PERFORMANCE WORK STATEMENT (PWS)
OVERARCHING PROGRAMMATIC SUPPORT TO THE UNMANNED AIRCRAFT SYSTEMS (UAS) PROJECT MANAGEMENT OFFICE

1.0 MISSION OBJECTIVE:

1.1 The contractor shall provide programmatic support for the UAS Project Office (PO) and Product Manager (PdM) for the following UAS platforms: Medium Altitude Endurance/ Extended Range/Multiple Purpose, Tactical Concepts/the Hunter, Improved Gnat (IGNAT) UAS, Warrior-A, and Warrior-Block-0, Ground Maneuver/Shadow, Small Unmanned Aircraft Systems/Raven, Unmanned Systems Airspace Integration Concepts (USAIC), Family of Systems, Common Systems Integration (CSI), Gasoline Micro Air Vehicle (gMAV), external programs for UAS, and emerging UAS programs.

1.2 The contractor shall provide programmatic support to the UAS PO across multiple disciplines to include systems engineering, information assurance, earned value management (EVMS), configuration support, Command, Control, Communications, Computers, and Intelligence (C4I), modeling and simulation support, Independent Assessment Panel (IAP), systems support, international cooperation activities/homeland security/counter UAS support, and business management.
(PS 3.2, 3.4, 3.5, 3.6, 3.7, 3.8)

2.0 PERFORMANCE REQUIREMENT: The Contractor, as an independent contractor and not as an agent or employee of the Government, shall provide programmatic support for the UAS PO. The contractor shall provide experienced personnel both on-site and off-site to manage the tasks identified in this PWS. These tasks shall be conducted independently by the contractor, but shall be coordinated with UAS PO counterparts. The contractor shall provide monthly Contractor's Progress, Status and Management Reports for each of the areas covered by this PWS IAW DI-MGMT-80227 DIN A003. The contractor shall provide the following:

2.1 System Engineering and Integration Support - The contractor shall perform requirements analysis, including allocation and verification activities, ORD, Joint Capabilities Integration and Development System **(**JCIDS**),** decomposition, specification development, and requirements definition. Provide support for requirements management tools such as Dynamic Object-Oriented Requirements System (DOORS), and maintain requirements databases using these tools. Develop standards and processes for the utilization of UAS, ground support equipment, concept of operations, airspace management, and systems engineering activities. Provide analysis and integration of data for the assigned systems; develop and propose updates to the processes and procedures; perform functional analyses and trade studies; support technology evaluations, and integration efforts; support risk management system efforts; conduct analysis, review, validation and propose updates of specifications, interface control documents, aircraft and ground station subsystem hardware, propulsion, software, payload and weapon integration plans and documents; provide input and make recommendations to Integrated Product Teams (IPTs) and working groups; monitor and analyze prime contractor integration activities. In

addition, support of the North Atlantic Treaty Organization (NATO) standards development and verification initiatives. The contractor shall develop schedules and critical path analysis for UAS systems. Perform system architecture analysis; develop proposed system architecture solutions, and support system architecture reviews. Perform reliability and quality analysis and studies and recommend reliability and quality solutions. Support airworthiness/airspace integration efforts to include analysis and research of requirements, the development of airworthiness/airspace integration plans and reports, and input to airworthiness/airspace integration meetings. Develop, review, and recommend draft system and subsystem specifications and interface requirements specifications; and prepare draft reports, white papers, briefings IAW DI-MISC-80508A, DIN A002. (PS4, PS8)

2.1.1 Provide input and recommendations for concept and requirements establishment, clarification, and amendments. Facilitate coordination between the user representative, the UAS PO, and other DoD and non DoD entities. Provide analytical evaluations of UAS and their employment to include researching and documenting concepts, requirements, and force structure issues. These evaluations shall focus on Army UAS and their subsystems and related activities at all echelons to include weaponization. Conduct relevant Doctrine, Organizations, Training, Materiel, Leadership, Personnel and Facilities (DOTMLPF) analyses, in the context of evolutionary development, toward integrating UAS into the current and future force structures. (PS4)

