Jr. Day / Third Monday in January

President's Day / Third Monday in February

Memorial Day / Last Monday in May

Independence Day / 4 July

Labor Day / First Monday in September

Columbus Day / Second Monday in October

Veteran's Day / 11 November

Thanksgiving Day / Fourth Thursday in November

Christmas Day / 25 December

(b) If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(c) If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

(d) This contract does not allow for payment of overtime during the normal workweek for employees who are not exempted from the Fair Labor Standards Act unless expressly authorized by the Ordering Officer. Under Federal regulations the payment of overtime is required only when an employee works more than 40 hours in a normal week period.

C-5 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES (DEC 1999) (SPAWAR C-317)

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 8 of 22
----------------------------------	----------------------------	-----------------

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

C-6 ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY (JUN 2001) (SPAWAR C-718)

(a) Each Electronic and Information Technology (EIT) supply or service provided under this task order shall comply with the EIT Accessibility Standards listed below:

36 C.F.R. § 1194.21 (Software Applications and operating systems)

36 C.F.R. § 1194.22 (Web-based and internet information and applications)

36 C.F.R. § 1194.23 (Telecommunications products)

36 C.F.R. § 1194.24 (Video and multimedia products)

36 C.F.R. § 1194.25 (Self contained, closed products)

36 C.F.R. § 1194.26 (Desktop and portable computers)

In addition, each EIT supply or service provided under this task order shall comply with 36 C.F.R. § 1194.31 (Functional performance criteria) and 36 C.F.R. § 1194.41 (Information, documentation, and support).

(b) If the Contracting Officer determines that any supply or service delivered under this task order does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing accordingly. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the task order , the Government will have the rights and remedies contained in the task order.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 9 of 22
----------------------------------	----------------------------	-----------------

SECTION D PACKAGING AND MARKING

D-1 SHIP TO INFORMATION

See Section G – Task Order Manager

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 10 of 22
----------------------------------	----------------------------	------------------

SECTION E INSPECTION AND ACCEPTANCE

E-1 INSPECTION AND ACCEPTANCE--DESTINATION (JAN 2002)

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his/her duly authorized representative.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 11 of 22
----------------------------------	----------------------------	------------------

SECTION F DELIVERIES OR PERFORMANCE

F-1 PERIODS OF PERFORMANCE (DEC 1999)

CLIN – DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

Base:

1001 10/1/2006 – 9/30/2007

1002 10/1/2006 – 9/30/2007

1003 10/1/2006 – 9/30/2007

1004 10/1/2006 – 9/30/2007

3001 10/1/2006 – 9/30/2007

3004 10/1/2006 – 9/30/2007

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

Option 1:

1101 10/1/2007 – 9/30/2008

1102 10/1/2007 – 9/30/2008

1103 10/1/2007 – 9/30/2008

1104 10/1/2007 – 9/30/2008

3101 10/1/2007 – 9/30/2008

3104 10/1/2007 – 9/30/2008

Option 2:

1201 10/1/2008 – 9/30/2009

1202 10/1/2008 – 9/30/2009

1203 10/1/2008 – 9/30/2009

1204 10/1/2008 – 9/30/2009

3201 10/1/2008 – 9/30/2009

3204 10/1/2008 – 9/30/2009

Option 3:

4301 10/1/2009 – 9/30/2010

4302 10/1/2009 – 9/30/2010

4303 10/1/2009 – 9/30/2010

4304 10/1/2009 – 9/30/2010

6301 10/1/2009 – 9/30/2010

6304 10/1/2009 – 9/30/2010

Option 4:

4401 10/1/2010 – 9/30/2011

4402 10/1/2010 – 9/30/2011

4403 10/1/2010 – 9/30/2011

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 12 of 22
----------------------------------	----------------------------	------------------

4404 10/1/2010 – 9/30/2011

6401 10/1/2010 – 9/30/2011

6404 10/1/2010 – 9/30/2011

The above period(s) of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 “Option to Extend Services” or FAR 52.217-9 “Option to Extend the Term of the Contract.

Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 13 of 22
----------------------------------	----------------------------	------------------

SECTION G CONTRACT ADMINISTRATION DATA

Accounting Data

SLINID	PR Number	Amount
100101		
LLA :		
AA See FAD		
100201		
LLA :		
AA See FAD		
100301		
LLA :		
AA See FAD		
100401		
LLA :		
AA See FAD		
300101		
LLA :		
AA See FAD		
300401		
LLA :		
AA See FAD		

G-1 STANDARD MONTHLY STATUS REPORTS

The contractor shall electronically submit Monthly Status Reports (MSR) in accordance with the format and content detailed CDRL Item (insert CDRL number). Submissions are due monthly by the 10th of the following month to the Task Order Manager and the SPAWAR Business Resource Manager (SPAWAR 01). This submission may be to a central website.

In addition to the content specified in the CDRL Item, a brief narrative shall be included in the MSR to address the following:

- a)Period Covered by Report
- b)Significant Accomplishments – Description of the technical progress made during that period.
- c)Significant Issues
- d)Schedule Status – Indicate if efforts are on schedule. If not, indicate the reason for the delay and the projected completion or delivery date, if applicable.
- e)Travel Activity

The contractor shall provide emergent reports at the request of the Task Order Contracting Officer or Task Order Manager.

G-2 INVOICING AND PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

Consistent with task order clause H-1, Segregation of Costs, the contractor shall segregate and accumulate costs for the performance of this task order by the appropriate Accounting Classification Reference Number (ACRN) listed on the attached Financial Accounting Data (FAD) sheet. The contractor's invoice shall identify the appropriate Contract and Task Order numbers. For the work performed, invoiced costs shall be associated to the Contract Line Item Number (CLIN), the Contract Subline Item (SLIN), and the specific ACRN. Invoices submitted to the paying office that do not comply with this requirement will be returned to the contractor for resubmission. The contractor shall provide an electronic copy of each invoice to the Task Order Manager at the time of submission to DCAA/DFAS. The paying office will disburse funds in strict compliance with the amounts invoiced by CLIN/SLIN/ACRN.

G-3 TYPE OF CONTRACT (DEC 1999) (SPAWAR G-314)

This is a Cost Plus Fixed Fee task order.

G-4 INVOICES

See basic contract.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 14 of 22
----------------------------------	----------------------------	------------------

G-5 ACTIVITY OMBUDSMAN

The SPAWAR Ombudsman for this Task Order is:

Name: CDR Randall Grau

Code: SPAWAR 02B

Address: 4301 Pacific Highway, San Diego CA 92110

Phone: (619) 524-7558

E-Mail: randall.grau@navy.mil

G-6 AVAILABILITY OF FUNDS (APR 1984) (FAR 52.232-18)

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

G-7 TASK ORDER MANAGER

Task Order Manager

William E Griste, 00A

4301 Pacific Highway

San Diego, CA 92110

william.griste@navy.mil

858-537-8913

SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 SEGREGATION OF COSTS (DEC 2003) (5252.232-9206)

(a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task or subtask.

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in attached Financial Accounting Data (FAD) sheet. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.

(c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA, to the Task Order Manager.

H-2 DATA RIGHTS (RESTATED FROM BASIC CONTRACT)

The following clause restates the Data Rights clause in the basic contract. The requirements of this clause are invoked for this task order:

A. Task Order Intellectual Property Deliverable Restrictions. For each task order to be issued under the contract, the Contractor shall identify, prior to award of the affected task order(s) to the best of its ability, noncommercial and commercial technical data and computer software that it intends to deliver with restrictions on the Government's right to use, release or disclose such identified technical data and/or computer software (see DFARS 252.227-7017). The Government further requires that the Contractor identify, prior to award of affected task order(s), background inventions that will be embodied in items, components, processes, technical data, computer software or computer software documentation developed or

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 15 of 22
----------------------------------	----------------------------	------------------

delivered under the task order. To identify such technical data, computer software and background inventions, the Contractor shall submit the following three lists:

1. Noncommercial Computer Software and Technical Data. The Government desires appropriate rights in all noncommercial technical data and noncommercial computer software developed or delivered under each task order. The Contractor shall identify all asserted restrictions on the Government's license rights in such data and software, pursuant to paragraph (e) of the clauses at DFARS 252.227-7013 ('7013) and DFARS 252.227-7014 ('7014). The '7013 and the '7014 clauses shall govern the format and content of the Contractor's assertions of software and data restrictions for each task order. The Contractor may combine the '7013(e) and the '7014(e) post-award lists into a single list, as long as the technical data items can be clearly distinguished from the computer software items. The Contractor shall submit the post-award assertions to the Task Order Contracting Officer as soon as practicable before the scheduled delivery of the relevant data and/or software. The Contractor shall update the post-award assertions as necessary during performance of the task order to ensure that the list is accurate before making final delivery of data or software under the task order.

2. Commercial Computer Software and Technical Data. For each task order, the Contractor shall identify all asserted restrictions on the Government's license rights in commercial computer software and commercial technical data. To identify such restrictions, the Contractor shall submit a Commercial Restrictions List, dated and signed by an official contractually authorized to obligate the Contractor, as an attachment to the affected task order. The format of the Commercial Restrictions List shall be substantially same as the format set forth in DFARS 252.227-7017(d). The Commercial Restrictions List shall include the assertions of the Contractor's subcontractors or suppliers or potential subcontractors or suppliers. For each entry in the Commercial Restrictions List which indicates that the asserted rights category is a special license or the license customarily provided to the public, the Contractor shall attach to the Commercial Restrictions List a copy of such license, except that if any particular license is identified as applying to more than one such entry, only one copy of that license need be provided. The Contractor shall update the Commercial Restrictions List as necessary during performance of the task order to ensure that the list is accurate before making final delivery of data or software under the task order.

3. Background Inventions. For each task order, the Contractor shall provide an identification and licensing list to the Government, that identifies all inventions (background inventions), other than subject inventions, disclosed in any patents or pending patent applications in which the Contractor has:

- (a) any title, right or interest; and
- (b) intends to include in any Items, Components or Processes developed or delivered under the affected task order, or that are described or disclosed in any Technical Data, Computer Software or Computer Software Documentation developed or delivered under the affected task order. For each background invention, the list shall identify:
 - (a) patent or pending patent application number;
 - (b) title of the patent or pending patent application;
 - (c) issue date of the patent, or filing date of the pending patent application;
 - (d) the Item, Component, Process, Technical Data, Computer Software or Computer Software Documentation that will include or disclose the background invention;
 - (e) the nature of the Contractor's right, title or interest in the background invention;
 - (f) if the Government or any third part has any right, title or interest in the background invention; and
 - (g) if the Contractor is willing to sell the Government a license to practice the background invention.

The list shall be an attachment to the affected task order, and the Contractor shall update the list, as necessary, during performance of the task order to promptly identify all background inventions.

B. Delivery of Noncommercial Computer Software and Technical Data. Unless expressly otherwise stated in the task order, the Contractor's deliveries of noncommercial technical data shall include physical delivery of the digital version of that technical data. The Contractor's deliveries of noncommercial computer software shall include physical delivery of a digital version of both the executable code and the annotated source code. This includes noncommercial data/software that was developed exclusively at private expense. As used in this paragraph, "physical delivery" means submission to the Government of the data/software in a

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 16 of 22
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predetermined format on appropriate digital storage media (e.g., CD-ROM), and, if specified in the delivery requirement, may also include submission of paper copies of that data/software. However, due to the variety and number of task orders contemplated under this contract, it may be mutually beneficial to modify the physical delivery requirement. Accordingly, the Contractor may, before delivery of the affected computer software or technical data, notify the Task Order Contracting Officer in writing that it intends to modify the physical delivery requirement. If the Task Order Contracting Officer accepts the modified physical delivery, the modified physical delivery shall be incorporated into the affected task order by modification.

H-3 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000) (RESTATED FROM BASIC CONTRACT)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d)(1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the SeaPort/Task Order Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 17 of 22
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systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the SeaPort/Task Order Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract/Task Orders for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer, the Government may terminate this contract/task orders for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The SeaPort/Task Order's Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in the basic contract or this task order.

(n) Compliance with this requirement is a material requirement of the basic contract and this task order.

H-4 CONTRACTOR PICTURE BADGE (DEC 1999) (SPAWAR H-323)

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

(b) An automobile decal will be issued by SPAWARSSYSCOM Security Office upon presentation of a valid contractor picture badge and the completion of the Badge and Decal Record.

(c) The contractor assumes full responsibility for the proper use of the identification badge and automobile decal, and shall be responsible for the return of the badge and/or destruction of the automobile decal upon termination of personnel or expiration or completion of the contract.

(d) At the completion of the contract, the contractor shall forward to SPAWARSSYSCOM Security Office a list of all unreturned badges with a written explanation of any missing badges.

H-5 CONTRACTOR IDENTIFICATION (DEC 1999) (SPAWAR H-355)

(a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 18 of 22
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H-6 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI)
(NOV 2003) (SPAWAR H-359)

(a) Definition.

“Confidential business information,” as used in this clause, is defined as all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such information secret, and (2) the information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Confidential business information may include technical data as that term is defined in DFARS §§ 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). It may also include computer software as that term is defined in DFARS §§ 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors confidential business information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its confidential business information.

(c) Circumstances where SPAWAR may release the contractor’s or subcontractors’ confidential business information include the following:

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout.

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

(3) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in crafting performance work statements, assisting with the evaluation of task order cost/technical proposals and assembling performance metrics information.

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such information. SPAWAR will permit the limited release of confidential business information under paragraphs (c)(1), (c)(2) and (c)(3) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1), (c)(2) and (c)(3),

(2) Access to confidential business information is restricted to individuals with a bona fide need to possess,

(3) Contractors, their subcontractors, and their employees who are granted access to confidential business information have signed an appropriate non-disclosure agreement requiring them to provide the same level of protection to confidential business information that would be provided by SPAWAR employees,

(4) Contractors and their subcontractors having access to confidential business

information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to confidential business information that would be provided by SPAWAR employees, and

(5) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1), (c)(2) or (c)(3) have agreed under their contract or a separate non-disclosure agreement to not use confidential business information for any purpose other than performing the tasks described in paragraphs (c)(1), (c)(2) and (c)(3).

(e) SPAWAR’s responsibilities under the Freedom of Information Act are not affected by this clause.

(f) If SPAWAR satisfies the conditions listed in paragraph (d), the contractor and its subcontractors agree to indemnify and hold harmless the Government, its agents, and employees from every claim or liability,

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 19 of 22
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including attorneys fees, court costs, and expenses, arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, display, or disclosure of confidential business information provided by the contractor to the Government.

(g) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of confidential business information.

H-7 RELEASE OF PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS) DATA

(a) As defined in this clause, "Planning, Programming and Budgeting System (PPBS) data" includes, but is not limited to, one or more of the following:

- (1) Planning phase.
- (2) Defense Planning Guidance.
- (3) Programming Phase.
- (4) Fiscal Guidance (when separate from Defense Planning guidance).
- (5) Program Objective Memoranda.
- (6) Port Defense Program (formerly FYDP) documents (POM Defense Program, Procurement Annex, RTD&E Annex).
- (7) Program review Proposals.
- (8) Issue Papers (also referred to as Major Issue Papers, Tier II Issue Papers, Cover Briefs).
- (9) Proposed Military Department Program Reductions (or Program Offsets).
- (10) Tentative Issue Decision Memoranda.
- (11) Program Decision Memoranda.
- (12) Budgeting Phase.
- (13) Defense Program (formerly FYDP) documents for September Budget Estimate Submission and President's Budget Estimate submission including Procurement, RTD&E and Construction Annexes).
- (14) Classified P1, R1 and C1.
- (15) Program Budget Decisions and Defense Management Report Decisions.
- (16) Reports Generated by the Automated Budget Review System (BRS).
- (17) DD 1414 Base for Reprogramming.
- (18) DD 1416 Report of Programs.
- (19) Contract Award Reports.
- (20) Congressional Data Sheets.
- (21) Any other data or information identified by the Government as PPBS data or information.

This definition includes all such documentation (whether published or unpublished), and equivalent published or unpublished PPBS data in whatever form produced and maintained by any service component.

(b) The Contractor hereby agrees that it will not divulge any Planning, Programming and Budgeting System (PPBS) data made available to it under this contract to any individual (including other members of the contractor's organization), company or Government representative, unless specific written authorization is received from the Contracting Officer. The Contractor also agrees that it will promptly notify the Contracting Officer of any attempt by any individual (including other members of the contractor's organization), company or Government representative to gain access to such PPBS data. Such notification shall include the name and organization, if available, of the individual (including other member's of the contractor's organization), company or Government representative.

(c) Within fourteen calendar days of contract award, the Contractor shall submit to the Contracting Officer a statement describing the Contractor, its parent company and subsidiaries (if any), and any financial interests they have in current or future systems and services being acquired by the Navy.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 20 of 22
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(d) The Contractor shall require that all employees who have access to such data execute the following "STATEMENT OF NONDISCLOSURE OF PPBS DATA," and submit these nondisclosure statements to the Contracting Officer prior to granting access to PPBS data to such employees:

STATEMENT OF NONDISCLOSURE OF PPBS DATA

I will not divulge Planning, Programming and Budgeting System (PPBS) Information available to me through Task Order (INSERT NUMBER) as the term PPBS is defined in Clause H-7 of that task order to anyone, including other employees of my corporation, without specific written authorization from the Contracting Officer.

This restriction applies not only to information from PPBS documents, published or unpublished, but also to equivalent published or unpublished budget data in whatever form produced and maintained by the service components.

SIGNATURE _____

TYPED NAME _____

DATE _____

(e) In the event the Contractor, or any of its employees, agents, or subcontractors (or their employees, agents or subcontractors), fail to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the contract for which the Government reserves the right to avail itself of any or all of the following remedies:

- (1) Terminate the contract for default in accordance with FAR § 52.249-6 ("Termination (Cost-Reimbursement)") (SEP 1996) or FAR § 52.249-8 ("Default (Fixed-Price Supply and Service")
- (2) Include a discussion of such failure to comply with this clause in any evaluation by the Government of the Contractor's performance of this contract created pursuant to FAR 42.15.
- (3) resort to such other rights and remedies as provided for under this contract and under Federal law.

Waiver of such rights by the Government for noncompliance shall not be construed as waiver for any successive noncompliance.

(f) Any subcontractor who is granted access to PPBS data shall be subject to the restrictions stated in subparagraphs (a) through (e) above. The Contractor shall notify the subcontractor that it is so subject. The Contractor agrees that the requirements of this clause shall be inserted in all subcontracts such that the restriction on disclosure of PPBS data shall apply to all subcontractors at any tier.

H-8 TECHNICAL INSTRUCTIONS

(a) Performance of work hereunder may be subject to written technical instructions signed by the Task Order Manager (TOM) specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

- (1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details and otherwise serve to accomplish the contractual statement of work.
- (2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work descriptions.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instruction may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause in this task order; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of the task order.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 21 of 22
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SECTION I CONTRACT CLAUSES

I-1 OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9)(MAR 2000)

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

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

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

I-2 CLAUSES INCORPORATED BY REFERENCE:

52.219-14 LIMITATIONS OF SUBCONTRACTING (DEC 1996)

I-3 PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2)(JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$0 or the Overtime Premium is paid for work that is:

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

CONTRACT NO. N00178-04-D-4067	DELIVERY ORDER NO. NS02	PAGE 22 of 22
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SECTION J LIST OF ATTACHMENTS

Attachment No. 1 - Performance Work Statement

Attachment No. 2 - Contract Data Requirements List (CDRL)

CDRL MSR Attachment 1

CDRL MSR Attachment 2

CDRL MSR Attachment 3

Attachment No. 3 - Contract Security Classification Specification (DD254)

Attachment No. 4 - FAD

Performance Work Statement
Corporate Operations Support
FY07

1.0 INTRODUCTION

The Department of the Navy, Space and Naval Warfare Systems Command (SPAWAR), Corporate Operations Office (00A-4) is acquiring support of the day-to-day execution of assigned common support and service programs, functions and responsibilities. The Corporate Operations Office is responsible for policy, management, oversight and execution of Corporate Administration and Flag Secretariat, Command Security and Foreign Disclosure/Visits, Facilities, Safety and Environmental Engineering, Management Programs, Program Management & Contracting Officer Representative (COR) for the SPAWAR Omnibus Contract, Military Resources, Command & Admin Budget Process, Corporate Support Agreements and Special Studies and Analyses.

2.0 BACKGROUND

The Corporate Operations Office arranges or provides day-to-day common support and services to employees of the Old Town campus, including the supported PEO's and through TEAM SPAWAR. In February of 2006, the functions of section 1 were consolidated under the Corporate Operations Office to leverage the natural interactions and synergy of these Base Operating Support functions. Corporate Operations personnel utilize a variety of DoD IT applications, and manage the allocation of funds to and from numerous sources to accomplish the mission. The breadth of the duties and functions require contract support who are familiar with U.S. Navy and SPAWAR organizational and administrative processes, procedures, IT applications and business systems. By managing these functions as a team, Corporate Operations, utilizing Lean Six Sigma initiatives, best practice methodology and adherence to published Navy doctrine and directives strives to provide excellent customer service and corresponding customer satisfaction in an effective and efficient manner. The Corporate Operations team prides itself on commitment to excellence and a work ethic that puts mission accomplishment as a priority. The objective of this contract is to obtain required support while optimizing cost, schedule and performance through a contract of sufficient size and scope to be responsive to the full range of functions and emergent requirements executed by the Corporate Operations Office.