2.1.2 Provide input and recommendations for editing, coordinating and executing programmatic acquisition documents such as the Simulation Support Plan (SSP), Supportability Strategy (SS), Test and Evaluation Master Plan (TEMP), test plans and test reports, Acquisition Strategy Report (ASR), Modified Integrated Program Summary (MIPS), Information Support Plan (ISP), Systems Engineering Plan (SEP), System Engineering Master Plan (SEMP), and Program Protection Plan (PPP). Provide recommendations for system integration, both within and outside of the UAS PO, to facilitate integrated solutions across coordinated timelines, and strategic planning analysis, assessments and recommendations regarding acquisition strategy and implementation, risk reduction, and a full range of cost estimating and budget management support. (PS4)

2.1.3 Prepare evaluations, studies, and reports, in support of the overall effort, to include performing operations research and system analyses. (PS8)

2.1.4 Participate/provide input for requirements reviews, design reviews, test and evaluation reviews, trade-off analyses meetings, course of action assessments, and IPT/Technical Interchange meetings. (PS4)

2.1.5 Provide input, recommendations and preparation to technical publications that support UAS PO products and systems. (PS4)

2.2 Information Assurance

2.2.1 Information Assurance (IA) Certification and Accreditation (C&A) Support - IAW with DoD 5200.40 and related directives and policies, the contractor shall provide full DoD

Information Assurance Certification and Accreditation Process (DIACAP) recommendations to all current systems, and future systems under UAS PO oversight. This IA C&A programmatic support will include the development and preparation of draft System Security Accreditation Agreement (SSAA) documentation. The contractor shall perform IA test execution, data analysis and detailed test reporting of test results. The Residual Risk Assessment Report (RRAR) will identify remaining IA risks as well as feasible mitigation options. The contractor shall plan, develop, install and configure recommended security templates for each UAS system. In order to enhance system performance, the contractor shall provide recommendations and input to the UAS PO to refine and improve security configuration. (PS4)

2.2.2 Program Protection Plan Support - The contractor shall provide PPP programmatic support across all UAS PO systems. This support shall provide recommendations and input to the PO with an over-arching security plan that addresses areas such as tactical assessments, control plans, IA strategy, Security Classification Guides, as well as Anti-Tamper assistance. The contractor shall include Common Criteria support in the development of Protection Profiles. (PS4)

2.2.3 Commercial-off-the-Shelf (COTS) Software Assessments - The contractor shall perform capability assessments of COTS software implemented into UAS systems as well as Software blocking coordination. The contractor shall provide recommendations for detail and direct coordination of testing activities on all UAS systems. This support will be provided to all current and future systems under UAS PO oversight. (PS3)

2.3 Earned Value Management System (EVMS) - The contractor shall provide analysis and integration of data for the UAS EVMS systems. The contractor shall conduct EVMS analyses, and prepare EVMS plans and reports. The contractor shall provide input and make recommendations to IPTs and working groups; provide analysis of prime contractor EVMS activities; and monitor assigned EVMS activities. Based on the above analyses, the contractor shall review and provide input to EVMS plans and reports, and prepare reports, white papers, and briefings associated with UAS systems IAW DI-MISC-80508A, DIN A002. (PS3)

2.3.1 Integrated Master Plan (IMP)/Integrated Master Schedule (IMS) – The contractor shall prepare, maintain, update, and provide analysis to the development of an IMP and IMS. The IMS shall provide a crosswalk with the IMP, Work Breakdown Structure, Contractor Work Breakdown Structure, SOW, and the Acquisition Plan. The IMS shall include significant risks identified and flag the critical risk mitigation efforts. The IMS will be baselined during the task Integrated Baseline Reviews and play a key role in the EVMS reporting requirements. (PS4)

2.4 Configuration Management Support - The contractor shall provide analysis and integration of data for UAS configuration management activities. The contractor shall provide input and recommendations to configuration management reviews and audits, monitor configuration changes, maintain configuration descriptions and databases, and develop draft configuration management plans and reports. Based on the above analyses, the contractor shall review and provide input to system and subsystem specifications and interface requirements specifications; and prepare reports, white papers, and briefings, associated with UAS systems configuration activities, IAW DI-MISC-80508A, DIN A002. (PS4)

2.5 C4I

2.5.1 C4I Architecture Planning - The contractor shall provide recommendations and input in the development of C4I architecture planning, conduct and coordinate C4I training, coordinate the C4I support plan, and provide input and preparation format for CIO support documentation coordination. This support will be provided to all systems under UAS PO oversight. (PS7, b.)