3.0 SCOPE

The objective of this Task Order is to obtain a full range of functional support and service required to perform the roles, responsibilities and tasks assigned to Corporate Operations Office managers. The support required includes day-to-day execution of the functions defined by the applicable policies, procedures and processes listed in section 4.0 and amplified by the performance requirements defined in section 5.0. The contractor needs to be familiar with the functional policies and processes associated with the Corporate Operations Office functions listed in section 1.0. In addition to day-to-day execution of defined programs and functions, the contractor will provide the following:

- Provide monthly cost and labor execution reports.
- Quarterly assessments of business and operating practices and processes.
- Participate in business improvement initiatives, i.e., Lean Six Sigma activities initiatives and events.
- Possess a working familiarity with Microsoft Office and the business systems identified in sections 4.0 and 5.0 associated with each Corporate Operations Office functional unit.
- Demonstrate a working knowledge of SPAWAR and Navy organizational relationships and protocols.

4.0 APPLICABLE DIRECTIVES

The contractor shall adhere to the following documents in accordance with paragraph 5.0, Performance Requirements:

Document Type	No/Version	Title	Date
SPAWAR Instruction	5200.1A	SPAWAR Transportation Incentive Program (TIP)	22 December 2003
DoN ONCR		ONCR Transportation Incentive Program Point of Contact Program Guidelines	01 July 2005
SPAWAR Instruction	11016.3E	Accountability for Plant and Minor Property	06 Oct 2003
SECNAV Instruction	7320.10A	DoN Personal Property Policy and Procedures	01 Apr 2004

DoD Inst	5000.64	Defense Property Accountability	13 Aug 2004
NAVSUP Instruction	4200.99	DoN Consolidated Card Program Management	Draft
SSC-SD Instruction	7320.1	SPAWAR Purchase Card Internal Operating Procedures	27 Jan 2004
SECNAV Instruction	5510.34A	Disclosure of Classified Military Info & Controlled Unclassified Information to Foreign Governments International Organizations & Foreign Representatives	8 Oct 04
SECNAV Instruction	5510.36	DoN Information Security Program Regulations	17 Mar 99
SECNAV Instruction	5510.30A	DoN Personnel Security Program	10 Mar 99
DOD Directive	5230.20	Visits & Assignments of Foreign Nationals	22 Jun 05
SPAWAR Instruction	5100.5C	SPAWAR Safety Program	25 Nov 1987
SPAWAR Instruction	11100.1	SPAWAR Command Facilities Management	16 Feb 2005
SPAWAR Instruction	1650.1E	Military Awards Policy	24 Nov 04
MILPERSMAN		Military Personnel Manual	22 Aug 02
SPAWAR Instruction	1050.1K	Leave and Liberty for Military Personnel Assigned to SPAWAR	25 Jul 03
SPAWAR Instruction	1320.1	Individual Augmentation Readiness Plan	18 Apr 06
SPAWAR Instruction	1330.1C	Sponsor Program	23 Feb 04
SPAWAR Instruction	1601.4M	Command Duty Officer Procedural Guide	6 Jun 05

SPAWAR Instruction	1610.10 CHG 1	Officer Fitness Reports	27 Oct 97
BUPERINST	1610.1A	Navy Performance Evaluation System	20 Sep 05
SPAWAR Instruction	1610.9A	Enlisted Performance Evaluation Reports	16 Sep 02
SECNAVINST	1650.1F	Navy and Marine Corps Awards Manual	7 Jan 02
SPAWAR Instruction	1650.12A	SPAWAR Senior Enlisted Leadership Award Program	1 Jul 05
SPAWAR Instruction	1650.2A	SPAWARRIOR of the Quarter and Lightning Bolt Awards	09/18/2003
SPAWAR Instruction	1700.4B	SPAWAR Command Sailor of the Quarter/ Year Program	25 Jan 05
SPAWAR Instruction	1800.1	Command Sponsored Official Ceremonies- use of Dwight Miller Common Area	19 Apr 05
DoDInst	4000.19P	Interservice and Intragovernmental Support	Aug 95
DoD-STD	5015.2	Design Criteria Standard For Electronic Records Management Software Applications	
SPAWAR Instruction	5040.3A	Command Inspection Program	9 Oct 02
SPAWAR Instruction	5050.1	Conference Scheduling Procedures	19 Jul 05
SPAWAR Instruction	5050.5	Protocol Procedures and Responsibilities for Visiting Dignitaries to the Space and Naval Warfare Systems Command and the Program Executive Offices	2 Aug 04

SPAWAR Instruction	5200.21D CHG 1	Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)	19 Sep 01
SECNAV Manual	5210.1	DoN Records Management Program	Dec 05
SPAWAR Instruction	5210.2	SPAWAR Records Management Program	22 Nov 98
SPAWAR Notice	5215	Index of SPAWAR Directives	15 Apr 04
OPNAVINST	5215.17	Navy Directives Issuance System	13 Jun 05
SPAWAR Instruction	5215.4G	SPAWAR Distribution of Internal Documents	7 May 02
SPAWAR Instruction	5215.3E CH-1	SPAWAR Directives System	20 Feb 98
SPAWAR Instruction	5430.1E	SPAWAR Organization Manual	DRAFT
SECNAVINST	5216.5D	DoN Correspondence Manual	29 Aug 96
SPAWAR Notice	5217	Signature Blocks	3 Mar 06
OPNAVINST	5218.7B	Navy Official Mail Management Instruction	21 Oct 98
SPAWAR Instruction	5305.10	SPAWARSYSCOM Awards for Logistics Excellence	19 Jul 04
SPAWAR Instruction	5305.3D	Criteria for Awarding of Command Organizational/Plaques and Mementos	15 Jul 03

5.0 PERFORMANCE REQUIREMENTS

The contractor shall provide support services in the work areas listed below:

5.1 Provide Foreign Visitor Control Support and Foreign Disclosure Program. (O&MN). The contractor shall receive and process all Foreign Visit Requests (FVRs) by foreign embassies via the FVR databases. Research and coordinate with the primary SPAWAR/PEO office of primary responsibility for the information to be disclosed. Coordinates with SPAWAR Foreign Disclosure Officer/program office personnel to discuss disclosure limitations options. Prepares foreign visit approval forms for Designated Disclosure Authority's (DDAs) signature. Enters command decisions regarding approval/denial of foreign visit into the Foreign Visitor System (FVS).

Informs program office of decision and explains disclosure limitations.
 Prepares/processes visitor badge forms and submits to the SSC-SD Visit Request Office (VRO) to ensure visitor badges are prepared for all approved foreign visitors. Contractor will be responsible to provide guidance on the operation of the FVS to SPAWAR Subordinate commands. SPAWARSYSCOM Foreign Disclosure Program consists of all requests for foreign visits, disclosure review requests to include Committee on Foreign Investment in the United States (CFIUS) case reviews to SPAWARSYSCOM HQ, subordinate commands, all supported PEOs to include their contractor facilities and any other government activities or contractor facilities at which SPAWARSYSCOM/PEO program information will be discussed.

5.1.1. Maintain soft/hard copies of all incoming foreign visits. Maintain documentation/files for all foreign national Cooperative Program (COOP) and Engineer & Scientist Exchange Personnel (ESEP). Collect data for metrics slides and high echelon data calls for the number of foreign disclosure reviews and foreign visits processed (approved/denied/pending). Prepare weekly reports of all foreign visits processed and number of extended foreign national visitors co-located on site. Screen visitors to the foreign disclosure/visit office. Receive/log all incoming foreign disclosure review requests. Coordinate with foreign visit technical points of contact (POCs) to obtain their concurrence for foreign visits maintain all documentation regarding approval/denial for all foreign visits. Prepare orders for supplies, prepare request for maintenance for copier and fax machines. In the absence of the DDA attend International Program Team (IPT) meetings. Coordinate with IPO on all foreign visits received. Serve as the POC for foreign visit issues with other SYSCOMS, OPNAV, and other Navy, DoD, or Federal government agencies. Maintain all foreign disclosure office files. Provide foreign visit process training as required. Conduct monthly reviews of all foreign visit files to purge/destroy all foreign visits over two years old. Maintains foreign visit documentation files by Foreign Country/year. Review all incoming foreign visits to determine if there are any distinguished/VIP foreign visitors. Provide a daily report of all distinguished/VIP visitors to the SPAWAR Director of Security via the Foreign Disclosure Officer. Coordinate these visits with the SPAWAR Protocol Officer. Must be proficient in MS Office products (word, power point, excel and access).

5.1.2 Foreign Disclosure Program (O&MN). The contractor will be responsible for receiving/processing/tracking and obtaining Government approval for all incoming CFIUS case reviews, foreign disclosure briefings, presentations, training material reviews. VS requests utilizing the DoD Foreign Visit System (FVs) and the Foreign Disclosure & Technical Information System (FORDTIS) via the Security Policy Automation Network (SPAN). The contractor will coordinate with the SPAWAR/PEO technical point of contact (POC) to determine if the information/technology to be disclosed/released visit is owned by SPAWAR/PEO or another government agency. If information/technology belongs to another government agency, the contractor will ensure proper research/coordination to obtain appropriate approvals for release and provide the Designated Disclosure Authority's (DDA) with the results of his/her research. The contractor receives all foreign

disclosure review requests (briefings, presentations, training material) and analyzes data to be proposed for release. Researches the subject to identify the SPAWAR/PEO office of primary responsibility for the information to be disclosed. Provides DDA with results of his/her research to assist the DDA in making a final foreign disclosure/release decision and/or coordinates with SPAWAR program office personnel to discuss disclosure limitation options. Prepares foreign visit approval forms for Designated Disclosure Authority's (DDAs) signature. Enters command decisions regarding approval/denial of all foreign disclosure decisions made by the DDA. Acts as relief for the Foreign Visit Specialist processing all incoming foreign visits. Prepares/processes visitor badge forms and submits to the SSC-SD Visit Request Office (VRO) to ensure visitor badges are prepared for all approved foreign visitors. Must be proficient in MS Office products (word, power point, excel and access).

5.2 Corporate Operations Management Assistant Support (O&MN). The contractor will define, review and analyze program data, information and metrics to assess and improve the Corporate Operations (00A-4) business effectiveness. Evaluate the impact on Directorate and Division business and operating practices of new or revised approaches to conducting business as a result of externally directed actions and initiatives. Research, analyze and coordinate effort necessary to draft, refine, and finalize business management policy and procedure emanating from the Corporate Operations Office (00A). Interface across multiple functional areas within the command (HQ and field activities) and external to the command (SYSCOM, PEOs, NETWARCOM, CNI, NRSW, OPNAV, SECNAV and DoD) to support this task.

5.2.1 The contractor will assist in the implementation and negotiations of the draft Intra Service Support (ISSA) agreement with SSC-SD or NRSW as applicable, including both a mutually agreed upon spreadsheet to define financial requirements and a document signed by the Commander's defining services to be provided. Assist in providing data for the annual Spend Plan, including defining and analyzing requirements and costs. Maintain and analyze an execution tracking tool for Corporate Operations financial requirements and expenditures including the spend plan and ISSA. Provide a monthly briefing to the Corporate Operations Officer/Deputy. Manage the inputs and update the Corporate Operations ECIC web page to ensure timely and complete data is available and accessible. Assist in maintaining a Corporate Operations Calendar. Prepare and deliver a variety of correspondence, including formal briefings reports, spreadsheets visitor requests, and VIP parking requests. Perform various office duties such as filing, copying, scanning and faxing. Perform bi weekly timekeeping for government employees. Serves as the primary 00 Staff Facilities Working Group Representative. Must be proficient in MS Office products (word, power point, excel and access).

5.2.2 The contractor will act as the 00 staff ACTR. Defines requirements, tracks assets, coordinates orders of new equipment and fulfills other responsibilities in accordance with NMCI ACTR duties. Maintains and initiates updates to the

Corporate Operations Instruction and policy documents. Assists in identifying requirements and soliciting inputs for existing Corporate Operations contracts. Maintains an action tracker tickler file. Collates budgets and reports. Interfaces with internal and external customers such as PWC, Office Pavilion, NRSW, and SSC-SD to track funding actions from initiation to end-user. Audit accounts and ensure timely and accurate billing and payment. Understanding and use of business systems such as SAP, COBRA, IRAPS, AMAS, FMIS, Maximo, BIMS and other databases as they evolve and are put into production for use. Maintains a tracking spreadsheet (checkbook) of Corporate Operations funding lines. Performs timekeeping function for the 00 staff. Maintains a space management database, including personnel locator and drawings. Assists the entire Corporate Operations Staff in preparation of briefs, and other administrative actions.

5.3 Facilities Management support contractors will provide support to the Facilities Manager 00A-43. (O&MN) This includes the day-to-day operations of facilities management, maintenance, refurbishment, and new construction for SPAWAR HQ. The contractor will provide Telephone Management Support to the command which includes desk phone moves, desk phones support, cellular phones and pagers. The contractor may perform work outside the normal core range of hours on a as needed pre-approved basis by the Facilities Manager or Command Duty Officer. Work performed shall not exceed 500 hours total overtime in FY07 and beyond. The Facilities Manager or Command Duty Officer must document emergency work the next business day.

5.3.1 The contractor will provide support to the facilities manager that includes the day-to-day operations of facilities management, maintenance, refurbishments, and new construction for SPAWAR HQ. This includes interactions with Facilities Engineering Center, Regional Operations Center, SPAWAR, SSC-SD, SPAWAR HQ staff and Program Managers, PEO C4I and SPACE. The contractor will be responsible for providing support and coordination for all moves and reconfigurations at the SPAWAR campus. The contractor will provide initial planning, scheduling, monitoring, and quality assurance for all facilities tasks. The contractor must have good communication skills and will need to be able to communicate with Public Works, outside contractors, telephone technicians, and telecommunications officials on a daily basis. The contractor will be the sole-source in providing customers up-to-date information on all work requests and command wide facilities issues.

5.3.2 The Telephone Management support contractor will provide separate cost reports for desk phones, cellular phones and pagers on a monthly basis. The contractor will receive incoming trouble calls and e-mails, establish daily tasking log to the telephone installer and provide operating instructions for telephones, pagers, and cell phones. The contractor will coordinate reconfiguration of office equipment with other vendors. The contractor will be the telecommunication coordinator for SPAWAR Headquarters, San Diego. The contractor will coordinate all telecommunication issues; be responsible for intercepting, distributing, maintaining and trouble shooting cellular phones, desk phones, and pagers. The

contractor will be the central point of contact for all telecommunication contractors and supplemental personnel. The contractor must be able work closely with other personnel within the command. The contractor must acquire a broad knowledge of the Facilities Department to include support and coordination for moves, renovations, and planning, scheduling, monitoring and final inspections.

5.4 Secure Operations Center Support (SOC) (O&MN). The contractor shall provide direct technical, financial, automated data processing, day-to-day operational and administrative support, and production staff briefs for the myriad of data calls for the various levels at SPAWAR.

5.4.1. The contractor will manage large data calls including, tracking organizing, consolidating, and collating data inputs and providing analytical support in both operations and financial areas. Provide day-to-day administrative support including preparing, tracking and managing correspondence, preparing reports, graphics and presentations and assisting in all office support functions. Providing Information Technology specialists or database programmers for minor design and support services for databases utilized in these data calls. Provide comprehensive graphics.

5.4.2 The contractor provides personnel in the management of the (SOC) including the production of staff briefs, collating inputs and message preparation. The SOC manager will schedule, coordinate, direct, monitor, and review the activities of the SOC staff, and interact with senior SPAWAR management and other agencies on a regular basis. The SOC Manager will provide support to the Command Duty Officer and the assistant Command Duty Officer. Graphic and administrative support personnel will be provided on a day-to-day basis. Support includes preparing, tracking and managing messages and correspondence, preparing reports, graphics. Access control personnel 24/7 of the SOC will have a comprehensive knowledge of Navy security, Navy message procedures, watch standing procedures and required protocols and procedures to handle emerging situations.

5.5 Program Management Branch Assistant Support. The contractor shall provide automated data processing, day-to-day operations, customer service, and administrative support. This includes but is not limited to mail, records, official correspondence and instructions for Legacy Property, Transportation Incentive Program (TIP) and Purchase Card Program.

5.5.1. The contractor is responsible for updating all instructions, forms and official reports.

5.5.2. The contractor will provide day-to-day administrative support for the TIP. Assist in tracking, enrolling, withdrawing, and changing TIP applications. Process and distribute Fare Media monthly. Manage accurate spreadsheets, distribution list, and reconcile data with the quarterly summary TIP ONCR validation reports provided by DOT, via FMO. Conduct quarterly review of required records (tickets,

stubs, monthly passes and receipts). Provide employee checkout, adhoc reports and welcome aboard training for new applicants.

5.5.3. The contractor will provide day-to-day administrative support for Legacy Property. Assist with the Defense Property Accountability System (DPAS) database. Schedule / execute disposal of property which include and not limited to obsolete, damaged and unserviceable property. Records accountable property within seven days of receipt, which includes bar coding. Conduct / execute / reconcile physical inventory as required. Provide employee checkout, individual inventory records and adhoc reports as needed.

5.5.4. The contractor will provide occasional administrative support for the Purchase Card Program. Assist with record keeping and reports. Schedule requires training as needed.

5.6 SPAWAR HQ is responsible for managing the day-to-day Corporate Administrative Support for the command. (O&MN) This includes but is not limited to, mail, records, correspondence, notices and instructions and official outgoing correspondence, Flag Secretariat support, directives, records management, fitness reports, librarian support, protocol support, military manpower management and analysis, command award program, personnel support and accounting, ISSA/MOU Conference requests and general command investigations support.

5.6.1 Corporate Administration - Office Manager: Provide on-site project management to supervise Project Management of assigned contractor support personnel. Serve as Subject Matter Expert (SME) in the areas of Naval administration and correspondence. Centralize coordination of correspondence control and review for executive leadership. Provide executive level support as required to the Command and Directorate staff. Continually review existing procedures for efficiency, conformity, and cost effectiveness. Employ use of command Information Portal to educate support staff and provide "how to." Front Office Support: Assist the Flag office in management of Officer and Enlisted Fitness reports in accordance with BUPERINST 1610.1A of 20 Sep 05. Expert knowledge of NAVFIT 98A; serve as Headquarters and Program Executive Office central POC for FITREP matters. Additionally will provide and maintain a system to measure trends and averages, ensure correct format and administrative content, and provide recommendations into governing directives and policy. Additionally will provide qualified personnel to augment SPAWAR front operations in the event of reduced manning or in response to surge requirements. Organization Manager. Provide the ability to establish, disestablish, rename and manage SPAWAR Unit Identification Codes (UIC), Plain Message Address Directory (PLAD), and Standard Navy Distribution List (SNDL) in coordination with supported activities and the Defense Finance Accounting Service (DFAS) and OPNAV Director of Navy Staff (OPNAV 09B). Maintain SPAWAR 5450, Missions, Functions and Task statements. Directives Manager: Provide a SME in Navy policy and directives; expert knowledge of OPNAVINST 5215.17 of 13 Jun 05, Navy

Directives Issuance System. Provide intimate insight and interpretation of policy as contained at the Federal, DoD, OPNAV and SECNAV, level. Review existing and emerging policies to ensure compliance with overarching guidance. Provide a demonstrated ability to write policy and directives in a clear, concise and methodical manner.

5.6.2 Corporate Correspondence: Ensure adherence to established Naval procedures in accordance with SECNAVINST 5216.5D of 29 Aug 96. DoN Correspondence Manual. Provide an executive level review of correspondence requiring signature of the Commander; ensure complete and proper staffing work has been accomplished; and that associated staff offices have been included in the routing and review process. NMCI/SPAWAR Command Information Office (08) Liaison. Demonstrated ability to manage complex data systems and requirements; to include NMCI Assistance Customer Technical Representative (ACTR), and fluency with the NMCI Network Enterprise Tool (NET). Provide astute technical acumen to provide technical assistance to the SPAWAR Executive Staff Offices.

Records Management: Ensure adherence to SECNAV Manual 5210.1, DoN Records Management Program, and DoD 5015.2-STD, Design Criteria Standard for Electronic Records Management Software Applications. Service as the SPAWAR deputy liaison to the OPNAV Director of Naval Records and assist in modernization and migration strategies. Directives/Knowledge Center Librarian. Maintain and Updates SPAWARNOTE 5214, Index of SPAWAR Directives. Assist in staffing and posting in SPAWAR Information Center (ECIC). Upgrade existing directives to meet compliance with section 508 of the Rehabilitation Act. **Inspector General Support:** Provide administrative coordination for SPAWAR command inspection team and serve as subject matter expert for Corporate administration. Assist in SPAWAR Management Control Program and provide clerical support as required. Coordinate receipt, review and reply to claimancy Conference Requests.