2.5.2 Interoperability and C4I - The contractor shall provide specialized program management support and recommendations for C4I and Interoperability. (PS4)

2.5.3 Analysis and integration of C4I and Interoperability data from engineering, test and evaluation, and logistics shall be provided. Integration with other battlefield information systems shall be analyzed. Operational Test and Evaluation shall be supported. Input, recommendations, and preparation in draft format of comprehensive plans/documents IAW the DoD 5000 series shall be provided for C4I and Interoperability across all UAS systems. (PS4)

2.5.4 Provide input, advice and recommendations to UAS IPTs. (PS4)

2.5.5 The contractor shall provide recommendations and input to modifications to software plans for alignment with software blocking strategy and development of Interoperability Profiles (IOPs). (PS4)

2.5.6 Prepare, provide input, and participate in conferences, meetings, program reviews, and milestone reviews. (PS4)

2.5.7 The contractor shall provide recommendations and input in the DIACAP certification process for all UAS systems and products. (PS4)

2.5.8 The contractor shall stay current and provide recommendations relative to all C4I and Interoperability Army/DoD guidance and policies. (PS4)

2.5.9 The contractor shall perform operational research and analysis for deployment, operational effectiveness and operational performance utilizing Government approved simulation models. (PS8)

2.6 Modeling and Simulation (M&S) Support - The contractor shall provide analysis and integration of data for UAS M&S activities, conduct reviews, prepare reports, plans, briefings, white papers, and provide results and updates to interface requirements specifications. The contractor shall provide input and make recommendations to IPTs and working groups; and monitor and analyze prime contractor and other assigned M&S activities. IAW DI-MISC-80508A, DIN A002. (PS4)

2.6.1 The contactor shall provide recommendations for the development, modification and adoption of tools and procedures for increased efficiencies in the context of the Army's Simulation and Modeling for Acquisition, Requirements and Training (SMART) initiative. This

examination involves conducting research to provide recommendations for opportunities to capitalize on modeling and simulation technology to foster better programmatic decisions, less risk, and collaboration of the requirements, training, acquisition, logistics, and test communities. Of particular importance for this effort, are the processes and the tools to help track and manage schedules/actions and to allow rapid trade-offs between cost and performance. The contractor shall provide recommendations for schedule preparation and analysis, which includes the tracking of key equipment and asset availability/asset needs and making risk assessments and recommendations thereto. The contractor shall also include recommendations for the development and modification of processes and tools to better manage the correlation between program requirements, technical specifications, work breakdown structures, and cost elements found in the various programmatic documents. The contractor's analysis shall encompass all phases of product development and address all functional aspects of the system. (PS 3.1, 3.2, 3.3, 3.4, 3.5, 3.8)

2.7 IAP - The contractor shall provide an independent assessment panel of subject matter experts knowledgeable of UAS and Army materiel development to review and assess the various Army UAS Programs in determining the feasibility of establishing a single manager/proponent for Army UAS and the development of a long-term, overarching strategy to achieve that end. The contractor shall provide its independent expertise to provide recommendations and input to the Project Manager/Deputy Project Manager UAS and the UAS PO system engineering, program management, technical, and logistical support across all phases of development and fielding including the following areas: (PS5)

2.7.1 The Contractor as an independent contractor shall provide all necessary support services, labor and incidental materials to complete the assessments, recommendations and briefings. The contractor shall interface with Government management personnel. (PS5)

2.7.2 Conduct Review and Assessment of UAS Issues and/or Programs. The contractor shall arrange for a review and assessment of specific issues and/or programs in relation to UAS organizational planning and development. The contractor shall provide recommendations in the development of UAS organizational vision, mission, goals, and objectives. The contractor shall conduct an analyses of current and future unmanned systems to include UAS programs; their operational missions, goals, and objectives; related procurement and acquisition issues; and provide input in the feasibility of developing and implementing a strategy that meets the Army Strategic Planning Guidance, Army UAS Roadmap, and provide advice in the efficient development of the Program Objective Memorandum in terms of an affordable acquisition approach. (PS5)