5.6.3 Mail and Federal Express: Establish and manage centralized mailroom; receive, process and route SPAWAR mail. Provide "FEDEX" service with associated tracking and record keeping. Receive and transmit Classified material in compliance SSC San Diego Classified Material Control Center (CMCC) and SECNAV Instruction 5510.36 of 17 Mar 99, Department of the Navy (DON) Information Security Program (ISP) Regulation. Provide liaison with the Naval Region Southwest Consolidated Mail Facility to maximize efficiency and cost savings. Review procedures for compliance to DoN Postal Manual, OPNAVINST 5218.7B of 21 Oct 98, Navy Official Mail Management Instruction. Manage \$150k postal budget. **Locator Service/Phone Book:** Man centralized locator phone number (619) 524-3581 and provide directory assistance. Provide updates to the DoD Phone Directory. **Document Automation and Production Service (DAPS) Printing Service Liaison:** Provides SPAWAR central POC for printing and production services provided by DAPS. Monitor expenditures and provide budget recommendations as required. **Document Automation and Production Service (DAPS) Reprographic Equipment Program Management:** Provides SPAWAR central POC for reprographic services. Responsible for monitoring corporate usage, service calls and maintaining associated records for budget recommendations. Acts as vendor liaison and

arranges access, pickup, and delivery for services and supplies. Upkeep, maintenance and supply of reprographic supplies (toner, fuser and paper). Monitor \$220k reprographic budget and usage trends. Recommend transition strategies to maximize efficiency and return cost. ISSA/MOU/Conference Requests: Expert knowledge of DoD Inst 4000.19P of 9 Aug 95, Interservice and Intragovernmental Support. Provide format guidance and recommendations to content. Liaison with SPAWAR Office of Council, maintain positive control and official record copies.

5.6.4 Manage SPAWARSYSCOM Awards Program: Manage and process awards received from 32 SPAWAR Detachments and Systems Centers. Organize a monthly awards board for review and disposition of award recommendations. Update SPAWARINST 1650.1E of 24 Dec 04, and ensure overall compliance with SECNAVINST 1650.1F, Navy and Marine Corps Awards Manual. Assist in packaging of awards and appropriate recognition at scheduled all-hands presentations.

Personnel/Customer Service: Serve as liaison for Personnel Support Detachment (PSD) functions to assist in required military personnel actions, maintain emergency recall information, develop, maintain and a tracking database. Assist in preparation of Official Orders and associated requirements. Assist in check out of all transferring and retiring personnel as well as the maintenance and disposition of personnel files. **Operations Brief Support:** Coordinate conference seating, prepare 8 STU III phones, and operate and control the slide show during power point presentations. **Unit Identification Code (UIC) and Department of Defense Activity Address Code (DODAAC) Liaison:** Act as the central POC within the SPAWAR claimancy for establishing, disestablishing and reviewing activity UIC and DODAAC. Establish and maintain liaison with the Director of the Navy Staff, (OPNAV 09B), Defense Finance Accounting Service (DFAS) and the Naval Transportation Command (NAVTRANS). **Military Manpower Analyst:** Assist manpower analyst in various aspects of manpower management. TMMCA queries and generating reports; UIC/Activity File Management; Subspecialty Information revalidation/tracking; Reserve Manpower Billeting at Claimant level; and Officer Billet Justification data files. **Personnel Support and Accounting:** Serve as liaison with MILPERS; maintain reports and statistics on Headquarters and Field Activities. Track and update billet organizational coding and assignments; personnel gains and losses; SPAWAR Staffing Plan Database maintenance; provide review and verification of ODCR and EDVR documents; monthly onboard reports; match manpower billets to personnel; and track Military advancements/promotions. **Protocol Officer, Public Affairs and Flag Support:** Serve as protocol officer and ambassador for SPAWAR and PEO-C4I and Space executive offices. Provide executive support to SPAWAR front office personnel. Provide central POC for coordination of executive level visits; develop consistent methodologies for managing all aspects of protocol services to include meetings and invitation/proviso of guest speakers. Maintain close liaison and support of SPAWAR PAO office as required.

5.7 The contractor shall participate in government sponsored training as required for duties. This training would be on a space available basis and not result in additional cost to the government.

6.0 DELIVERABLES

Deliverable	Due Date
Monthly Status Report	Monthly by the 15 th of the month
Qtrly Program Manager Review Meeting	Quarterly at SPAWAR HQ

7.0 GOVERNMENT FURNISHED PROPERTY

The government will provide desk space, NMCI desktop computer(s) network printer, scanner, phones, access to Facsimile machine/copier machines, and administrative/office supplies to the on-site contractor support personnel.

8.0 SECURITY

The nature of this task requires access to controlled unclassified information (CUI) and classified information up to and including and including SECRET. The work performed by the contractor will include CUI and up to and include SECRET data, information, reports, and spaces. The contractor will be required to attend meetings classified at SECRET and CUI levels. Only U.S. Citizens shall provide services under this contract. Contractor representatives will be required to hold a current DOD issued Security Clearance at the SECRET level.

9.0 NMCI

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

10.0 BEST PRACTICES

Work performed by the Contractor shall provide support to SPAWAR 00, 00A, and SPAWAR command-level “Best Practices” principles incorporated in the following guides:

- Business Financial Managers Manual
- Correspondence Manual
- Security Manual
- Facility Working Group Guide
- Program Managers Handbook
- Foreign Disclosure Manual
- Foreign Disclosure/Visit processes

11.0 TECHNICAL POINT OF CONTACT

Task Order Manager: William Grist (858) 537-8913 william.griste@navy.mil

Financial Point of Contract: Dee Ambrose (619) 524-7852 dee.ambrose@navy.mil

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP _____ TM _____ OTHER _____				
D. SYSTEM / ITEM Corporate Operations Support		E. CONTRACT / PR NO. TBD Upon Award		F. CONTRACTOR				
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Quarterly Program Review		3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) See block E		5. CONTRACT REFERENCE Section B		6. REQUIRING OFFICE Code 02				
7. DD 250 REQ No	9. DIST STATEMENT REQUIRED No	10. FREQUENCY Quarterly	12. DATE OF FIRST SUBMISSION: Quarterly after Award date	14. DISTRIBUTION				
8. APP CODE No		11. AS OF DATE: Every third Month	13. DATE OF SUBSEQUENT SUBMISSION N/A	a. ADDRESSEE		b. COPIES		
						DRAFT	Final	
							Reg	
							Repro	
16. REMARKS <p>The Quarterly Program Review shall be accomplished with a face to face meeting with all pertinent parties listed in the PWS statements 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6.</p> <p>Task Order Number, Task Name/Title Command/Organization and Code/Department Prime/Subcontractor Name Appropriation(s) type, Fiscal Year of Appropriation(s), ACRN(s) Purchase Request Number Ceiling Amount (Dollars) Cost to Complete (if different than awarded amount) Funded Amount (Dollars) Incurred Labor Costs for the Reporting Period Incurred Labor Costs to Date Incurred Travel/ODC Costs for the Reporting Period Incurred Travel/ODC Costs to Date Total Fixed Fee (for CPFF Task Orders) Work Breakdown Structure (WBS) Element Period of Performance Start and End Dates</p> <p>In addition to the formatted information above, a brief narrative shall be included in the MSR to address:</p> <p>Period Covered by Report Significant Accomplishments -- description of the technical progress made during that period Significant Issues Schedule Status -- indicate if efforts are on schedule. If not, indicate the reason for the delay and the projected completion or delivery date, if applicable Travel Activity</p>				Task Order Manager e-mail: william.griste@navy.mil 1			1	
				Business Resource Manager e-mail: robert.burnett@navy.mil			1	
				15. TOTAL				
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE		

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT A		C. CATEGORY TDP _____ TM _____ OTHER				
D. SYSTEM / ITEM Corporate Operations Support		E. CONTRACT / PR NO.		F. CONTRACTOR				
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Standard Monthly Status Report (MSR)		3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) See block E		5. CONTRACT REFERENCE Section B		6. REQUIRING OFFICE Code 02				
7. DD 250 REQ No	9. DIST STATEMENT REQUIRED No	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION: 10th of the month following contract award date	14. DISTRIBUTION				
8. APP CODE No		11. AS OF DATE: 15th day of following month	13. DATE OF SUBSEQUENT SUBMISSION N/A	a. ADDRESSEE		b. COPIES		
						DRAFT	Final	
							Reg	
							Repro	
16. REMARKS <p>The MSR shall be submitted electronically in a format provided in Attachment 1 (see all tabs). Attachment 2 and 3 provide information on WBS Elements to assist in proper reporting and filling out of the MSR. The MSR shall include, but not be limited to:</p> <p>Task Order Number, Task Name/Title Command/Organization and Code/Department Prime/Subcontractor Name Appropriation(s) type, Fiscal Year of Appropriation(s), ACRN(s) Purchase Request Number Ceiling Amount (Dollars) Cost to Complete (if different than awarded amount) Funded Amount (Dollars) Incurred Labor Costs for the Reporting Period Incurred Labor Costs to Date Incurred Travel/ODC Costs for the Reporting Period Incurred Travel/ODC Costs to Date Total Fixed Fee (for CPFF Task Orders) Work Breakdown Structure (WBS) Element Period of Performance Start and End Dates</p> <p>In addition to the formatted information above, a brief narrative shall be included in the MSR to address:</p> <p>Period Covered by Report Significant Accomplishments -- description of the technical progress made during that period Significant Issues Schedule Status -- indicate if efforts are on schedule. If not, indicate the reason for the delay and the projected completion or delivery date, if applicable Travel Activity</p>				Task Order Manager e-mail: william.griste@navy.mil 1			1	
				Business Resource Manager e-mail: robert.burnett@navy.mil			1	
				15. TOTAL				
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE		

MSR REVISED REPORTING TEMPLATE V.3

A.1	A.2	A.3	A.4	A.5	A.6	A.7	A.8	A.9	A.10
Contract #	Task Order #	Ceiling Amount (w/Fee)	POP Start	POP End	Cost to Complete	Report Date	Sponsoring Command	Ordering Code	Max Fixed Fee based on Ceiling Amount
N0003904D0005	0001	171,672	29-Sep-04	31-Mar-05	305,660	31-Dec-04	PEOC4I	PMW 760	8,584
N0003904D0005	0002	266,500	1-Oct-04	30-Sep-04	474,500	31-Dec-04	SPAWAR	SPWR04	13,325
N0003904D0005	0003	855,465	1-Oct-04	30-Sep-05	1,523,145	31-Dec-04	PEOC4I	PMW 780	42,773

...etc.



B.1	B.2	B.3	B.4	B.5	B.6
Contract #	Task Order #	ACRN	Funded Amt	This Period - Incurred Amt	Cum - Incurred Amt
N0003904D0005	0001	AA	290,567	35,567	78,534
N0003904D0005	0002	AA	437,265	46,501	117,357
N0003904D0005	0003	AA	135,686	128,558	292,971

...etc.



B.1	B.2	B.3	B.4	B.5	B.6
Contract #	Task Order #	ACRN	Funded Amt	This Period - Incurred Amt	Cum - Incurred Amt
N0003904D0005	0001	AA	290,567	35,567	78,534
N0003904D0005	0002	AA	437,265	46,501	117,357
N0003904D0005	0003	AA	135,686	128,558	292,971

C.1	C.2	C.3	C.4	C.5	C.6	C.7	C.8	C.9	C.11	C.12	C.14
Contract #	Task Order #	ACRN	WBS Element	This Period - Labor Cost (no Fee)	This Period - Fee	This Period - Travel & ODC	This Period - Total Cost	Cum - Labor Cost (no fee)	Cum - Fee	Cum - Travel & ODC	Cum - Total Cost
N0003904D0005	0001	AA	1.3.1	23,182	3,032	-	26,214	58,655	3,032	-	61,687
N0003904D0005	0001	AA	1.3.2	7,740	872	-	8,611	10,182	872	-	11,054
N0003904D0005	0001	AA	1.3.4	382	359	-	742	5,434	359	-	5,794
N0003904D0005	0002	AA	1.3.1	5,988	1,481	-	4,507	20,583	1,481	-	22,064
N0003904D0005	0002	AA	2.1.5	34,262	7,732	-	41,994	87,561	7,732	-	95,293
N0003904D0005	0003	AA	1.3.1	-	80	-	80	998	80	-	1,078
N0003904D0005	0003	AA	1.3.4	-	-	-	-	-	-	-	-
N0003904D0005	0003	AA	1.3.6	110,241	18,236	-	128,477	273,656	18,236	-	291,892

...etc.



MSR Data Item Definitions

Item	Name	Definition	Format
A.1	Contract #	Contract Number	N0003904D0005
A.2	Task Order #	Task Order/Delivery Order No.	0001
A.3	Ceiling Amount (w/Fee)	Task Order Ceiling Amount Including Fee	150,635
A.4	POP Start	Period of Performance Start Date	1-Jan-05
A.5	POP End	Period of Performance End Date	30-Sep-06
A.6	Cost to Complete	Remaining Cost Required to Complete Work Under TO	20,000
A.7	Report Date	Last Day of Rptng Period for This Report (end of month)	31-Dec-05
A.8	Sponsoring Command	Organization Receiving Benefit of Contract Action	PEOC4I
A.9	Ordering Code	Division of Organization Receiving Benefit of Contract Action	PMW770
A.10	Max Fixed Fee based on Ceiling Amount	Maximum Fee Based on Ceiling Amount of Task Order	1,500
B.1	Contract #	Contract Number	N0003904D0005
B.2	Task Order #	Task Order/Delivery Order No.	0001
B.3	ACRN	ACRN from Line of Accounting	AC
B.4	Funded Amt	Obligated/Funded Amount for Task Order No. and ACRN	25,000
B.5	This Period - Incurred Amt	Incurred Amount for Task Order No. and ACRN This Period	258,679
B.6	Cum - Incurred Amt	Total Incurred Amount for Task Order No. and ACRN To Date	354,877
C.1	Contract #	Contract Number	N0003904D0005
C.2	Task Order #	Task Order/Delivery Order No.	0001
C.3	ACRN	ACRN from Line of Accounting	AC
C.4	WBS Element	Type of Work Specified by SPAWAR Global WBS Mod. D Element	1.3.2
C.5	This Period - Labor Cost (no Fee)	Total Labor Cost for Hours Worked During This Reporting Period Under ACRN and WBS Element Combination - Not Including Fee	9,450
C.6	This Period - Fee	Total Fee for Hours Worked During This Reporting Period Under ACRN and WBS Element Combination	473
C.7	This Period - Travel & ODC	Total Travel & ODC for This Reporting Period Under ACRN and WBS Element Combination. Report Travel and ODC costs within the WBS element which specifies the type of work requiring that travel and ODCs are necessary to complete that type of work.	650
C.8	This Period - Total Cost	Equals C.6 + C.7 + C.8	10,573
C.9	Cum - Labor Cost (no fee)	Total Labor Cost for Hours Worked To Date Under ACRN and WBS Element Combination - Not Including Fee	99,450
C.11	Cum - Fee	Total Fee for Hours Worked To Date Under ACRN and WBS Element Combination	4,973
C.12	Cum - Travel & ODC	Total Travel & ODC To Date Under ACRN and WBS Element Combination. Report Travel and ODC costs within the WBS element which specifies the type of work requiring that travel and ODCs are necessary to complete that type of work.	2,000
C.13	Cum - Total Cost	Equals C.11 + C.12 + C.13	106,423

PREFIXES

Program/Project		Name of the program or project
Sponsor	N6, N8, etc	CNO Organization providing resources for execution
Fiscal Year	FY00, 01, 02, etc	Designation to support segregation for execution, FYDP and POM planning, and TOC estimates.
Performer	Performing Activity Government (G) Contract (C)	e.g., PMW 161, SSC Charleston, 04R, etc. e.g., Raytheon, Lockheed, BAH/PMTO, etc.
Phase of Maturity	Development (D) Production (P) Modernization/System Upgrade (M) OPERATIONS & SUPPORT DEMILITARIZATION and DISPOSAL	Maturity of the Program/Project related to Acquisition Milestone Decisions and resource usage. Efforts associated with MS A (0, I), and getting to B (II). Typically using R&D, but can use other appropriations Efforts Associated with MS B (II) and C (III) Typically using OPN, SCN, WPN Efforts Associated after MS C (III) as part of P3I. Typically using R&D and OPN Efforts Associated after MS C (III) to operate and maintain and system. Typically using O&M,N and MPN Efforts associated after MS <u>C (III)</u> to dispose of a system. Typically using O&M,N.
Organizational Level Benefiting	PD or "0" Code PMW or Sub "0" Code Program/Project Sponsor Directed	Associated with the Hierarchy of the SPAWAR Organization 00, 01, 02, 04, 05, 06, 08, PD15, 16, 17, 18, etc. Typically indirect support services associated with meeting overarching objectives of the organization. 01-6, 051, 052, 04R, 04F, PMW 161, 173, 158, etc. Typically indirect support services associated with the overarching objectives of the organization. Sub HDR, GCCS-M, EHF MDR, TIDS, Challenge Athena, DMR, etc. Typically efforts and services directly associated with developing, producing, and modernizing the Prime Mission Product. Support Services to the Sponsoring Organization (OPNAV, CINC's, etc)
Appropriation	R&D, OPN(P), OPN(I), O&MN, WPN, SCN also includes Non SPAWAR Resources	Resources SPAWAR receives for execution Resources SPAWAR does not control. Typically those used by the fleet to operate and maintain a system capability. Needed to assess Total Ownership Costs.
Line of Accounting		
Cost Code		
Sub-Head		

ELEMENT #	DESCRIPTION						Definition	Examples/Additional Clarification
	1	2	3	4	5	6		
1	DIRECT COSTS						Costs directly associated with a specific system or product (Prime Mission Product) during development, production, modernization and support phases. This element is a roll-up of costs associated with lower level elements.	
1.1	PRIME MISSION PRODUCT (Hardware and/or Software)						Efforts by the developer, producer, or modernizer to develop, produce, or modernize directly associated with hardware and/or software used to accomplish the primary mission of the defense materiel item. This element is a roll-up of costs associated with lower levels.	<p>The hardware and software used to accomplish the primary mission of the defense materiel item. Includes, for example:</p> <ul style="list-style-type: none"> · all integration, assembly, test and checkout, as well as all technical and management activities associated with individual hardware/software elements · integration, assembly, test and checkout associated with the overall PMP. When the electronic/automated software system comprises several PMPs, each will be listed separately at level 2 · all whole and partial prime contractor, subcontractor, and vendor breadboards, brassboards, and qualification test units · the design, development and production of complete units (i.e., the prototype or operationally configured units which satisfy the requirements of their applicable specification(s), regardless of end use) · factory special test equipment, special tooling, and production planning required to fabricate the PMP <p>Excludes:</p> <ul style="list-style-type: none"> · only those "less than whole" units (e.g., test, spares, etc.) consumed or planned to be consumed in support of system level tests · duplicate or modified factory special test equipment delivered to the government for depot repair (should be included in the peculiar support equipment element)
1.1.1		Hardware					Hardware components developed, produced, procured or modified for the specific product. Used for all H/W Procurement and Development. Includes, with lower level sub-elements, the design engineering, production engineering, program management, integration, assembly and test associated with those sub-elements. (As necessary, the program will, for their use, establish additional levels of indenture needed to accurately identify/describe the hardware required for the Prime Mission Product.)	HW Development and Procurement and the PM, SE, IA&T, etc. directly associated with lower level Hardware WBS elements.
1.1.2		Software					Software that is specifically developed, produced, procured or modified for the operations and maintenance or functional control of a computer system. Used for all S/W Procurement and Development. Includes, with lower level sub-elements, the design engineering, production engineering, program management, integration, assembly and test associated with those sub-elements. (As necessary, the program will for their use, establish additional levels of indenture needed to accurately identify/describe the software required for the Prime Mission Product.)	SW Development and Procurement; Initial S/W license fees, and the PM, SE, IA&T, etc directly associated with lower level Software WBS elements.
1.1.3		Integration, Assembly and Test Product					<p>Considered "Pre-Delivery" integration, assembly and testing of the H/W and S/W of the subject Prime Mission Product. All effort of technical and functional activities associated with the design, development, and production of structures, equipment, parts, materials, and software required to assemble the level 3 equipment (hardware/software) elements into a level 2 mission equipment (hardware/ software) as a whole and not directly part of any other individual level 3 element.</p> <p>Includes, for example (for the whole level 2 system):</p> <ul style="list-style-type: none"> · the set up, conduct, and review of testing assembled components or subsystems prior to installation · inspection activities related to receiving, factory and vendor liaison · integration of software (including loading and verification of firmware) · conduct of production acceptance testing <p>Excludes:</p> <ol style="list-style-type: none"> (1) all systems engineering/program management and system test and evaluation which are associated with the overall system (2) IA&T performed as part of the Installation process. 	<p>Includes:</p> <ul style="list-style-type: none"> · the development of engineering layouts, determination of overall design characteristics, and determination of requirements of design review · the set up, conduct, and review of testing assembled components or subsystems prior to installation · the detailed production design, producibility engineering planning (PEP), and manufacturing process capability, including the process design development and demonstration effort to achieve compatibility with engineering requirements and the ability to produce economically and consistent quality · inspection activities related to receiving, factory and vendor liaison · design maintenance effort · quality planning and control · tooling (initial production facilities, factory support equipment) including planning, design, and fabrication · administrative engineering · the joining or mating and final assembly of level 3 equipment elements to form a complete prime mission equipment when the effort is performed at the manufacturing facility · integration of software (including loading and verification of firmware) · conduct of production acceptance testing, Government's independent verification that product (PMP) meets · environmental stress screening and shock testing for entire system · security testing for the entire system (if not part of formal test, DT, OT, FOT) <p>NOTE: When an integration, assembly, test, and checkout element is utilized at lower levels of the work breakdown structure, it will be summarized into the next higher level equipment (hardware/software) work breakdown structure element and should never be summarized directly into a level 3 integration, assembly, test, and checkout element.</p>
1.1.4		Purchased Services					Procured services that are required for the proper operation of the system, e.g., satellite transponder leases and SIPRNET access leases.	Satellite Transponder leases, SIPRNET leases. This element was added for leased services that are provided instead of other procured PMP, e.g. Satellite Lease instead of additional procured Satellites. Please use Other Unit Level Consumption, 3.2.4, for leased Operation and Support costs.