2.8 System Support

2.8.1 The contractor shall provide program management support to CONUS and OCONUS fielded unit sites consisting of on-site reviews involving fielded systems, subsystems, component parts, and supporting tools and equipment. The contractor shall research, analyze, and provide recommendations regarding readiness and sustainment and shall deliver the report IAW DI-MISC-80508A, DIN A002. (PS4)

2.8.2 The contractor shall provide support in the development and updates of Training Aids, Devices, Simulators and Simulations (TADSS) strategy for all products managed by UAS PO. The contractor shall review the design and recommend updates to the Operators Manuals and training courses; monitor operator training and field exercises; and refine training course materials based on analysis of observed operator proficiency and system configuration changes. (PS4)

2.8.3 The contractor shall provide recommendations to support the all logistic functions on UAS systems that requires to tracking of the system configuration, authorized stockage list for each system, and subsystem hardware inventories; review and recommend changes to the Government pertaining to procedures for equipment packing and shipment to fielded units; interact and coordinate with prime contractor representatives; and review and recommend procedure changes to the Government concerning repair and return processes from assigned Depots, either Contractor or Government. The contractor shall prepare status reports IAW DI-ADMN-81373, DIN A004. (PS4)

2.9 Common Logistics Operating Environment (CLOE) - The contractor shall provide recommendations and assist in the development of CLOE for all UAS platforms. This will include providing recommendations for the development and staffing of all requirements that support the CLOE. (PS4)

2.9.1 The contractor shall provide input to support the CLOE by conducting training, implementation, data collection, data analysis, data exploitation, and sustainment training for all legacy systems. The legacy systems are to include the legacy field support system Electronic Logbook Automated System (ELAS), the legacy sustainment support system that is currently RepairData.com, and Automated – Individual Aircrew Training Folders (I-IATF). (PS4)

2.9.2 The contractor shall provide recommendations to support of the CLOE by conducting training, implementation, data collection, data analysis, data exploitation, and sustainment training for all follow-on systems to include the Unit Level Logistics System – UAS-Initiative (formerly ULLS-UAS), the new sustainment support system that will be the Catalog Ordering and Logistics Tracking System (COLTS), and the Combined Aircraft Flight Records System (CAFRS). (PS4)

2.9.3 The contractor shall provide recommendations on acquisition strategy analysis and planning which include the development of life-cycle sustainment and product support strategies. These strategies include identification of organic and non-organic depot capabilities, Core Depot Assessments (CDA), Interim Contractor Support (ICS) strategies, Contractor Logistics Support (CLS), and traditional partnerships between Original Equipment Manufactures (OEM's) and organic depot, and the implementation of Performance Based Logistics (PBL) metrics and strategies based on the conduct of Business Case Analysis (BCA). (PS4)

2.9.4. Provide advice and input in issue resolution from fielded units operating UAS, Logistics Assistance Representatives, and the Integrated Material Management Center. (PS4)

2.9.5 Provide input for user conferences and UAS fleet management reviews. (PS4)

2.9.6 Provide recommendations and input for field exercises, training meetings, tests, deployments and fieldings. (PS4)

2.10 System survivability and countermeasures support - The contractor shall provide analysis and integration of data of all UAS countermeasure systems and analyze existing system data to assess survivability and countermeasures; develop and prepare engineering and system integration survivability and countermeasure plans, perform functional analyses, trade studies and risk assessments of countermeasure and survivability areas, and recommend the most feasible architectures, design approaches, system upgrades, and deficiency correction for UAS countermeasure and survivability systems. Based on these analyses and studies, the contractor shall prepare reports, white papers, and briefings IAW DI-MISC-80508A, DIN A002. (PS8)

2.10.1 The contractor shall be required to conduct concept studies and determine the most effective solution (s) (both passive and active techniques) to counter the UAS threat. The Counter UAS Office countermeasures efforts will include researching camouflage, concealment and deception (CCD) techniques; intercepting and destroying the UAS by air or ground-based fire before it launches or during its flight; destroying the GCS and/or datalink antenna controlling the UAS; jamming the UAS ground-to-air or air-to-ground datalink signal to its GCS; or intercepting, acquiring, and exploiting the UAS datalink signal. Upon determination of the best solution to counter UAS, the Counter UAS Office will then design, develop, produce, field, and train solutions to implement effective current counter-measures against UAS. Based on these analyses and studies, the contractor shall prepare reports, white papers, and briefings IAW DI-MISC-80508A, DIN A002. (PS8)