1.2		PLATFORM/SITE INTEGRATION						Technical and engineering services to support the platform manufacturer or integrator with the integration and the installation of the Prime Mission Product into the host platform/vehicle. Includes integration of system with other systems, interoperability testing, integration testing with other systems Excludes: (1) platform/site integration performed during the installation process. (2) integration and testing of lower level hardware and software elements.	Includes, for example: · the labor required to analyze, design, and develop the interfaces with other host vehicle subsystems · drawing preparation and establishment of equipment requirements and specifications · technical liaison and coordination with the military services subcontractors, associated contractors, and test groups · EMI studies and interoperability testing for the entire system (if not part of formal test, DT, OT, FOT). Excludes: · all integration effort not directly associated with the host vehicle and management liaison with the military services, subcontractors, and associated contractors.
1.3		PROGRAM MANAGEMENT						Program/Project management costs directly associated with a specific system or product. These include efforts directly associated with the business and administrative planning, organizing, directing, coordinating, controlling, and approval actions designated to accomplish the program objectives. These do not include costs of the developer, producer, or modernizer associated with elements 1.1.1, 1.1.2, and 1.1.3. This element is a roll-up of costs associated with lower levels.	Includes for example: · cost, schedule, performance measurement management, warranty administration, contract management, data management, vendor liaison, subcontract management, etc. · support element management, defined as the logistics tasks management effort and technical control, and the business management of the support elements. The logistics management function encompasses the support evaluation and supportability assurance required to produce an affordable and supportable defense materiel system · planning and management of all the functions of logistics. Examples are: · maintenance support planning and support facilities planning; other support requirements determination; support equipment; supply support; packaging, handling, storage, and transportation; training system requirements determination; computer resource determination; organizational, intermediate, and depot maintenance determination management; and data management
1.3.1		Acquisition Management						Acquisition Management directly associated with the Prime Mission Product including Milestone Preparation and Documentation, statutory and policy compliance, and schedule development.	Acquisition Management includes: risk management, schedule tracking, strategy, communications/briefs and metrics. Milestone Preparation and Documentation includes: writing/preparing program acquisition documentation, risk management, TEMP, CARD, Clinger-Cohen, ASR, SAMP, etc. Statutory requirements and policy compliance includes: SAR/DAES, DoD5000 series, compliance and review (not milestone preparation).
1.3.2		Financial Management						Financial management directly association with the Prime Mission Product including planning, programming, budgeting, and execution (PPBES), cost accounting and cost estimation/analysis.	PPBES requirements; Cost estimation and analysis includes: TOC, PLCCE, POE, support to ICE, support of CAIG, special cost studies, sensitivity analysis, response to FMS P&As, and any other cost estimation/analysis associated with Milestone/Acquisition Documentation/Requirements.
1.3.3		Logistics Management						Logistics management directly associated with the Prime Mission Product to include activity to adequately perform supportability analysis and planning for each ILS element and develop logistics plans and reports. Specifically, develop logistics plans and reports to include Integrated Logistic Support Plan (ILSP), Logistic Resources Funding Summary (LRFS), User's Logistic Support Summary (ULSS), Maintenance Plan, Depot Plan, Material Support Date (MSD) Transition Plan, Program Support Data (PSD), Configuration Management (CM) Plan, Training Planning Process Methodology (TRPPM), Navy Training Systems Plan (NTSP), Job Task Analysis (JTA), Equipment Facilities Requirements (EFR), Computer Resources Life Cycle Management Plan (CRLCMP), and Packaging, Handling, Storage and Transportation (PHS&T).	Studies and Plans, ILSP, LRFS, Depot Plan, ULSS, TRPPM, NTSP, EFR, Maintenance Plan, MSD Transition Planning, CRLCMP, PHS&T, Containers, PSD Development
1.3.4		ADP Support						ADP functions directly associated with a Prime Mission Product, including development, maintenance, and operations of applications used to support program/project execution objectives (to include Business and financial systems, NMCI seat costs, cellular phone and pager costs), as well as web-site operation/maintenance and webmaster support for Program office web sites for information collection and dissemination.	Program web sites, business financial systems, and cellular/pager/NMCI seat costs.
1.3.5		TDA Support						Technical Design Agent (TDA) services directly associated with a Prime Mission Product. High tech support that represents the program/project manager's "brain trust" that is capable of offering unbiased technical advice and who has no vested interest in the outcome of a product.	Technical Direction Agent who provides "unbiased" high-level technical support to a specific PMP
1.3.6		Contract Management						Contract management directly associated with the Prime Mission Product, including activities associated with Contract Preparation through Contract Award and Contract Management /Execution.	Contract Preparation/Award includes: Coordinate & develop SOW, Specifications, CDRLs; RFP, Proposal evaluation and Award Fee Board support. Contract Execution/Management includes: Preparing PRs/MRs, Summary/Documentation, CDRL tracking (not technical review) and contract closeout.
1.3.7		Travel						Travel costs incurred while directly supporting a product or system.	Travel costs that specifically relate to an individual program or product (Program Reviews, Site Visits, IPT, etc.).

1.4		SYSTEMS ENGINEERING		Services of a technical nature that are directly associated with the efforts of directing and controlling a totally integrated engineering effort of a Prime Mission Product. This element is a roll-up of costs associated with lower levels.	Examples of systems engineering efforts are: 1) System definition, overall system design, design integrity analysis, system optimization, system/cost effectiveness analysis, and intra-system and inter-system compatibility assurance, etc.; the integration and balancing of reliability, maintainability, producibility, safety, human health, environmental protection, and survivability; security requirements, configuration management and configuration control; quality assurance program, value engineering, preparation of equipment and component performance specifications, design of test and demonstration plans; determination of software development or software test facility/ environment requirements. 2) Preparation of the Systems Engineering Management Plan (SEMP), specification tree, technical risk analysis, system planning, decision control process, technical performance measurement, technical reviews, subcontractor and vendor reviews, work authorization, and technical documentation control. 3) Reliability engineering—the engineering process and series of tasks required to examine the probability of a device or system performing its mission adequately for the period of time intended under the operating conditions expected to be encountered. 4) Maintainability engineering—the engineering process and series of tasks required to measure the ability of an item or system to be retained in or restored to a specified condition of readiness, skill levels, etc., using prescribed procedures and resources at specific levels of maintenance and repair. 5) Human factors engineering—the engineering process and the series of tasks required to define, as a comprehensive technical and engineering effort, the integration of doctrine, manpower, and personnel integration, materiel development, operational effectiveness, human characteristics, skill capabilities, training, manning implication, and other related elements into a comprehensive effort. 6) Supportability analyses—an integral part of the systems engineering process beginning at program initiation and continuing throughout program development. Supportability analyses form the basis for related design requirements included in the system specification and for subsequent decisions concerning how to most cost effectively support the system over its entire life cycle. Programs allow contractors the maximum flexibility in proposing the most appropriate supportability analyses.
1.4.1		Engineering		Support services for system engineering directly associated with a Prime Mission Product, includes such functions as translating operational requirements into functional allocations, developing error budgets, and allocating functions to system components. Excludes: (1) actual design engineering and the production engineering directly related to the WBS element with which it is associated (1.1.1, 1.1.2, 1.2, 1.5, or 1.10), and (2) systems engineering effort that can be associated specifically with the equipment (hardware / software) element (sub-elements of 1.1.1 or 1.1.2), and (3) efforts covered in other WBS elements, for example: a. risk management associated with 1.3.1 (Acquisition Management); b. training plan preparation and related ILS documentation support associated with 1.3.3 (Logistics Management); c. implementation and execution of configuration management and configuration status accounting associated with 1.4.2 (Configuration Management); d. analysis of reliability, maintainability, and availability and supportability assessments associated with 1.4.3 (Logistics Engineering); e. maintaining a master engineering specification and establishing a drawing depository service associated with 1.7.5 (Data Repository); f. indirect support for Program Management, Systems Engineering, Configuration Management, Installation Support, etc. associated with sub-elements of 2.1 (Program Related); g. update, maintenance, modification, integration, and configuration management of software associated with 3.6.2 (Software Maintenance); h. developing and reviewing CM plans, specs and procedures, ECPs and field changes; maintaining and updating maintenance inspection criteria and procedures, assisting in design reviews, evaluating and validating maintenance actions and their frequency, evaluating or performing testing services or field changes, recommending improvements to test procedures, reviewing technical content of training materials, recommending updates to training materials, etc. associated with sub-elements of 3.7 or 3.8 (Consolidated ISEA or ISEA (non-CISEA)).	PMW CHENG Staff: Response to data calls, liaison with SPAWAR 05/PD-15E/sponsor/other PMW's Interface Management: Negotiate interfaces with other systems, synchronize plans/schedules, share technical information. Studies/Analysis: AOAs, White Papers, Trade Studies Architectures: Development of system architecture. Requirements Analysis: Development of system specifications, roadmaps, product strategies Security Engineering: Promulgation of security requirements/policy, preparation for accreditation, security documentation. Does not include security testing. Standards: Development of military and commercial interoperability standards, joint architecture frameworks. Modeling & Simulation: Modeling & Simulation used to develop a product (NOT development of a Fleet-utilized M&S mission product) Supplier Technical Oversight: Engineering oversight of requirements/designs performed by contractors, including participation in reviews, working groups, and other meetings associated with the development of PMP.
1.4.2		Configuration Management		Configuration management directly associated with a prime mission product including implementation and execution of configuration management and configuration status accounting and audits.	
1.4.3		Logistics Engineering		Reliability, Maintainability, and Availability (R,M&A) analysis; Design-Interface analysis; and Environmental Safety and Health (E,S&H) analysis (HAZMAT). Conduct of logistics trade studies; logistics assessments and other supportability assessments directly associated with a prime mission product. Conduct of Level-of-Repair Analysis (LORA) and other maintenance analysis evaluations such as Reliability Centered Maintenance (RCM) and Planned Maintenance System (PMS) analysis. Preparation of Provisioning Technical Documentation (PTD), standardization and parts control.	LSA, LORA, RMA, RCM, PMS, PTD, Safety, Environmental Elements, HAZMAT, Standardization, Parts Control
1.5		SYSTEMS TEST AND EVALUATION		Evaluations using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system. This includes DT&E, OT&E, FOT&E, etc. This element is a roll-up of costs associated with lower levels. Excludes: (1) all formal and informal testing up through the subsystem level which can be associated with lower level hardware/software elements (2) acceptance testing	Includes: - detailed planning, conduct, support, data reduction and reports (excluding the Contract Data Requirements List data) from such testing, and all hardware/software items which are consumed or planned to be consumed in the conduct of such testing - all effort associated with the design and production of models, specimens, fixtures, and instrumentation in support of the system level test program - The special test facilities required for performance of the various developmental tests necessary to prove the design and reliability of the system or subsystem. Excludes: - brick and mortar-type facilities identified as industrial facilities NOTE: Test articles which are complete units (i.e., functionally configured as required by specifications) are excluded from this work breakdown structure element.
1.5.1		System DT&E		Evaluations and demonstrations/operational assessments using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system during DT&E. This includes installation, training and support of experimental systems.	
1.5.2		System OT&E		Evaluations using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system during OT&E.	

1.5.3		System FOT&E	Evaluations using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system during FOT&E.	
1.6		PLATFORM/SITE ACTIVATION/INSTALLATION	Captures all costs associated with the installation/activation of a Prime Mission Product at a site or platform. This element is a roll-up of costs associated with lower levels.	
1.6.1		Planning	Initial one-time setup costs for a class of installs/activations, such as Non-recurring DSA costs and development of POA&M for shore site activations.	
1.6.2		Design	Specific costs to prepare for actual installation. This includes, but is not limited to, all recurring DSA costs such as site survey/ship checks, SIDS, and drawings, as well as, BESEP and IDP.	
1.6.3		Production	All costs associated directly with the actual installation/activation, including prefabrication, PITCO , labor, material, travel, and overhead charges. These costs will include factors that account for the location of the activity and any parties involved with the performance of the installation/activation.	
1.6.4		System Turnover	Activities incident to the installation that occur either during or after installation. These include SOVTs, FIT and On the Job Training.	also includes BGSIT issues
1.7		DATA	The deliverable data required to be listed on a Contract Data Requirements List, DD Form 1423 directly associated with a Prime Mission Product. This element is a roll-up of costs associated with lower levels.	
1.7.1		Technical Publications	Technical data directly associated with a Prime Mission Product that provides instructions for the installation, operation, maintenance, training, and support. Typically formatted to form technical manual. Data may be presented in any form (paper or electronic). Includes management and changes to these publications.	Includes, for example: · Development and Procurement of Technical Manuals, operation and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures exclusive of administrative procedures · data item descriptions set forth in categories selected from the Acquisition Management Systems and Data Requirements Control List (DoD 5010.12-L)
1.7.2		Engineering Data	Engineering data defines and documents an engineering design or product configuration (sufficient to allow duplication of the original items) and is used to support production, engineering, installation, and logistics activities directly associated with a Prime Mission Product. Recorded scientific or technical information (regardless of the form or method of recording) including computer software documentation.	Includes, for example: · all final plans, procedures, reports, and documentation pertaining to systems, subsystems, computer and computer resource programs, component engineering, operational testing, human factors, reliability, availability, and maintainability, and other engineering analysis, etc. · Technical data package (reprocurement package) which includes all engineering drawings, associated lists, process descriptions, and other documents defining physical geometry, material composition, and performance procedures Excludes: · computer software or financial, administrative, cost or pricing, or management data or other information incidental to contract administration
1.7.3		Management Data	Managerial data items necessary for configuration management, cost, schedule, contractual data management, program management, etc., required by the government in accordance with functional categories selected from the DODISS and DoD 5010.12-L directly associated with a Prime Mission Product.	Includes, for example: · contractor cost reports, cost performance reports, contract funds status reports, schedules, milestones, networks, integrated support plans, etc. Cost of data only, if separately priced
1.7.4		Logistics Management Information	Information required to perform acquisition logistics management functions when acquiring support and support-related engineering and logistics data from contractors directly associated with a Prime Mission Product.	Includes, for example: · supply; general maintenance plans and reports; training data; transportation, handling, storage, and packaging information; facilities data; data to support the provisioning process and all other support data; and software supportability planning and software support transition planning documents. Cost of data only, if separately priced
1.7.5		Data Repository	The facility designated to act as custodian to maintain a master engineering specification and establish a drawing depository service for government approved documents that are the property of the U.S. Government. As custodian for the government, the depository, authorized by approved change orders, maintains these master documents at the latest approved revision level. This facility is a distinct entity.	Includes, for example: · all drafting and clerical effort necessary to maintain documents Excludes: · all similar effort for facility's specification and drawing control system, in support of its engineering and production activities. NOTE: When documentation is called for on a given item of data retained in the depository, the charges (if charged as direct) will be to the appropriate data element.
1.8		ASSOCIATED PROGRAMS	The cost of linked programs/projects associated with the subject Prime Mission Product. This element is a roll-up of costs associated with lower levels.	
1.8.1		Pass-Thru	Projects funded from outside SPAWAR organization for which funding is provided to another organization for management and execution, e.g. AUSCANNZUKUS, JWID.	e.g. AUSCANNZUKUS, JWID.
1.8.2		Non-Fleet Support Project	Projects not providing direct fleet support, for which few of the other direct elements (Program Management, Systems Engineering, Systems T&E, etc) apply, e.g. Assessments, IA Readiness. This also includes soft products like non-system related Training or Scientific and Technical reports.	e.g. Assessments, IA Readiness.
1.9		INITIAL SPARES	The initial deliverable spare components, assemblies and subassemblies used for initial replacement purposes in the materiel system equipment end item directly associated with a Prime Mission Product. Includes On Board Repair Parts (OBRPs), Depot Spares, Installation and Check Out (INCO) (instead of PLATFORM/SITE ACTIVATION/INSTALLATION, 1.6) Spares and Maintenance Assist Modules (MAMs).	
1.10		SUPPORT EQUIPMENT	The items required to support and maintain the Prime Mission Product, or portions of the Prime Mission Product, while it is not directly engaged in the performance of its mission. This includes both Peculiar and Common Support equipment. This element is a roll-up of costs associated with lower levels.	

					Peculiar Support Equipment	The design, development, and production of those deliverable items and associated software required to support and maintain the Prime Mission Product, or portions of the Prime Mission Product, while it is not directly engaged in the performance of its mission. These items are unique (peculiar) to the supporting the Prime Mission Product, and are not common support equipment.	Includes: · vehicles, equipment, tools, etc., used to fuel, service, transport, hoist, repair, overhaul, assemble, disassemble, test, inspect, or otherwise maintain mission equipment · any production of duplicate or modified factory test or tooling equipment delivered to the government for use in maintaining the system. (Factory test and tooling equipment initially used by the contractor in the production process but subsequently delivered to the government will be included as cost of the item produced.) · any additional equipment or software required to maintain or modify the software portions of the system Excludes: · overall planning, management and task analysis functions inherent in the work breakdown structure element, Systems Engineering/Program Management · common support equipment, presently in the DoD inventory or commercially available, bought by the using command, not by the acquiring command · test measurement and diagnostic equipment, precision measuring equipment, automatic test equipment, manual test equipment, automatic test systems, test program sets, appropriate interconnect devices, automated hardware (power supply equipment, etc.) used at all levels of maintenance · packages which enable line or shop replaceable units, printed circuit boards, or similar items to be diagnosed using automatic test equipment
	1.10.2				Common Support Equipment	The items required to support and maintain the Prime Mission Product, or portions of the Prime Mission Product, while it is not directly engaged in the performance of its mission. These items are used to support and maintain by other products and therefore are considered common. Items are typically in the DoD inventory for support of other systems.	Includes, for example: · acquisition of additional quantities of this equipment needed to support the item · all efforts required to assure the availability of this equipment to support the item · test measurement and diagnostic equipment, precision measuring equipment, automatic test equipment, manual test equipment, automatic test systems, test program sets, appropriate interconnect devices, automated load modules, taps, and related software, firmware and support hardware (power supply equipment, etc.) used at all levels of maintenance · packages which enable line or shop replaceable units, printed circuit boards, or similar items to be diagnosed using automatic test equipment
	1.11				DO NOT USE	Common Support Equipment Moved to 1.10.2; do not use this element.	
	1.12				FACILITIES	The construction, conversion, or expansion of industrial facilities for the development, production, inventory, and contractor depot maintenance that are directly associated with a Prime Mission Product. This element is a roll-up of costs associated with lower levels. Excludes: Facilities specifically identified in other elements, e.g. 1.5 Systems T&E, 1.7.5 Data Repository, and 1.13 Initial Training.	
	1.12.1				Construction/Conversion/expansion	The real estate and preparation of system peculiar industrial facilities for development, production, inventory, depot maintenance, and other related activities	
	1.12.2				Equipment Acquisition or modernization	The procurement of equipment or transferal of equipment necessary to outfit a facility for the development, production, acquisition, modernization directly associated with a Prime Mission Product. (Pertains to government owned and leased equipment under facilities contract.)	also includes Lab equipment
	1.12.3				Maintenance	The maintenance, preservation, and repair of industrial facilities and equipment directly associated with the production and modernization of a Prime Mission Product.	
	1.12.4				Experimentation	The physical layouts, technology refresh and preparation of facilities in support of experimentation, integrated technology demonstrations, and war games directly associated with a Prime Mission Product. Provides connectivity to distributed experimental networks and distributed collaborative environments.	
	1.13				INITIAL TRAINING	The initial training services, devices, accessories, aids, equipment, and parts used to establish and facilitate initial instruction of personnel to operate and maintain the system with maximum efficiency directly associated with a Prime Mission Product. This does not include installation training included in 1.6.4, System Turnover or Sustaining Training (after IOC) included with 3.6.4. This element is a roll-up of costs associated with lower levels.	Includes: · all effort associated with the design, development, and production of deliverable training equipment as well as the execution of training services Excludes: · overall planning, management, and task analysis function inherent in the WBS element Systems Engineering/Program Management
	1.13.1				Equipment	Initial set of distinctive deliverable end items of training equipment, assigned by either a contractor or military service, required to meet specific training objectives directly associated with a Prime Mission Product.	TTE
	1.13.2				Services	The initial training services used to establish and facilitate initial instruction of personnel to operate and maintain the system with maximum efficiency directly associated with a Prime Mission Product. It includes the development of training courses for installation, formal schoolhouse training, and initial/contractor training services. This does not include installation training included in 1.6.5, System Turnover or Sustaining Training (after IOC) included with 3.6.4.	Development of Training Courses; Initial/Contractor Training services, Train the Trainer services. (pre-IOC) Includes: · training course materials; contractor-conducted training (in-plant and service training); and the materials and curriculum required to design, execute, and produce a contractor developed training program · materiel, courses, and associated documentation (primarily the computer software, courses and training aids) Excludes: · deliverable training data associated with the WBS element Logistics Management Information
	1.13.3				Facilities	Special facilities construction necessary to accomplish training objectives directly associated with a Prime Mission Product	Includes, for example: · modification or rehabilitation of existing facilities used to accomplish training objectives Excludes: · installed equipment used to acquaint the trainee with the system or establish trainee proficiency · the brick and mortar-type facilities identified as industrial facilities
	2				INDIRECT COSTS	Costs indirectly associated with a specific system or product (Prime Mission Product) during development, production, modernization and support phases. Includes costs that are Program Related and those that are Navy-Wide. Navy-Wide costs are typically related to Total Ownership Costs and represent a proportional cost that system or product (Prime Mission Product) imposes on Navy-Wide costs. These include cost of activities that provide support or control of military forces (primarily from fixed bases), costs of personnel support including specialty training and medical care, and costs of relevant host installation services such as base operating support and real property maintenance. This element is a roll-up of costs associated with lower level elements.	

2.1.		PROGRAM RELATED								Indirect services to the program office/project to enable the attainment of overarching objectives that are not directly associated with a Prime Mission Product. This element is a roll-up of costs associated with lower levels.	
2.1.1		Program Management Support								Indirect management to the Program/Project Office that include coordination of program related activities between multiple programs/systems and not directly attributable to a specific Prime Mission Product.	
2.1.2		Systems Engineering Support								Indirect systems engineering support to the Program/Project Office that includes such functions as translating operational requirements into functional allocations, developing error budgets, and allocating functions to system components.	
2.1.3		Logistics Support								Indirect logistics management support to the Program/Project Office to enable for planning and executing logistics. Includes common integrated logistics support for command initiatives.	
2.1.4		Financial Support								Indirect financial management support to the Program/Project Office including support to P shops, in the conduct of financial planning and management, and cost analysis and accounting.	
2.1.5		ADP Support								Indirect ADP support to the Program/Project Office for functions including development, maintenance and operations of applications used to support Program Office execution objectives (to include Business and financial systems, NMCI seat costs, cellular phone and pager costs) as well as web-site operation/maintenance and webmaster support for web sites for information collection and dissemination.	Indirect PD/PMW/Staff Code web sites, business financial systems, and cellular/pager/NMCI seat costs.
2.1.6		Contract Management Support								Indirect support for contract management to the Program Office including statement of work and contract data requirements list preparation and review.	
2.1.7		TDA Support								Indirect support of a Technical Direction Agent (TDA) to the Program Office that encompasses high tech support and providing unbiased technical advice on overarching program objectives.	
2.1.8		Configuration Management Support								Indirect support for configuration management to the Program Office that include implementation and execution of configuration management plans and processes for actual configuration management and configuration status accounting.	
2.1.9		Installation Support								Indirect support for installation management to the Program Office including schedule coordination, planning and documentation associated with the management and execution of system installation.	
2.1.10		Administrative Support								Indirect Administrative support to "the front office" (including PMW, PD and "O" Codes). Services are administrative in nature encompassing Front Office secretarial services, action item tracking, and presentation preparations.	Workforce costs (civilian and military salaries, contractor personnel costs) associated with indirect "administrative functions" (front office secretarial services, action item tracking, and presentation preparations). These functions are not directly attributable to a specific program and therefore provide "cross PD/PMW/Code services."
2.1.11		T & E Support								Indirect T&E support for the management/coordination of T&E activities not directly attributable to a single program or system. Includes schedule coordination, planning, and action item tracking.	
2.1.12		Sponsor Directed Support Services								Support to be provided to the Sponsor as directed by the Sponsor and the Sponsors Action Officers. The efforts of the performing activity are under the direct control of the Sponsor/Sponsor Action Officer.	As stated in the existing policy, Nemfakos memo dated July 17, 2000, several functions are not to be funded from program dollars. The functions of Program Management, Administrative Support, Travel, and Financial Management are included as part of this policy. The execution of PM, admin, and FM functions under the WBS 2.01.12 (Sponsor Directed Support) is prohibited based on the above policy.
2.1.13		Program Liaison Support								Support for liaison with organizations outside of SPAWAR, including, but not limited to CINC's, NSA, ONR, NWDC, DARPA. The efforts of the performing activity are under the control of the SPAWAR entity funding the service.	
2.1.14		Travel								Travel costs indirectly supporting the product line or "the front office," including PD, PMW and "O" Codes.	Travel costs that are not directly attributable to a specific program. PD and PMW PM/DPM travel supporting multiple programs
2.1.15		Supplies								Costs associated with supply purchases in support of the PD/PMW or "O" Codes.	Purchases of items such as pens, paper, toner cartridges, reprographic support.
2.1.16		Training								All costs associated with training for workforce personnel including travel and course costs	All training (course or seminar fees), hotel and other travel costs associated with training course for personnel.
2.2		NAVY-WIDE								Navy-Wide costs are typically related to Total Ownership Costs and represent a proportional cost that system or product (Prime Mission Product) imposes on Navy-Wide support costs. These include cost of activities that provide support or control of military forces (primarily from fixed bases), costs of personnel support including specialty training and medical care, and costs of relevant host installation services such as base operating support and real property maintenance. This element is a roll-up of costs associated with lower levels.	Not to be used for other than TOC/PLCCE/EA cost estimates, and maybe not in all instances. Standard Navy-wide rates apply, please see SPAWAR 01-6
2.2.1		Facility Support								Proportional cost of activities that furnish funding, equipment, and personnel to provide facilities from which defense forces operate.	
2.2.2		Central C3								Proportional cost of programs which manage C3 assets and which provide a communications infrastructure for DoD facilities, information, mapping and security support, and C3 for DoD installations.	
2.2.3		Force Management								Proportional cost of activities that furnish funding, equipment and personnel for the management of defense forces.	
2.2.4		Central Logistics								Proportional cost of activities that furnish funding, equipment and personnel to provide logistics support for centrally managed logistics organizations. Includes management of supply systems, maintenance activities, and material transportation.	
2.2.5		Central Personnel/Medical								Proportional cost of indirect personnel support that include base operational support, training, medical, administrative support, holding account, transients account, and day care centers.	
2.2.6		Central Training								Proportional cost of activities that furnish funding, equipment and personnel to provide non-unit or central training of defense personnel.	
3		OPERATIONS AND SUPPORT								Costs associated with the operation and maintenance of a system or product (Prime Mission Product). This element is a roll-up of costs associated with lower level elements.	
3.1		MISSION PERSONNEL								Manpower necessary to operate and maintain a system. Includes base pay, allowances, other entitlements and government contributions to FICA and SGLI. This element is a roll-up of costs associated with lower level elements.	Although normally this element only applies for Fleet/Bupers Personnel costs in a TOC/PLCCE/EA Cost Estimate; it would apply for Program Office costs for contract or civilian personnel who operate and maintain a system in place of military personnel, for example, SURTASS, IUSS, remote radio sites. Note: Not to be confused with Site Operations and Support, 3.6.7
3.1.1		Operations								Manpower necessary to operate system	
3.1.2		Maintenance								Manpower necessary to maintain a system	
3.2		UNIT LEVEL CONSUMPTION								Fuel and energy resources; operations, maintenance, and support materials consumed at the unit level; stock fund reimbursements for depot-level repairable; transportation in support of deployed unit training; and other unit-level consumption costs, such as purchased services (e.g., equipment leases and service contracts). This element is a roll-up of costs associated with lower levels.	Although normally this is a Fleet cost and applies to items that are managed through the supply system, it would apply for program costs for a warrantee or maintenance contract post IOC, maintenance costs, or replenishment spares.
3.2.1		Energy Consumption								Petroleum, oil, and lubricants (POL); propulsion fuel; and fuel additives. May also include field-generated electricity and commercial electricity necessary to support the operation of a system.	
3.2.2		Consumable Material/Repair Parts / Supplies								The cost of repair parts and supplies utilized by personnel performing corrective maintenance on the system.	
3.2.3		Depot-Level Repairables								Unit-level cost of reimbursing the stock fund for purchases of depot-level repairable (DLR) spares (also referred to as exchangeables) used to replace initial stocks. DLRs may include repairable individual parts, assemblies, or subassemblies that are required on a recurring basis for the repair of major end items of equipment.	
		Organizational Exchanges								Depot overhaul, rework or repair of system components and equipments associated with a system.	

				Organizational Issues	The cost of repairable system components which are procured to replenish rotatable pools depleted through usage, loss, abandonment or survey.	
3.2.4				Other Unit Level Consumption	Transportation of unit personnel and materials in support of deployed unit training; and other unit-level consumption costs, such as purchased services (e.g., equipment leases and service contracts).	Not to be confused with leases in Purchased Services, 1.1.4
3.3				INTERMEDIATE MAINTENANCE	Labor and materials and other costs expended by designated Intermediate Maintenance Activities (IMAs) in support of a primary system and associated support equipment. Intermediate maintenance activities include calibration, repair, and replacement of parts, components, or assemblies, and technical assistance. This element is a roll-up of costs associated with lower levels.	This applies not maintenance performed at an IMAs (SIMA, Repair ship or Tender); generally not a program cost.
3.3.1				Maintenance	Cost of performing intermediate maintenance on a defense system, its components, and associated support equipment.	
3.3.2				Consumable Material/Repair Parts	The cost of repair parts and supplies utilized by personnel performing intermediate maintenance on the system.	
3.4				DEPOT MAINTENANCE	Labor, material, and overhead incurred in performing major overhauls or maintenance on a defense system, its components, and associated support equipment at centralized repair depots, contractor repair facilities, or on site by depot teams. Some depot maintenance activities occur at intervals ranging from several months to several years. As a result, the most useful method of portraying these costs is on an annual basis (e.g., costs per defense system per year) or an operating-hour basis. This element is a roll-up of costs associated with lower levels.	
3.4.1				Overhaul and Rework	Labor, material, and overhead costs of regularly scheduled overhaul or rework of a system and associated support equipment. Costs for major subsystems that have different overhaul cycles should be reported separately within this element.	
3.4.2				Field Changes	The cost of procuring and installing modification kits and modification kit initial spares (after production and deployment) required for an electronic system and associated support and training equipment. Includes only those modification kits needed to achieve acceptable safety levels or overcome deficiencies mission capabilities, reliability, or maintenance. (Excludes modifications undertaken to provide additional operational capability as these are in 1.1)	
3.4.3				Design and Planning Services	Design Services program costs for drawings, alteration development support, scoping, and miscellaneous manuals and technical documentation necessary for completion. Costs for major overhaul drawings, alteration plans, and equipment.	
3.4.4				Outfitting and Spares	Cost expended for the purchase of spares and other material required due to changes to the ship's COSAL.	
3.4.5				Consumable Material/Repair Parts	The cost of repair parts and supplies utilized by personnel performing depot maintenance on the system.	
3.5				CONTRACTOR SERVICES	Cost of contractor labor, materials, and overhead incurred in providing all or part of the logistics support to a ship, subsystems, or associated support equipment. Note: Contractor support during the pre-operational phase of a system is typically funded as a system development or investment cost. However, post-operational contractor support is an O&S cost and should be addressed in this element. This element is a roll-up of costs associated with lower levels.	This section applies to Programs Costs that are entirely (or near) maintained and logistically (full range of logistics support services, such as: maintenance, training, supply support, etc) supported by a contractor, for example SURTASS.
3.5.1				Interim Contractor Support	Interim contractor support (ICS) includes the burdened cost of contract labor, material, and assets used in providing temporary logistics support to an electronic system, subsystem, and associated support equipment. The purpose of ICS is to provide total or partial logistics support until a government maintenance capability is developed.	Usually only applies when ICS is the support concept for the system.
3.5.2				Contractor Logistics Support	Contractor logistics support (CLS) includes the burdened cost of contract labor, material, and assets used in providing support to an electronic system, subsystem, and associated support equipment. CLS funding covers depot maintenance and, as negotiated with the operating command, necessary organizational and intermediate maintenance activities. If CLS is selected as the primary means of support, all functional areas included in the CLS cost should be identified in the cost element documentation.	Usually only applies when CLS is the support concept for the system.
3.6				SUSTAINING SUPPORT	Cost of Software Maintenance, Training, Publications, Simulator Operations and Support Equipment Replacement. This element is a roll-up of costs associated with lower levels.	
3.6.1				DO NOT USE	ISEA moved to 3.7 (and 3.8), do not use this element	
3.6.2				Software Maintenance	Labor, material and overhead costs incurred by activities, government software centers, laboratories, or contractors for supporting the update, maintenance and modification, integration, and configuration management of software. Includes operational, maintenance, and diagnostic software programs for the installed equipment, support equipment, license fees, and training equipment.	Yearly maintenance costs to support fielded software. Yearly License Fees (initial license fees should be captured under 1.1.2). Cost to operate a Software Support Activity (SSA).
3.6.3				DO NOT USE	Do Not Use, Help Desk moved to 3.7.3 Help Desk	See Help Desk in 3.7.3
3.6.4				Training	The cost of training personnel to operate and maintain a system, including the cost of instructors and training equipment maintenance at formal schools. Includes C, D, F, G, and T course training and includes both officer and enlisted personnel training.	This includes costs for training of administrators, operators and maintainers of a fielded system (post IOC). Also includes maintenance of training Hardware. Note that Initial training costs are in 1.13.2 and installation training is in 1.6.4
3.6.5				Publications	Computed cost of replenishment of publications ordered for the system.	Replenishment costs for purchasing publications for a fielded system (Post IOC). Note that initial Technical Manuals development and procurement is in 1.7.1, Technical publications.
3.6.6				Simulator Operations	Cost incurred to provide, operate, and maintain on-site or centralized simulator training devices for a ship, subsystem, or associated support equipment.	
3.6.7				Site Operations and Support	Cost to operate and support a central government site or a contract-funded site required to support the continued operation of the system, such as a network operation center.	Also includes the program's cost to operate a computer facility for the operation of fielded systems, for example at SITC.
3.6.8				Support Equipment Replacement	Costs incurred to replace equipment that is needed to support a system.	Replacement only, Initial Support Equipment is in 1.10, Support Equipment.
3.7				COMMON ISEA (C-ISEA)	Cost of technical and engineering support including sustaining engineering and management support for systems and equipment, afloat and ashore, from completion of installation through end of life cycle. Responsibilities include: Fleet Engineering Support, Configuration Management & Product Engineering Support, Help Desk, Maintenance Engineering Support, Performance & Maintenance Data Analysis, Repair Facilities, Life Cycle Test Support, Training & Manning, Warranty Management. This element is a roll-up of costs associated with lower levels.	
3.7.1				Fleet Engineering Support	Cost of providing technical and engineering support including corrective maintenance actions on a defense system, its components, and associated support equipment, when actions are to correct problems resulting from design defects or repeated failures. Entering and tracking Distance Support (DS), TFBR, and Software support requests in the Enterprise Help Desk system (Remedy). Entering and tracking CASREPs in the CASREP Action Response and Tracking System (CARTS). Identify trends and establish corrective action by reviewing CASREPs, Distance Support actions, TFBRs, Help Desk Trouble Tickets, and engineering change proposals. The cost of repair parts and supplies utilized by personnel performing repair actions and costs associated with repair items prior to MSD.	
3.7.2				Configuration Management & Product Engineering Support	Developing and reviewing CM plans, specs and procedures, ECPs and Field Changes, and reviewing impact on performance reliability and safety. Scheduling and implementing field changes and other approved modifications.	

	3.7.3								Help Desk	All costs, labor, material, and overhead to maintain a help desk, or provide help desk services, for system H/W and S/W support for the purpose of tracking and managing Fleet Engineering Support Requests under a single enterprise capability. Coordinating with Fleet customer and source of support providers. Tracking and reporting Distances Support actions, S/W support requests, CASREP status, trouble ticket metrics and trend data.	
	3.7.4								Maintenance Engineering Support	Maintaining and updating maintenance concepts, tasks and criteria for all levels of maintenance during the equipment/system life cycle. Maintaining documentation (repair standards, drawings, specifications, test procedures, PMS, ILS, APLs, COSAL, etc.) for technical accuracy and adequacy. Maintaining and updating maintenance inspection criteria and procedures for repair and overhaul of systems and equipment. Assisting in design reviews. Evaluating and validating maintenance actions and their frequency including Planned Maintenance System (PMS) and Technical Feedback Reports (TFBRs). Also includes the cost of providing and administering warranty management support.	
	3.7.5								Performance & Maintenance Data Analysis	Collecting, analyzing and reporting Performance and Maintenance Data for cognizant C4ISR systems. Utilizes established operational and maintenance data reporting systems such as the 3M system, CASREPs, Help Desk, Supply System, and Failure Reporting Analysis and Corrective Actions System (FRACAS) to determine reliability, maintainability, and availability.	
	3.7.6								DO NOT USE	Do No Use, Repair Facilities moved to 3.7.7	
	3.7.7								Life Cycle Test Support	Life cycle testing support including evaluating or performing testing services, proofing support for equipment alterations or field changes. Recommending improvements to test procedures, General and Special Purpose Test Equipment (GPETE/SPETE), tools, jigs, and fixtures. Reviewing adequacy of test equipment storage, shipboard electronic workshops, standard workshop plans and tool allowances and recommend improvements as tasked. In certain situations tasking may require establishment of laboratory services and facilities to inspect and perform government and commercial repair procedures for systems and equipment.	
	3.7.8								Training & Manning	Review technical content of training materials, recommend updates to training materials as required in conjunction with system or equipment improvements including field changes and conduct on-the-job training (OJT) in conjunction with assist visits or accomplishing field changes.	
	3.8								DO NOT USE	ISEA (non-CISEA) moved to 3.7, do not use this element	
	3.8.1								DO NOT USE	Fleet Engineering Support (non-CISEA) moved to 3.7.1, do not use this element	
	3.8.2								DO NOT USE	Configuration Management & Product Engineering Support (non-CISEA) moved to 3.7.2, do not use this element	
	3.8.3								DO NOT USE	Help Desk (non-CISEA) moved to 3.7.3, do not use this element	
	3.8.4								DO NOT USE	Maintenance Engineering Support (non-CISEA) moved to 3.7.4, do not use this element	
	3.8.5								DO NOT USE	Performance & Maintenance Data Analysis (non-CISEA) moved to 3.7.5, do not use this element	
	3.8.6								DO NOT USE	Repair Facilities (non-CISEA) moved to 3.7.7, do not use this element	
	3.8.7								DO NOT USE	Life Cycle Test Support (non-CISEA) moved to 3.7.7, do not use this element	
	3.8.8								DO NOT USE	Training & Manning (non-CISEA) moved to 3.7.8, do not use this element	
	3.8.9								DO NOT USE	Warranty Management moved to 3.7.4, do not use this element	
	3.9								Title to be Provided Later	Description To Be Provided Later. This element is a roll-up of costs associated with lower level elements.	
	3.9.1								FSETS	Cost of Engineering, Technical Services, Training and Travel, both at shore facilities and embarked on deployed units. The labor, material and overhead costs incurred providing comprehensive 7/24 C4ISR system engineering support to the Fleet by government and/or contract personnel for system operation, connectivity, and maintenance both at shore facilities and embarked on deployed units to ensure: Total network interoperability through troubleshooting, system maintenance and training End-to-end technical support for IT systems Resolution of integration issues among C4ISR systems Embarked and shore support for at-sea workups Uninterrupted services at Network Operation Centers (NOC) . Timely advice to battle group staffs OJT required training, as needed	
	4								DEMILITARIZATION and DISPOSAL	The cost to phase out the system or sub-systems to include removal, packaging, transportation to DRMO, preservation, disposal, storing, and related support equipment, publications and supporting documentation, special manufacturing processes, and database archiving and storage for the end of the life cycle.	Removal of old equipment during Installation of a major upgrade can be included in 1.6.3, Production, Demilitarization and Disposal Costs should be included in this element.
	5								WITHHOLDS (External and Internal)	This element is a roll-up of costs associated with lower level elements.	
	5.1								EXTERNAL WITHHOLDS	This element is a roll-up of costs associated with lower level elements.	
	5.1.1								Congressional		
	5.1.2								NAVCOMPT		
	5.1.3								ASN (RDA)		
	5.1.4								SBIR		
	5.1.5								Other External Withholds		
	5.2								INTERNAL WITHHOLDS	This element is a roll-up of costs associated with lower level elements.	
	5.2.1								CORPORATE OPERATING FUNDS		
	5.2.2								PD		
	5.2.3								Other Internal Withholds		

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Installation Support	Ashore and afloat site surveys	1.6.2 Design	if related to the overall program/project/end item and not more than one system	1
Installation Support	Ashore and afloat site surveys	2.1.9 Installation Support	if related to more than one project/program/end item	2
Installation Support	Automated Information System (AIS) Security Checklists	1.6.4 System Turnover	if performed after installation	1
Installation Support	Automated Information System (AIS) Security Checklists	1.4.1 Engineering	if related to design/development for the overall program/project/end item	2
Installation Support	Automated Information System (AIS) Security Checklists	2.1.9 Installation Support	if related to more than one project/program/end item and if performed during/after installation	3
Installation Support	Automated Information System (AIS) Security Checklists	2.1.2 Systems Engineering Support	if related to the design/development for more than one project/program/end item	4
Installation Support	Base Electronics System Engineering Plans (BESEPs) and Acceptance Test Procedures	1.6.2 Design	if related to BESEP	1
Installation Support	Base Electronics System Engineering Plans (BESEPs) and Acceptance Test Procedures	1.6.4 System Turnover	if related to acceptance test for an install	2
Installation Support	Base Electronics System Engineering Plans (BESEPs) and Acceptance Test Procedures	1.4.1 Engineering	if related to the design/development of test procedures	3
Installation Support	Base Electronics System Engineering Plans (BESEPs) and Acceptance Test Procedures	2.1.9 Installation Support	if related to more than one project/program/end item	4
Installation Support	Base Electronics System Engineering Plans (BESEPs) and Acceptance Test Procedures	1.1.3 Integration, Assembly and Test Procedures	if related to the acceptance test for the overall system/end item	5
Installation Support	Computer Aided Design (CAD) review services in support of facility design	1.6.2 Design	if related to the installation in a facility	1
Installation Support	Computer Aided Design (CAD) review services in support of facility design	1.13.3 Facilities	if related to training facilities	2
Installation Support	Computer Aided Design (CAD) review services in support of facility design	2.1.9 Installation Support	if related to more than one project/program/end item	3
Installation Support	Impact of changes in program direction on existing and planned facilities	1.6.2 Design	if related to the design for an install	1
Installation Support	Impact of changes in program direction on existing and planned facilities	1.6.1 Planning	if related to the planning for a class of installs	2
Installation Support	Impact of changes in program direction on existing and planned facilities	2.1.9 Installation Support	if related to more than one project/program/end item	3
Installation Support	Impact of changes in program direction on existing and planned facilities	1.13.3 Facilities	if related to training facilities	4
Installation Support	Joint Integration and Interoperability (JI&I) research for services/combatant commands	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	1
Installation Support	Joint Integration and Interoperability (JI&I) research for services/combatant commands	1.2 PLATFORM/SITE INTEGRATION	if specifically related to platform integration or interoperability testing for the whole system/end item	2
Installation Support	Joint Integration and Interoperability (JI&I) research for services/combatant commands	1.4.1 Engineering	if research for the overall program/project/end item and not a lower level software or hardware element	3

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Installation Support	Joint Integration and Interoperability (JI&I) research for services/combatant commands	1.1.1 Hardware	if for research on a hardware element of a system	4
Installation Support	Joint Integration and Interoperability (JI&I) research for services/combatant commands	1.1.3 Integration, Assembly and Test Pro	if related to the integration of the end item (not lower level hardware or software elements) including acceptance testing	5
Installation Support	Joint Integration and Interoperability (JI&I) research for services/combatant commands	1.1.2 Software	if for research on a software element of a system	6
Installation Support	Physical Accreditation Checklists	1.6.4 System Turnover	if completing the checklists after the install	1
Installation Support	Physical Accreditation Checklists	1.4.1 Engineering	if related to the design/development for the overall program/project/end item	2
Installation Support	Physical Accreditation Checklists	2.1.9 Installation Support	if related to the install of more than one project/program/end item	3
Installation Support	Physical Accreditation Checklists	2.1.2 Systems Engineering Support	if related to the design/development for more than one project/program/end item	4
Installation Support	Planning facility design, scheduling and installation/deinstallation of various equipment	1.6.1 Planning	if related to the planning/scheduling for a class of installs	1
Installation Support	Planning facility design, scheduling and installation/deinstallation of various equipment	1.6.2 Design	if related to the design and preparation for installation for a single install	2
Installation Support	Planning facility design, scheduling and installation/deinstallation of various equipment	1.6.3 Production	if related to the production (installation) for a system/end item	3
Installation Support	Planning facility design, scheduling and installation/deinstallation of various equipment	1.6.3 Production	if related to the production (installation) for a system/end item	3
Installation Support	Planning facility design, scheduling and installation/deinstallation of various equipment	1.13.3 Facilities	if related to training facilities	5
Installation Support	Planning facility design, scheduling and installation/deinstallation of various equipment	4 DEMILITARIZATION and DISPOSAL	if only related to the removal and disposal of a system/end item	6
Installation Support	Planning, design, construction, and equipment layout and installation of new systems sites of new fa	1.6.1 Planning	if related to the planning/scheduling for a class of installs	1
Installation Support	Planning, design, construction, and equipment layout and installation of new systems sites of new fa	1.6.2 Design	if related to the production (installation) for a system/end item	2
Installation Support	Planning, design, construction, and equipment layout and installation of new systems sites of new fa	1.6.3 Production	if related to the production (installation) for a system/end item	3
Installation Support	Planning, design, construction, and equipment layout and installation of new systems sites of new fa	2.1.9 Installation Support	if related to more than one project/program/end item	4
Installation Support	Planning, design, construction, and equipment layout and installation of new systems sites of new fa	1.13.3 Facilities	if related to training facilities	5
Installation Support	Refurbishment, recovery, and storage plans of various systems	1.3.3 Logistics Management	if related to the planning for a system/end item	1
Installation Support	Refurbishment, recovery, and storage plans of various systems	2.1.3 Logistics Support	if related to more than one project/program/end item	2

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Installation Support	Refurbishment, recovery, and storage plans of various systems	3.7.4 Maintenance Engineering Support	if only related to the maintenance planning for a system/end item and program is in the O&S phase	3
Installation Support	Refurbishment, recovery, and storage plans of various systems	3.7.7 Life Cycle Test Support	if only related to the repair of a system/end item and program is in the O&S phase	4
Installation Support	Refurbishment, recovery, and storage plans of various systems	4 DEMILITARIZATION and DISPOSAL	if only related to the removal and disposal of a system/end item	5
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	1.2 PLATFORM/SITE INTEGRATION	if specifically related to platform integration for the whole system/end item	1
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	1.1.3 Integration, Assembly and Test Process	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	2
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	1.6.4 System Turnover	if completing after the install as part of the install process	3
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	1.4.1 Engineering	if related to the planning for the overall program/project/end item and not a lower level software or hardware element	4
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	1.1.1 Hardware	if specifically for a lower level hardware element	5
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	1.1.2 Software	if specifically for a lower level software element	6
Installation Support	Tempest Vulnerability Assessment Requests (TVARs)	2.1.2 Systems Engineering Support	if related to the planning for more than one project/program/end item	7
Integrated Logistics	Computer Resources Support	1.3.3 Logistics Management	if related to planning for system/end item	1
Integrated Logistics	Computer Resources Support	3.7.1 Fleet Engineering Support	if during the O&S phase of the program/project and related to planning Computer Resources Support	2
Integrated Logistics	Computer Resources Support	2.1.3 Logistics Support	if related to more than one project/program/end item and related to planning Computer Resources Support	3
Integrated Logistics	Computer Resources Support	1.3.4 ADP Support	if related to the actual Computer Resources Support for the program/project	4
Integrated Logistics	Computer Resources Support	3.6.7 Site Operations and Support	if during the O&S phase of the program/project and related to the actual Computer Resources Support	5
Integrated Logistics	Computer Resources Support	2.1.5 ADP Support	if related to more than one project/program/end item and related to the actual Computer Resources Support	6
Integrated Logistics	Facilities	1.3.3 Logistics Management	if related to planning for system/end item including training facilities	1
Integrated Logistics	Facilities	2.1.3 Logistics Support	if related to more than one project/program/end item and related to planning the facility requirements	2
Integrated Logistics	Facilities	1.12.1 Construction/Conversion/expansion	if related to the development or modification of facilities required for the development, production, inventory, or depot maintenance for the system/end item	3
Integrated Logistics	Facilities	3.7.7 Life Cycle Test Support	if during the O&S phase of the program/project and related to the planning for the facilities required for support of the system/end item	4
Integrated Logistics	Facilities	1.13.3 Facilities	if related to development/modification of training facilities	5
Integrated Logistics	Facilities	3.6.7 Site Operations and Support	if during the O&S phase of the program/project and related to the actual facilities used for support of the system/end item	6
Integrated Logistics	Logistics Engineering	1.4.3 Logistics Engineering	if related to planning for system/end item	1

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Integrated Logistics	Logistics Engineering	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	2
Integrated Logistics	Logistics Support Documentation	1.3.3 Logistics Management	if related to planning for system/end item	1
Integrated Logistics	Logistics Support Documentation	2.1.3 Logistics Support	if related to more than one project/program/end item	2
Integrated Logistics	Logistics Support Management	1.3.3 Logistics Management	if related to planning for system/end item	1
Integrated Logistics	Logistics Support Management	2.1.3 Logistics Support	if related to more than one project/program/end item	2
Integrated Logistics	Maintenance Planning	1.3.3 Logistics Management	if related to planning for system/end item	1
Integrated Logistics	Maintenance Planning	3.7.4 Maintenance Engineering Support	if during the O&S phase of the program/project	2
Integrated Logistics	Maintenance Planning	2.1.3 Logistics Support	if related to more than one project/program/end item	3
Integrated Logistics	Manpower, Personnel & Training	1.3.3 Logistics Management	if related to planning for system/end item	1
Integrated Logistics	Manpower, Personnel & Training	3.7.8 Training & Manning	if during the O&S phase of the program/project	2
Integrated Logistics	Manpower, Personnel & Training	2.1.3 Logistics Support	if related to more than one project/program/end item	3
Integrated Logistics	Packaging, Handling, Storage & Transportation	1.3.3 Logistics Management	if related to planning for system/end item	1
Integrated Logistics	Packaging, Handling, Storage & Transportation	3.7.1 Fleet Engineering Support	if during the O&S phase of the program/project	2
Integrated Logistics	Packaging, Handling, Storage & Transportation	2.1.3 Logistics Support	if related to more than one project/program/end item	3
Integrated Logistics	Supply Support	1.3.3 Logistics Management	MSD, PSD	1
Integrated Logistics	Supply Support	1.4.3 Logistics Engineering	Provisioning	2
Integrated Logistics	Supply Support	3.7.4 Maintenance Engineering Support	if during the O&S phase of the program/project	3
Integrated Logistics	Supply Support	2.1.3 Logistics Support	MSD, PSD related to more than one project/program/end item	4
Integrated Logistics	Supply Support	2.1.2 Systems Engineering Support	Provisioning related to more than one project/program/end item	5
Integrated Logistics	Support & Test Equipment	1.3.3 Logistics Management	planning for PSE and CSE	1
Integrated Logistics	Support & Test Equipment	3.7.7 Life Cycle Test Support	planning for PSE and CSE during the O&S phase of the program/project	2
Integrated Logistics	Support & Test Equipment	2.1.3 Logistics Support	planning for PSE/CSE related to more than one project/program/end item	3
Integrated Logistics	Support & Test Equipment	1.10.1 Peculiar Support Equipment	PSE	4
Integrated Logistics	Support & Test Equipment	1.10.2 Common Support Equipment	CSE	5
Integrated Logistics	Support & Test Equipment	3.6.8 Support Equipment Replacement	PSE and CSE during the O&S phase of the program/project	6
Integrated Logistics	Technical Data	1.3.3 Logistics Management	planning for tech data requirements for system/end item	1
Integrated Logistics	Technical Data	1.7.1 Technical Publications	technical publications development for one system/end item	2
Integrated Logistics	Technical Data	3.7.2 Configuration Management & Production	planning for tech data requirements for system/end item during the O&S phase of the program/project	3
Integrated Logistics	Technical Data	3.6.5 Publications	replacement of technical publications during the O&S phase of the program/project	4
Integrated Logistics	Technical Data	2.1.3 Logistics Support	planning for tech data requirements for more than one project/program/end item	5
Systems Engineering	Architecture Design and Evaluation	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	1
Systems Engineering	Architecture Design and Evaluation	1.1.1 Hardware	if specifically for a lower level hardware element	2
Systems Engineering	Architecture Design and Evaluation	1.1.2 Software	if specifically for a lower level software element	3
Systems Engineering	Architecture Design and Evaluation	1.1.3 Integration, Assembly and Test Process	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	4
Systems Engineering	Architecture Design and Evaluation	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	5
Systems Engineering	Configuration Management	1.4.2 Configuration Management	if related to the overall program/project/end item and not a lower level software or hardware element	1

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Systems Engineering	Configuration Management	3.7.2 Configuration Management & Product	if during the O&S phase of the program/project	2
Systems Engineering	Configuration Management	2.1.8 Configuration Management Support	if related to more than one project/program/end item	3
Systems Engineering	Deployable Joint C2 software analysis	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	1
Systems Engineering	Deployable Joint C2 software analysis	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	2
Systems Engineering	Deployable Joint C2 software analysis	1.1.2 Software	if specifically for a lower level software element	3
Systems Engineering	Deployable Joint C2 software analysis	1.1.3 Integration, Assembly and Test Process	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	4
Systems Engineering	Deployable Joint C2 software analysis	3.6.2 Software Maintenance	if during the O&S phase of the program/project	5
Systems Engineering	Hardware Engineering Services	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	1
Systems Engineering	Hardware Engineering Services	1.1.1 Hardware	if specifically for a lower level hardware element	2
Systems Engineering	Hardware Engineering Services	1.1.3 Integration, Assembly and Test Process	if related to the IA&T of the end item (not lower level hardware and software elements) including acceptance testing	3
Systems Engineering	Hardware Engineering Services	3.7.2 Configuration Management & Product	if during the O&S phase of the program/project	4
Systems Engineering	Hardware Engineering Services	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	5
Systems Engineering	Information Assurance	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	1
Systems Engineering	Information Assurance	1.2 PLATFORM/SITE INTEGRATION	if primarily related to integration testing with other systems, interoperability testing, integration testing with the host vehicle	2
Systems Engineering	Information Assurance	1.1.3 Integration, Assembly and Test Process	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	3
Systems Engineering	Information Assurance	1.1.1 Hardware	if specifically for a lower level hardware element	4
Systems Engineering	Information Assurance	1.1.2 Software	if specifically for a lower level software element	5
Systems Engineering	Information Assurance	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	6
Systems Engineering	Joint and Cross Service Systems Analysis	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	1
Systems Engineering	Joint and Cross Service Systems Analysis	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	2
Systems Engineering	Joint and Cross Service Systems Analysis	1.1.1 Hardware	if specifically for a lower level hardware element	3
Systems Engineering	Joint and Cross Service Systems Analysis	1.1.2 Software	if specifically for a lower level software element	4
Systems Engineering	Joint and Cross Service Systems Analysis	1.1.3 Integration, Assembly and Test Process	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	5
Systems Engineering	Joint Integration and Interoperability (JI&I) research for services/combatant commands	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	1
Systems Engineering	Joint Integration and Interoperability (JI&I) research for services/combatant commands	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	2
Systems Engineering	Performance Metrics	3.7.5 Performance & Maintenance Data Analysis	if during the O&S phase of the program/project	1
Systems Engineering	Performance Metrics	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element and technical/engineering related	2
Systems Engineering	Performance Metrics	1.3.1 Acquisition Management	if related to the overall program/project/end item and not a lower level software or hardware element and program related instead of technical/engineering related	3

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Systems Engineering	Performance Metrics	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	4
Systems Engineering	Performance Metrics	1.1.1 Hardware	if specifically for a lower level hardware element	5
Systems Engineering	Performance Metrics	1.1.2 Software	if specifically for a lower level software element	6
Systems Engineering	Performance Metrics	1.1.3 Integration, Assembly and Test Proc	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	7
Systems Engineering	Prime Mission Product Engineering	1.1.1 Hardware	if specifically for a lower level hardware element	1
Systems Engineering	Prime Mission Product Engineering	1.1.2 Software	if specifically for a lower level software element	2
Systems Engineering	Prime Mission Product Engineering	1.1.3 Integration, Assembly and Test Proc	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	3
Systems Engineering	Prime Mission Product Engineering	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	4
Systems Engineering	Prime Mission Product Engineering	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	5
Systems Engineering	Prime Mission Product Engineering	3.7.2 Configuration Management & Produ	if during the O&S phase of the program/project	6
Systems Engineering	Software Engineering Services	1.1.2 Software	if specifically for a lower level software element	1
Systems Engineering	Software Engineering Services	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	2
Systems Engineering	Software Engineering Services	3.6.2 Software Maintenance	if during the O&S phase of the program/project	3
Systems Engineering	Software Engineering Services	1.1.3 Integration, Assembly and Test Proc	if related to the IA&T of the end item (not lower level software elements) including acceptance testing	4
Systems Engineering	Software Engineering Services	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	5
Systems Engineering	Spectrum Management	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	1
Systems Engineering	Spectrum Management	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	2
Systems Engineering	Spectrum Management	1.1.1 Hardware	if specifically for a lower level hardware element	3
Systems Engineering	Spectrum Management	1.1.3 Integration, Assembly and Test Proc	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	4
Systems Engineering	Systems Effectiveness and Logistics Engineering	1.4.3 Logistics Engineering	if related to the overall program/project/end item and not a lower level software or hardware element and related to reliability, maintainability, availability	1
Systems Engineering	Systems Effectiveness and Logistics Engineering	3.7.2 Configuration Management & Produ	if during the O&S phase of the program/project, potentially other 3.7 (ISEA) elements	2
Systems Engineering	Systems Effectiveness and Logistics Engineering	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	3
Systems Engineering	Systems Effectiveness and Logistics Engineering	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	4
Systems Engineering	Systems Engineering Management	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	1
Systems Engineering	Systems Engineering Management	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	2
Test and Evaluation	Development Test and Evaluation	1.5.1 System DT&E	if primarily related to DT&E for the overall system/end item	1
Test and Evaluation	Development Test and Evaluation	2.1.11 T & E Support	if related to more than one project/program/end item	2
Test and Evaluation	Follow-On Test and Evaluation	1.5.3 System FOT&E	if primarily related to FOT&E for the overall system/end item	1
Test and Evaluation	Follow-On Test and Evaluation	2.1.11 T & E Support	if related to more than one project/program/end item	2

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Test and Evaluation	Operational Test and Evaluation	1.5.2 System OT&E	if primarily related to DT&E for the overall system/end item	1
Test and Evaluation	Operational Test and Evaluation	2.1.11 T & E Support	if related to more than one project/program/end item	2
Test and Evaluation	Other Testing (I.e., interoperability, security)	1.1.3 Integration, Assembly and Test Proc	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	1
Test and Evaluation	Other Testing (I.e., interoperability, security)	1.2 PLATFORM/SITE INTEGRATION	if primarily related to integration testing with other systems, interoperability testing, integration testing with the host vehicle	2
Test and Evaluation	Other Testing (I.e., interoperability, security)	1.6.4 System Turnover	If during the install process	3
Test and Evaluation	Other Testing (I.e., interoperability, security)	1.1.2 Software	if specifically for a lower level software element or IA&T of lower level Software elements	4
Test and Evaluation	Other Testing (I.e., interoperability, security)	1.1.1 Hardware	if specifically for a lower level hardware element or IA&T of lower level Hardware elements	5
Test and Evaluation	Other Testing (I.e., interoperability, security)	1.4.1 Engineering	if related to planning for testing for the overall program/project/end item and not a lower level software or hardware element	6
Test and Evaluation	Other Testing (I.e., interoperability, security)	2.1.11 T & E Support	if related to more than one project/program/end item and related to formal testing	7
Test and Evaluation	Other Testing (I.e., interoperability, security)	2.1.2 Systems Engineering Support	if related to more than one project/program/end item and not related to formal testing	8
Test and Evaluation	Other Testing (I.e., interoperability, security)	Other	There are other elements that include testing, above list is not complete	9
Test and Evaluation	Test and Evaluation Planning	1.4.1 Engineering	if related to the overall program/project/end item and not a lower level software or hardware element	1
Test and Evaluation	Test and Evaluation Planning	1.5.1 System DT&E	if primarily related to DT&E for the overall system/end item	2
Test and Evaluation	Test and Evaluation Planning	1.1.3 Integration, Assembly and Test Proc	if related to the IA&T of the end item (not lower level hardware or software elements) including acceptance testing	3
Test and Evaluation	Test and Evaluation Planning	1.2 PLATFORM/SITE INTEGRATION	if primarily related to integration testing with other systems, interoperability testing, integration testing with the host vehicle	4
Test and Evaluation	Test and Evaluation Planning	1.5.2 System OT&E	if primarily related to OT&E for the overall system/end item	5
Test and Evaluation	Test and Evaluation Planning	1.1.2 Software	if specifically for a lower level software element or IA&T of lower level Software elements	6
Test and Evaluation	Test and Evaluation Planning	1.1.1 Hardware	if specifically for a lower level hardware element or IA&T of lower level Hardware elements	7
Test and Evaluation	Test and Evaluation Planning	1.5.3 System FOT&E	if primarily related to FOT&E for the overall system/end item	8
Test and Evaluation	Test and Evaluation Planning	2.1.11 T & E Support	if related to more than one project/program/end item and related to formal testing	9
Test and Evaluation	Test and Evaluation Planning	2.1.2 Systems Engineering Support	if related to more than one project/program/end item and not related to formal testing	10
Test and Evaluation	Test and Evaluation Planning	Other	There are other elements that include testing, above list is not complete	11

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Administrative Support	Administrative Support	2.1.10 Administrative Support		*
Business Management	ACAT Designation Letters	1.3.1 Acquisition Management		*
Business Management	Acquisition Plan	1.3.1 Acquisition Management		*
Business Management	Acquisition Program Baselines	1.3.1 Acquisition Management		*
Business Management	Acquisition Strategies	1.3.1 Acquisition Management		*
Business Management	Affordability Assessment	1.3.1 Acquisition Management		*
Business Management	Analysis of Alternatives	1.3.1 Acquisition Management		*
Business Management	C4I Support Plan	1.3.1 Acquisition Management		*
Business Management	Clinger-Cohen Act Compliance	1.3.1 Acquisition Management		*
Business Management	Cost Analysis Requirements Description	1.3.1 Acquisition Management		*
Business Management	Cost as and Independent Variable Objective	1.3.1 Acquisition Management		*
Business Management	Defense Acquisition Executive Summary	1.3.1 Acquisition Management		*
Business Management	Earned Value Management	1.3.1 Acquisition Management		*
Business Management	Environmental Safety and Health Evaluation	1.4.3 Logistics Engineering		*
Business Management	Impact Statements	1.3.1 Acquisition Management	if general program related	1
Business Management	Impact Statements	1.3.2 Financial Management	if cost/finance/budget related	2
Business Management	Install Matrices	1.3.1 Acquisition Management		*
Business Management	Navy Training Plan	1.3.3 Logistics Management		*
Business Management	Program Life Cycle Cost Estimate	1.3.2 Financial Management		*
Business Management	Risk Management	1.3.1 Acquisition Management		*
Business Management	System Safety Plan	1.4.3 Logistics Engineering		*
Business Management	Technology Development Strategies	1.4.1 Acquisition Management	if engineering related	1
Business Management	Technology Development Strategies	1.3.1 Acquisition Management	if general program related	2
Contract Management	Cost Estimation/Evaluation (Source Selection and EVM analysis)	1.3.6 Contract Management	if source selection	1
Contract Management	Cost Estimation/Evaluation (Source Selection and EVM analysis)	1.3.1 Acquisition Management	if EVM	2
Contract Management	MR preparation (in AMAS)	1.3.6 Contract Management		*
Contract Management	Sole Source Justifications	1.3.6 Contract Management		*
Contract Management	Statements of Work	1.3.6 Contract Management		*
Financial Management	BRM Data Calls	1.3.2 Financial Management		*
Financial Management	Budget Reclama	1.3.2 Financial Management		*
Financial Management	Cost Estimates	1.3.2 Financial Management		*
Financial Management	Execution: Initiation, commitments, obligations, and expenditures	1.3.2 Financial Management		*
Financial Management	Financial Briefs	1.3.2 Financial Management		*
Financial Management	FMB Data Calls	1.3.2 Financial Management		*
Financial Management	Issue Papers	1.3.2 Financial Management	if cost/finance/budget related	1
Financial Management	Issue Papers	1.3.1 Acquisition Management	if general program related	2
Financial Management	Knowledge of Appropriation Law: RDT&E, OPN, O&MN, SCN	1.3.2 Financial Management		*
Financial Management	Knowledge of Corporate Financial Data Bases (e.g., FMIS 2000, IRAPS, SAP)	2.1.4 Financial Support	if related to one program/end item	2

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Financial Management	Knowledge of Corporate Financial Data Bases (e.g., FMIS 2000, IRAPS, SAP)	1.3.2 Financial Management	if related to more than one project/program/end item	1
Financial Management	Midyear Reviews	1.3.2 Financial Management	if cost/finance/budget related	1
Financial Management	Midyear Reviews	1.3.1 Acquisition Management	if general program related	2
Financial Management	PEOC4I&SPACE Data Calls	1.3.2 Financial Management	if cost/finance/budget related	1
Financial Management	PEOC4I&SPACE Data Calls	1.3.1 Acquisition Management	if general program related	2
Financial Management	POM/PR Development	1.3.2 Financial Management		*
Financial Management	President's/OSD/NAVCOMPT Budget Exhibits	1.3.2 Financial Management		*
Financial Management	Program Reviews	1.3.2 Financial Management	if cost/finance/budget related	1
Financial Management	Program Reviews	1.3.1 Acquisition Management	if general program related	2
Financial Management	Spend Plans	1.3.2 Financial Management		*
Financial Management	Sponsor Data Calls	1.3.2 Financial Management	if cost/finance/budget related	1
Financial Management	Sponsor Data Calls	1.3.1 Acquisition Management	if general program related	2
Financial Management	Tri-Annual Review	1.3.2 Financial Management		*
Program Management	Analysis, development, review and tracking of acquisition data	1.3.1 Acquisition Management	if general program related	1
Program Management	Analysis, development, review and tracking of acquisition data	1.3.2 Financial Management	if cost/finance/budget related	2
Program Management	Command metrics	1.3.1 Acquisition Management	if general program related	1
Program Management	Command metrics	1.3.2 Financial Management	if cost/finance/budget related	2
Program Management	Command metrics	2.1.1 Program Management Support	if related to more than one project/program/end item	3
Program Management	Cost analyses/monitoring	1.3.2 Financial Management		*
Program Management	Cost benefit analyses	1.3.2 Financial Management		*
Program Management	Cost estimates/models	1.3.2 Financial Management		*
Program Management	Cost estimating relationships	1.3.2 Financial Management		*
Program Management	Cost models	1.3.2 Financial Management		*
Program Management	Cost, technical, and schedule baselines	1.3.1 Acquisition Management	assumes IBR or SAR	*
Program Management	Develop Information Assurance Strategies	1.4.1 Engineering	if related to one program/end item	1
Program Management	Develop Information Assurance Strategies	2.1.2 Systems Engineering Support	if related to more than one project/program/end item	2
Program Management	Develop Program Protection Plan	1.4.1 Engineering		*
Program Management	Development of cost databases	1.3.2 Financial Management		*
Program Management	Development of independent estimates to support ACAT reporting (including TOC)	1.3.2 Financial Management		*
Program Management	Earned Value baselines and reports	1.3.1 Acquisition Management	analysis of submitted reports	1
Program Management	Earned Value baselines and reports	1.7.3 Management Data	if submitted as part of prime contract	2
Program Management	Evaluate Program Management Tools	1.3.1 Acquisition Management	if related to one program/end item	1
Program Management	Evaluate Program Management Tools	2.1.1 Program Management Support	if related to more than one project/program/end item	2
Program Management	Incidental IT support	1.3.4 ADP Support	if related to one program/end item	1

TaskCategory	Task Name	Potential WBS # and Name	Comments, When to select this WBS element	Order of Expected Assignment to task
Program Management	Incidental IT support	2.1.5 ADP Support	if related to more than one project/program/end item	2
Program Management	Information management	1.3.4 ADP Support	if related to one program/end item	1
Program Management	Information management	2.1.5 ADP Support	if related to more than one project/program/end item	2
Program Management	Organizational training	1.3.1 Acquisition Management	if related to one program/end item and for program office civilian/military workforce	1
Program Management	Organizational training	2.1.16 Training	if related to more than one project/program/end item and for general command civilian/military workforce	2
Program Management	Organizational training	2.1.1 Program Management Support	if related to more than one project/program/end item and for program office civilian/military workforce	3
Program Management	POA&M	1.3.1 Acquisition Management		*
Program Management	Prepare and Implement Operating Policies and Procedures	1.3.1 Acquisition Management		*
Program Management	Program/project briefings	1.3.1 Acquisition Management		*
Program Management	Program/system processes	1.3.1 Acquisition Management		*
Program Management	Project schedules	1.3.1 Acquisition Management		*
Program Management	Risk Management	1.3.1 Acquisition Management		*
Program Management	Security related measures and controls	1.4.1 Engineering		*
Program Management	Strategic Planning and Technical Roadmaps	1.3.1 Acquisition Management	if strategic planning oriented	1
Program Management	Strategic Planning and Technical Roadmaps	1.4.1 Engineering	if technical oriented	2
Program Management	Strategic Planning and Technical Roadmaps	1.3.5 TDA Support	if done by TDA	3
Program Management	WBS	1.3.1 Acquisition Management		*
Requirements	Analysis, development, review and tracking of acquisition data	1.3.1 Acquisition Management		*
Requirements	Capabilities Development Document	1.4.1 Engineering		*
Requirements	Capabilities Production Document	1.4.1 Engineering		*
Requirements	Initial Capabilities Document	1.4.1 Engineering		*
Requirements	Other program documentation	1.3.1 Acquisition Management		*
Requirements	Program planning and guidance documents, such as strategic plans and roadmaps	1.3.1 Acquisition Management		*
Requirements	Spectrum Certification Compliance	1.4.1 Engineering		*

* may apply to other WBS elements, but overwhelmingly will be primarily this element

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

NONE

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

3. THIS SPECIFICATION IS: (X and complete as applicable)

<input checked="" type="checkbox"/> X	a. PRIME CONTRACT NUMBER N00178-04-D-4067-NS02	<input checked="" type="checkbox"/> X	a. ORIGINAL (Complete date in all cases)	DATE (YYYYMMDD) 20060913
	b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)	REVISION NO. DATE (YYYYMMDD)
	c. SOLICITATION OR OTHER NUMBER N00024-06-R-3458	DUE DATE (YYYYMMDD)	c. FINAL (Complete item 5 in all cases)	DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? ☐ YES ☒ NO. If Yes, complete the following:

Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? ☐ YES ☒ NO. If Yes, complete the following:

In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE INDUS TECHNOLOGY, INC. 2243 SAN DIEGO AVENUE SAN DIEGO, CA 92110-2943	b. CAGE CODE 1BGW9	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip) DEFENSE SECURITY SERVICE (DSS) 11770 BERNARDO PLAZA COURT, SUITE 450 SAN DIEGO, CA 92128-2426
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7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip)

8. ACTUAL PERFORMANCE

a. LOCATION	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip)

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

SPAWAR HQ CORPORATE OPERATIONS ADMINISTRATIVE SUPPORT.

10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/> X	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/> X	<input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/> X	<input type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
g. NATO INFORMATION	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
i. LIMITED DISSEMINATION INFORMATION	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/> X
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	l. OTHER (Specify)	<input checked="" type="checkbox"/> X	<input type="checkbox"/>
k. OTHER (Specify)	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Information Technology (IT)		
PR NO.: N00024-06-R-3458					

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE

SPAWAR (O/P) 5500/3 (REV. 8-2002)

12. **PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (Specify):

COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, CODE 00A-13, 4301 PACIFIC HIGHWAY, SAN DIEGO CA 92110-3127

RELEASE OF NATO MATERIAL IS NOT AUTHORIZED.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

CLASSIFICATION GUIDES: NONE.

ACCESS REQUIREMENTS:

10.G PRIOR APPROVAL OF THE SPAWAR SYSTEMS COMMAND TECHNICAL CODE IS REQUIRED FOR SUBCONTRACTING. FOR THE DURATION OF ENDURING FREEDOM, ACCESS TO NATO INFORMATION REQUIRES ONLY AN INTERIM U.S. GOVERNMENT GRANTED CLEARANCE AT THE APPROPRIATE LEVEL AND SPECIAL BRIEFING. SUCH ACCESS REQUIRES ESTABLISHED NEED-TO-KNOW AND SPECIAL BRIEFING AT THE CONTRACTOR'S FACILITY. ATOMAL ACCESS STILL REQUIRES A FINAL CLEARANCE. (IN ACCORDANCE WITH THE OFFICE OF THE UNDER SECRETARY OF DEFENSE MEMORANDUM, DATED 5 DEC 2001, SUBJECT: FACILITATING NECESSARY ACCESS TO NATO CLASSIFIED INFORMATION).

10.J TO OBTAIN FOR OFFICIAL USE ONLY (FOUO) GUIDANCE REFER TO THE DOD INFORMATION SECURITY PROGRAM REGULATION, DOD 5200.1-R, APPENDIX 3, LOCATED AT [HTTP://WWW.DTIC.MIL/WHs/DIRECTIVES/CORRES/HTML/52001R.HTM](http://www.dtic.mil/whs/directives/corres/html/52001R.HTM).

CONTRACTING OFFICER REPRESENTATIVE (COR): MR. WILLIAM GRISTE, SPAWAR HQ CODE 00A (858) 537-8913

TECHNICAL REP (TR): MS. PAMELA FIELD SPAWAR HQ HR 00A-13, (619) 553-6951

CONTRACTING OFFICER: SPAWAR HQ BETTY CHU-CHANG, SPAWAR HQ 02-32G, 619-524-7192

ALL CLASSIFIED INFORMATION **MUST** BE MARKED IN ACCORDANCE WITH EXECUTIVE ORDER 12958-CLASSIFIED NATIONAL SECURITY INFORMATION, OF 17 APRIL 1995. AS AMENDED MARCH 2003. YOUR DEFENSE SECURITY SERVICE (DSS) INDUSTRIAL SECURITY REPRESENTATIVE (IS REP) SHOULD BE CONTACTED FOR ASSISTANCE.

COPIES OF ALL SUBCONTRACT DD FORM 254S MUST BE PROVIDED TO THE DISTRIBUTION LISTED IN BLOCK 17.

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. ☒ YES ☐ NO

(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement

which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED. FOR AUTHORIZED VISITS TO OTHER U.S. GOVERNMENT ACTIVITIES, THE CONTRATOR MUST COMPLY WITH ALL ONSITE SECURITY REQUIREMENTS OF THE HOST COMMAND.

INFORMATION TECHNOLOGY (IT) SYSTEMS PERSONNEL SECURITY PROGRAM REQUIREMENTS ARE ATTACHED AND **MUST** BE PASSED TO SUBCONTRACTORS.

FOR OFFICIAL USE ONLY (FOUO) INFORMATION REQUIREMENT ATTACHED.

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ YES ☒ NO

(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

KATHLEEN M. BROCKER

KATHLEEN.BROCKER@NAVY.MIL

b. TITLE

SECURITY'S CONTRACTING OFFICER'S

REPRESENTATIVE (COR)

c. TELEPHONE (Include Area Code)

(619) 524-2376

FAX: (619) 524-2376

d. ADDRESS (Include Zip Code)

COMMANDING OFFICER

SPAWAR SYSTEMS CENTER CODE 20351

53560 HULL ST.

SAN DIEGO, CA 92152-5001

17. REQUIRED DISTRIBUTION

☒ a. CONTRACTOR

☐ b. SUBCONTRACTOR

☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒ e. ADMINISTRATIVE CONTRACTING OFFICER Code 02-32G BETTY CHU-CHANG

☒ f. OTHERS AS NECESSARY Code 20351, CODE 00A PAM FIELD (TR), WILLIAM GRISTE (COR)

e. SIGNATURE

20060918

Kathleen Brocker

BLOCK 13 CONTINUED:

PAGE 3 OF 3

11.A CONTRACT PERFORMANCE IS RESTRICTED TO COMSPAWARESYS COM, SAN DIEGO CA. COMSPAWARESYS COM WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT.

11.E CONTRACT IS FOR ENGINEERING SERVICES. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CAN NOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFICATION GUIDANCE NEEDED WILL BE PROVIDED BY SPAWAR SAN DIEGO. SOW: 5.0-5.1

NO FURTHER ENTRIES ON THIS PAGE.

FOR OFFICIAL USE ONLY (FOUO) INFORMATION

1. The For Official Use Only (FOUO) marking is assigned to information at the time of its creation. It isn't authorized as a substitute for a security classification marking but is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act (FOIA).
2. Use of FOUO markings doesn't mean that the information can't be released to the public, only that it must be reviewed by SPAWAR Systems Command San Diego CA prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it.
3. An UNCLASSIFIED document containing FOUO information will be marked "FOR OFFICIAL USE ONLY" on the bottom face and interior pages.
4. Classified documents containing FOUO do not require any markings on the face of the document; however, the interior pages containing only FOUO information shall be marked top and bottom center with "FOR OFFICIAL USE ONLY." Mark only unclassified portions containing FOUO with "(FOUO)" immediately before the portion.
5. Any FOUO information released to you by SPAWAR Systems Command San Diego CA is required to be marked with the following statement prior to transfer:

THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTION(S) _____ APPLY.

6. Removal of the FOUO marking can only be accomplished by the originator or other competent authority. DO NOT REMOVE ANY FOUO MARKING WITHOUT WRITTEN AUTHORIZATION FROM SPAWAR SYSTEMS COMMAND SAN DIEGO CA OR THE AUTHOR. When the FOUO status is terminated you will be notified.
7. You may disseminate FOUO information to your employees and subcontractors who have a need for the information in connection with this contract.
8. During working hours, reasonable steps should be taken to minimize risk of access by unauthorized personnel. FOUO information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During nonworking hours, the information shall be stored in locked desks, file cabinets, bookcases, locked rooms, or similar items.
9. FOUO information may be transmitted via first-class mail, parcel post, fourth-class mail for bulk shipments only.
10. When no longer needed, FOUO information may be disposed by tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash, or recycle, container or in the uncontrolled burn.
11. Unauthorized disclosure of FOUO information doesn't constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.
12. Electronic transmission of FOUO information (voice, data, or facsimile) should be by approved secure communications systems whenever practical.

INFORMATION TECHNOLOGY (IT) SYSTEMS PERSONNEL SECURITY PROGRAM REQUIREMENTS

Authority and Purpose:

The U.S. Government conducts trustworthiness investigations of personnel who are assigned to positions that directly or indirectly affect the operation of unclassified IT resources and systems that process Department of Defense (DoD) information, to include For Official Use Only (FOUO) and other controlled unclassified information.

The United States Office of Personnel Management (OPM), Federal Investigations Processing Center (FIPC) process all requests for U.S. Government trustworthiness investigations. Requirements for these investigations are outlined in paragraph C3.6.15 and Appendix 10 of DoD 5200.2-R, available at <http://www.dtic.mil/whs/directives/corres/html/52002r.htm>. Personnel occupying an IT Position shall be designated as filling one of the IT Position Categories listed below. The contractor shall include all of these requirements in any subcontracts involving IT support. (Note: Terminology used in DoD 5200.2R references "ADP" vice "IT". For purposes of this requirement, the terms ADP and IT are synonymous.)

The Program Manager (PM), Contracting Officer's Representative (COR) or Technical Representative (TR) shall determine if they or the contractor shall assign the IT Position category to contractor personnel and inform the contractor of their determination. If it is decided the contractor shall make the assignment, the PM, COR, or TR must concur with the designation.

DoDD Directive 8500.1, Subject: Information Assurance (IA), paragraph 4.8 states "Access to all DoD information systems shall be based on a demonstrated need-to-know, and granted in accordance with applicable laws and DoD 5200.2R for background investigations, special access and IT position designations and requirements. An appropriate security clearance and non-disclosure agreement are also required for access to classified information in accordance with DoD 5200.1-R (reference (o))." DoD 5200.2R and DoDD 5200.2 require all persons assigned to sensitive positions or assigned to sensitive duties be U.S. citizens. All persons assigned to IT-I and IT-II positions, as well as all persons with access to controlled unclassified information (without regard to degree of IT access) or performing other duties that are considered "sensitive" as defined in DoDD 5200.2 and DoD 5200.2R must be U.S. citizens. Furthermore, access by non-U.S. citizens to unclassified export controlled data will only be granted to persons pursuant to the export control laws of the U.S. The categories of controlled unclassified information are contained in Appendix 3 of DoD 5200.1R. These same restrictions apply to "Representatives of a Foreign Interest" as defined by DoD 5220.22-M (National Industrial Security Program Operating Manual, NISPOM).

Criteria For Designating Positions:

IT-I Position (Privileged)

- Responsibility or the development and administration of Government computer security programs, and including direction and control of risk analysis and/or threat assessment.
- Significant involvement in life-critical or mission-critical systems.
- Responsibility for the preparation or approval of data for input into a system, which does not necessarily involve personal access to the system, but with relatively high risk for effecting grave damage or realizing significant personal gain.
- Relatively high risk assignments associated with or directly involving the accounting, disbursement, or authorization for disbursement from systems of (1) dollar amounts of \$10 million per year or greater, or (2) lesser amounts if the activities of the individual are not subject to technical review by higher authority in the IT-I category to ensure the integrity of the system.
- Positions involving major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring, and/or management of systems hardware and software.
- Other positions as designated by SPAWARSYSCEN San Diego CA that involve relatively high risk for effecting grave damage or realizing significant personal gain.

Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudicated Single Scope Background Investigation (SSBI) or SSBI Periodic Reinvestigation (SSBI-PR). The SSBI or SSBI-PR shall be updated every 5 years using the Questionnaire for National Security Positions, SF-86. (Note: When an SSBI is required for IT-1 position forward the investigative package to the following address):

Department of the Navy
Central Adjudication Facility
Washington Navy Yard
716 Sicard Street, SE STE 2000
Washington, D.C. 20388-5389

IT-II Position (Limited Privileged)

Responsibility for systems design, operation, testing, maintenance, and/or monitoring that is carried out under technical review of higher authority in the IT-I category, includes but is not limited to:

- Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, and Government-developed privileged information involving the award of contracts;
- Accounting, disbursement, or authorization for disbursement from systems of dollar amounts less than \$10 million per year. Other positions are designated by SPAWARSCEN San Diego CA that involve a degree of access to a system that creates a significant potential for damage or personal gain less than that in IT-I positions. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudicated National Agency Check (NAC).

IT-III Position (Non-Privileged)

- All other positions involving Federal IT activities. Incumbent in this position has non-privileged access to one or more DoD information systems, application, or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudicated NAC.

Qualified Cleared Personnel Do **NOT** Require Trustworthiness Investigations:

If an employee is in a position that **does not** require a personnel security clearance, **do not** submit a request for clearance, simply submit the ***Public Trust Position Application***, Standard Form (SF) 85P, for trustworthiness determination. If an employee has already been granted a personnel security clearance at the appropriate level without a break in service for more than 24 months, and in the case of IT-I Position has had a completed Personnel Security Investigation (a Single Scope Background Investigation-SSBI) less than 5 years old, you do **not** need to submit an additional investigation for the trustworthiness determination.

Procedures for submitting U.S. Government Trustworthiness Investigations:

Only hard copy SF85Ps are acceptable by OPM-FIPC. The contractor will ensure personnel complete either the hard copy SF 85P or the online—fillable form of the SF85P. The SF85P is available from OPM at <http://www.opm.gov>.

The SF85P - request package, shall include:

- A hard copy of the SF85P;
- All pertinent signed release forms;
- OPM Fingerprint Card FD 258; and
- An OPM coversheet signed and dated by the employee and FSO.

In the "Your Employment Activities" block add the contract number requiring the Trustworthiness Investigation. The FSO is responsible for completing the OPM coversheet that is available for downloading with instructions at: <http://www.opm.gov/extra/investigate/dodsf85.pdf>. Note: For item "J" on this coversheet, use 4219 as the Submitting Office Number (SON). For item "L" insert "N030" (SOI). For item "N" enter "DSS-IND" (OPAC-ALC Number). Then for item "O" enter "RUC" (Accounting-Data and/or Agency Case Number).

The company shall review the SF85P for completeness and use SECNAVINST 5510.30A, Appendix G available at <http://neds.nebt.daps.dla.mil/> to determine if any adverse information is present. Additional guidance for requesting investigations from OPM is found at <http://www.opm.gov>. Completed SF85P packages will be mailed to: Commanding Officer, Space and Naval Warfare Systems Center, Code 20351 (SF85P), 53560 Hull Street, San Diego, CA 92152-5001. Note: All forms must be signed within 60 days of the date of submission. Submitted forms, which are not received within these 60 days, will be delayed or returned. If no change has occurred, forms must be re-dated and initialed by the Subject/employee.

Your company will be notified in writing of the suitability determination of this command. If an individual received a negative trustworthiness determination, they will be immediately removed from their position of trust, the contractor will follow the same employee termination processing above, and they will replace any individual who has received a negative trustworthiness determination.

If you require additional assistance for SF85P or related concerns, you may send email to SPAWARSYSCEN San Diego CA at SF85P@spawar.navy.mil.

Visit Authorization Letters (VALs) for Qualified Employees:

The contractor will include the IT Position Category for each person so designated on a VAL once the COR or TR has approved the Category. VALs will be sent to the following address: Commanding Officer, SPAWARSYSCEN San Diego, ATTN: Code 20352, 49275 Electron Drive, San Diego, CA 92152-5435 or via the Joint Personnel Adjudication System (JPAS).

Employment Terminations:

The contractor shall:

- Immediately notify the COR or TR of the employee's termination.
- Send email to SF85P@spawar.navy.mil notifying them of the termination.
- Fax a termination VAL to Code 20352 at (619) 553-6169.
- Return any badge and decal to Code 20352.

SPECIFIC ON-SITE SECURITY REQUIREMENTS-Attachment (2)

I. GENERAL.

- a. Contractor Performance. In performance of this Contract the following security services and procedures are incorporated as an attachment to the DD 254. The Contractor will conform to the requirements of DoD 5220.22-M, Department of Defense National Industrial Security Program, Operating Manual (NISPOM). When visiting the Space and Naval Warfare Systems Command (SPAWARSYSCOM) at Old Town Campus (OTC) the Contractor will comply with the security directives used regarding the protection of classified and controlled unclassified information, SECNAVINST 5510.36 (series), SECNAVINST 5510.30 (series), and NRADINST 5720.1(series). Both of the SECNAV Instructions are available online at <http://neds.nebt.daps.mil/directives/table52.html>. A copy of NRADINST 5720.1 will be provided upon receipt of a written request from the Contractor's Facility Security Officer (FSO) to the SPAWAR Systems Command Security's Contracting Officer's Representative (COR), Code 20351. If the Contractor establishes a cleared facility or Defense Security Service (DSS) approved off-site location from SPAWAR SYSCOM, the security provisions of the NISPOM will be followed within this cleared facility.
- b. Security Supervision. Space and Naval Warfare Systems Center (SPAWARSYSCEN) San Diego will exercise security supervision over all contractors visiting SPAWARSYSCOM and will provide security support to the Contractor as noted below. The Contractor will identify, in writing to Security's COR, an on-site Point of Contact to interface with Security's COR.

II. HANDLING CLASSIFIED MATERIAL OR INFORMATION.

- a. Control and Safeguarding. Contractor personnel located at SPAWARSYSCOM are responsible for the control and safeguarding of all classified material in their possession. All contractor personnel will be briefed by their FSO on their individual responsibilities to safeguard classified material. In addition, all contractor personnel are invited to attend SPAWARSYSCEN conducted Security Briefings, available at this time by appointment only. In the event of possible or actual loss or compromise of classified material, the on-site Contractor will immediately report the incident to SPAWARSYSCEN's Code 20351, telephone (619) 553-3005, as well as the Contractor's FSO. A Code 20351 representative will investigate the circumstances, determine culpability where possible, and report results of the inquiry to the FSO and the Cognizant DSS Field Office. On-site contractor personnel will promptly correct any deficient security conditions identified by a SPAWARSYSCEN Security representative.
- b. Storage.
 1. Classified material may be stored in containers authorized by SPAWARSYSCEN's Physical Security Branch, Code 20352 for the storage of that level of classified material. Classified material may also be stored in Contractor owned containers brought on board SPAWARSYSCOM with Code 20352's written permission. Areas located within cleared contractor facilities on board SPAWARSYSCOM will be approved by DSS.
 2. The use of Open Storage areas must be pre-approved in writing by Code 20352 for the open storage, or processing, of classified material. Specific supplemental security controls for open storage areas, when required, will be provided by SPAWARSYSCEN San Diego, Code 20352.
- c. Transmission of Classified Material.
 1. All classified material transmitted by mail for use by long term visitors will be addressed as follows:
 - (a) TOP SECRET, Non-Sensitive Compartmented Information (non-SCI) material using the Defense Courier Service: SPAWARSYSCEN-SAN DIEGO: 271582-SN00, SPAWARSYSCEN SAN DIEGO.

(b) CONFIDENTIAL and SECRET material transmitted by FedEx, USPS Registered, Express mail will be addressed to COMMANDER, SPACE & NAVAL WARFARE SYSTEMS COMMAND, 4301 PACIFIC HWY, SAN DIEGO CA 92110-3127. The inner envelope will be addressed to the attention of the Contracting Officer's Representative (COR) or applicable Technical Representative (TR) for this contract, to include their code number.

2. All SECRET material hand carried to SPAWARSYSCOM by contractor personnel must be delivered to the Classified Material Control Center (CMCC), Code 20332, building 33, room 1305, for processing.
3. All CONFIDENTIAL material hand carried to SPAWARSYSCOM by contractor personnel that is intended to remain at SPAWARSYSCOM shall be provided to the designated recipient or proper cleared SPAWARSYSCOM employee.
4. All SPAWARSYSCOM classified material transmitted by contractor personnel from SPAWARSYSCOM will be sent via the SPAWARSYSCOM Technical COR or TR for this contract.
5. The sole exception to the above is items categorized as a Data Deliverable. All contract Data Deliverables will be sent directly to the Technical COR or TR and a notification of deliverables without attachments will be sent to the cognizant PCO, unless otherwise stated in the contract.

III. INFORMATION SYSTEMS (IS) Security. Contractors using ISs, networks, or computer resources to process classified, sensitive unclassified and/or unclassified information will comply with the provisions of SECNAVINST 5239.3 (series) and local policies and procedures. Contractor personnel must ensure that systems they use at SPAWARSYSCOM have been granted a formal letter of approval to operate by contacting their Information Assurance Office.

IV. VISITOR CONTROL PROCEDURES.

Title 18 USC 701 provides for criminal sanctions including fine or imprisonment for anyone in possession of a badge who is not entitled to have possession. Sec. 701. Official badges, identification cards, other insignia. Whoever manufactures, sells, or possesses any badge, identification card, or other insignia, of the design prescribed by the head of any department or agency of the United States for use by any officer or employee thereof, or any colorable imitation thereof, or photographs, prints, or in any other manner makes or executes any engraving, photograph, print, or impression in the likeness of any such badge, identification card, or other insignia, or any colorable imitation thereof, except as authorized under regulations made pursuant to law, shall be fined under this title or imprisoned not more than six months, or both.

- a. Contractor personnel assigned to SPAWARSYSCOM will be considered long-term visitors for the purpose of this contract.
- b. Submission of valid Visit Authorization Letter (VAL) for classified access to SPAWARSYSCOM is the responsibility of the Contractor's Security Office. All VAL's will be prepared in accordance with the NISPOM. They will be sent to either COMMANDING OFFICER, ATTN CODE 20352, SPAWAR SYSTEMS CENTER, 49275 ELECTRON DRIVE, SAN DIEGO, CA 92152-5435 for the Point Loma Campus (PLC), or COMMANDING OFFICER, VISITOR CONTROL OTC, SPAWAR SYSTEMS CENTER, 53560 HULL STREET, SAN DIEGO, CA 92152-5001 for OTC. Visit requests may be sent via facsimile to the PLC at (619) 553-6169, and verified at (619) 553-3203 or the OTC at (619) 524-2745, and verified at (619) 524-2751 or (619) 524-3124. Visit requests may be submitted for one year.
- c. For visitors to receive a SPAWAR Systems Center badge their Government point of contact must approve their visit request and the visitor must present government issued photo identification.
- d. Visit requests for long-term visitors must be received at least one week prior to the expected arrival of the visitor to ensure necessary processing of the request.

- e. Code 20352 will issue temporary identification badges to Contractor personnel following receipt of a valid VAL from the Contractor's FSO. The responsible SPAWARCOM COR will request issuance of picture badges to contractor personnel. Identification badges are the property of the U.S. Government, will be worn in plain sight, and used for official business only. Unauthorized use of an SPAWARSYSCEN badge will be reported to the DSS.
- f. Prior to the termination of a Contractor employee with a SPAWARSYSCEN badge or active VAL on file the FSO must:
 - 1. Notify in writing Code 20352, the COR, Security's COR, and the laboratory managers of any laboratories into which the employee had been granted unescorted access of the termination and effective date. In emergencies, a facsimile may be sent or a telephone notification may be used. The telephone notification, however, must be followed up in writing within five working days.
 - 2. Immediately confiscate any SPAWARSYSCEN issued identification badge, (to include Common Access Card (CAC) and OP Form 55 card, if issued), and vehicle decals and return them to Code 20352 no later than five working days after the effective date of the termination.
- g. Common Access Card (CAC).
 - 1. VAL must be on file, form completed and signed, approved by the contractor's COR, and sent to the Badge and Pass Office, Code 20352.

V. INSPECTIONS. Code 20351 personnel may conduct periodic inspections of the security practices of the on-site Contractor. All contractor personnel will cooperate with Code 20351 representatives during these inspections. A report of the inspection will be forwarded to the Contractor's employing facility, Security's COR and Technical COR. The Contractor must be responsive to the Code 20351 representative's findings.

VI. REPORTS. As required by the NISPOM, Chapter 1, Section 3, contractors are required to report certain events that have an impact on the status of the facility clearance (FCL), the status of an employee's personnel clearance (PCL), the proper safeguarding of classified information, or an indication classified information has been lost or compromised.

A. The Contractor will ensure that certain information pertaining to assigned contractor personnel or operations is reported to Security's COR, Code 20351. If further investigation is warranted it will be conducted by Code 20351. This reporting will include the following:

- 1. The denial, suspension, or revocation of security clearance of any assigned personnel;
 - 2. Any adverse information on an assigned employee's continued suitability for continued access to classified access;
 - 3. Any instance of loss or compromise, or suspected loss or compromise, of classified information;
 - 4. Actual, probable or possible espionage, sabotage, or subversive information; or
 - 5. Any other circumstances of a security nature that would effect the contractor's operation on board SPAWARSYSCOM.
- b. In addition to the NISPOM reporting requirements, any conviction and/or violation of the Foreign Corrupt Practices Act, or any other violation of the International Traffic in Arms Regulations (ITAR) shall immediately be reported to the Designated Disclosure Authority (DDA), COR/TR/PM and Contracting Officer

VII. PHYSICAL SECURITY.

- a. SPAWARSYSCEN, San Diego will provide appropriate response to emergencies occurring onboard this command. The Contractor will comply with all emergency rules and procedures established for SPAWARSYSCEN.
- b. A roving Contract Security Guard patrol will be provided by SPAWARSYSCEN San Diego. Such coverage will consist of, but not be limited to, physical checks of the window or door access points, classified containers, and improperly secured documents or spaces. Specific questions or concerns should be addressed to Code 20352.
- c. All personnel aboard SPAWARSYSCEN San Diego property are subject to random inspections of their vehicles and personal items. Consent to these inspections is given when personnel accept either a badge or a vehicle pass/decal permitting entrance to this command.
- d. Information about parking restrictions may be found on the Security web site at <https://iweb.spawar.navy.mil/services/security/html/Parking.html>.

Contractors must comply with installation access control procedures. Any Contractor who repeatedly violates access control requirements will be issued an Apparent Security Violation (ASV). After the ASV has been investigated, a letter will be forwarded to the contracting facility's Security Officer via the Center's Contracting Officer for resolution.

VIII. COR RESPONSIBILITIES.

- a. Review requests by cleared contractors for retention of classified information beyond a two-year period and advise the contractor of disposition instructions and/or submit a Final DD 254 to Security's COR.
- b. In conjunction with the appropriate transportation element, coordinates a suitable method of shipment for classified material when required.
- c. Certify and approve Registration For Scientific and Technical Information Services requests (DD 1540) (DTIC).
- d. Ensure timely notice of contract award is given to host commands when contractor performance is required at other locations.
- e. Certify need-to-know on visit requests and conference registration forms.

IX. SPECIAL CONSIDERATIONS FOR ON-SITE CLEARED FACILITIES.

Any cleared contractor facility on board SPAWARSYSCOM will be used strictly for official business associated with this contract. No other work may be performed aboard this facility. Additional SPAWARSYSCOM contracts may be performed in this cleared facility, but only on a case-by-case basis. The COR, Security's COR, and Contracting Officer must all be in agreement that this particular arrangement best suits the needs of the Government. At the end of this contract the on-site facility must be vacated, with proper written notification being submitted to the DSS and Security's COR.

X. ITEMS PROHIBITED ABOARD SPAWARSYSCOM AND SPAWARSYSCEN SAN DIEGO.

The following items are prohibited within any SPAWARSYSCOM & SPAWARSYSCEN San Diego controlled areas, with the exception of personnel authorized to possess weapons in the performance of required duties. Also, note exceptions for alcohol possession and consumption on board SPAWARSYSCEN San Diego property.

WEAPONS

1. Ammunition
2. Fireworks
3. Molotov Cocktail
4. Pipe Bomb
5. Black Jack
6. Slingshots
7. Billy/Sand Club
8. Nunchakus
9. Sand Bag: Partially filled with sand and swung like a mace
10. Metal (Brass) Knuckle
11. Dirk or Dagger
12. Switch Blade or Butterfly Knife
13. Knife with a blade (cutting edge) longer than 4 inches
14. Razor with Unguarded blade.
15. Pipe, Bar or Mallet to be used as a club.
16. Compressed Air or Spring Fired Pellet/BB gun
17. Tear Gas/Pepper Spray Weapon
18. Pistol, Revolver, Rifle, Shotgun or any other Firearm
19. Bows, Crossbows or Arrows
20. Bowie Style Hunting Knife
21. Any weapon prohibited by State law
22. Any object similar to the aforementioned items
23. Any offensive or defensive weapons not described above, but likely to cause injury (i.e., Stun Gun, Blow Gun).
24. Any abrasive, caustic, acid, chemical agent or similar substance, with which to inflict property damage or personal injury
25. Combination Tools with Knife Blades Longer Than 4 inches (i.e., Gerber, Leatherman, etc.)

Military personnel aboard SPAWARSSCOM and SPAWARSSCEN San Diego controlled areas not authorized to possess a firearm, as part of prescribed military duties will be apprehended if found in possession. Civilians in unauthorized possession of a firearm will be detained while civilian authorities are notified.

CONTROLLED SUBSTANCES

The unauthorized possession or use of controlled substances defined as marijuana, narcotics, hallucinogens, psychedelics, or other controlled substances included in Schedule I, II, III, IV, or V established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (84 Stat. 1236) is prohibited.

CONTRABAND

Contraband defined as all equipment, products and materials of any kind which are used, intended for use, or designed for use in injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or other controlled substances, in violation of law. This includes: hypodermic syringes, needles, and other objects to inject controlled substances in the body or objects to ingest, inhale or otherwise introduce marijuana, cocaine or hashish oil into the body is prohibited.

ALCOHOL

All SPAWARSSYSCOM, tenant command and other government employees, as well as support contractors and authorized visitors may bring unopened containers of alcohol on board the Center if it remains in their private vehicles except where expressly authorized for an approved event. Alcohol beverages will be consumed only at designated facilities for which written permission by the Commanding Officer is granted.

Personnel desiring to hold a social function and serve alcohol, should send a memo (hard copy) to the Commanding Officer, via the appropriate division head, the Director of Security, and the Public Affairs Officer. The Public Affairs Officer will approve or disapprove the facility use request based on availability and general use policy. If facility use is approved, the Public Affairs Officer will forward the memo to the Commanding Officer for approval/disapproval.

COUNTERFEIT CURRENCY

Counterfeit currency defined as any copy, photo, or other likeness of any U.S. currency, either past or present, not authorized by the U.S. Treasury Department is prohibited.

XI. ESCORTING POLICY.

- a. All personnel within SPAWARSSYSCOM and SPAWARSSYSCEN San Diego's fenced perimeters, with the exception of emergency personnel such as fire, ambulance, or hazardous material response personnel responding to an actual emergency, must wear an SPAWARSSYSCEN issued badge. Only U.S. citizens and U.S. Permanent Residents (former immigrant aliens) may be escorted under this policy. ALL SPAWARSSYSCOM FOREIGN NATIONAL VISITORS MUST BE PROCESSED THROUGH THE SPAWARSSYSCEN FOREIGN VISITS COORDINATOR OFFICE, 20351. Contact phone number: (619) 553-0437.
- b. All pictured badged SPAWARSSYSCOM and tenant command employees, as well as those contractors and other government employees who have an "E" on their picture badge may escort visitors wearing a red escort-required badge.

XIII. CELLULAR PHONE USAGE.

- a. Cellular phone use is prohibited in all secure spaces, i.e. Open Storage areas, classified laboratories.
- b. Vehicle operators on DoD installations and operators of Government vehicles shall not use cellular phones, unless the vehicle is safely parked or unless they are using a hands-free device, and are also prohibited from wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle.
- c. The use of cellular phones, portable headphones, earphones, or other listening devices while jogging, walking bicycling, or skating on roads and streets on Navy installations is prohibited except for use on designated bicycle and running paths and sidewalks.