2.10.2 Provide input, advice, and recommendations for the development and analyses of security assistance programs to include homeland security and international agreements for cooperative programs to promote joint and allied cooperative programs and interoperability. Providing input to program requirements considering cost and schedule constraints. (PS7, PS8)

2.11 International Support and External Programs – The contractor shall provide support to the UAS PO in all functional areas of technical, logistics, and business management that relate to International support and External programs. (PS4, PS6)

2.12 Lean Six Sigma Process Improvement Support

2.12.1 The contractor shall provide lean six sigma process improvement support to the UAS PO in all functional areas of technical, logistics, and business management. Contractor shall coordinate and document LSS efforts to ensure compliance with LSS DMAIC processes or rapid improvement events. Contractor will implement metric data collection and reporting efforts to track all ongoing LSS projects and coordinate with appropriate offices. Contractor shall support timely and effective PEO reporting processes for status of all UAS LSS efforts and generate inputs for additional PEO LSS task assignments. (PS4)

2.12.2 Contractor shall conduct and organize process identification selection workshops (PISW) at least once per year to identify and select candidate LSS project efforts. (PS4)

2.12.3 The contractor shall facilitate, coordinate, and conduct LSS training classes and events for Yellow, Green, and Black Belt coursework. Contractor shall generate and track metrics for UAS personnel LSS training status. (PS4)

2.13 Employee Development

2.13.1 The contractor shall provide support for leadership development, communication workshops, and related surveys. The support shall include, but is not limited to, administering surveys, supporting quality and process improvement initiatives, analyzing program mission goals, and analyzing short and long range planning. (PS4)

2.13.2 The contractor shall support organizational improvement, to include administering surveys, supporting quality and process improvement initiatives, Baldrige-management assistance, and planning for, and facilitating, off-sites. (PS4)

2.14 Business Management

2.14.1 The contractor shall research, review, update, and provide input for UAS program requirements including acquisition planning documentation and Task Order requirement documentation, memorandums of understanding and acquisition reports and UAS program initiatives. The contractor shall interface with various technical and functional elements within the UAS PO. (PS4)

2.14.2 The contractor shall provide recommendations in the analysis, planning and preparation of procurement documentation for logistics, hardware, and support services in the execution of contractual actions. (PS4)

2.14.3 The contractor shall interpret and recommend proposed implementation of procurement and program policies and procedures and provide input in the resolution of complex problems/issues in the execution of numerous contractual actions. (PS4)

2.14.4 The contractor shall prepare and maintain contract status databases and shall provide input and recommendations in weekly and monthly procurement status reviews and bi-annual program reviews. (PS4)

2.14.5 The contractor shall provide input, advice and recommendations to Integrated Product Teams (IPT) which may include members of the UAS PO, AMCOM matrix support personnel, prime contractor personnel and other AMCOM EXPRESS contractor personnel, to develop contractor requirements packages, and develop joint proposal positions. (PS2, PS3, and PS4)

2.14.6 The contractor shall provide input and recommendations for budget activities for the UAS PO to include research and preparation of operating budgets, tracking of budget items, and interaction with Business Office personnel. The contractor shall conduct research, prepare operating budgets, and track budget items for the UASPO. Performance of this effort will require interaction with Business Office personnel. The contractor shall have experience with SOMARDS and/or GFEBs financial systems. (PS2)

2.14.7 The contractor shall participate in quarterly meetings with the UAS PO Business Office to verify, track, and manage budget/obligated dollars for the task order. The contractor shall prepare status reports IAW DI-ADMN-81373, DIN A004. (PS4)

2.15 Trade Show Requirements

2.15.1 The contractor shall provide assistance with managing and coordinating trade show services ranging from local one-day table-top events to week-long industry events. Management and assistance shall include on site installation, tear down, and storage of components. (PS4)

2.15.2 The contractor shall prepare and maintain an online inventory/show-history system that includes photos. (PS4)

2.15.3 The contractor shall provide input, advice and recommendations to Integrated Product Teams (IPT) which may include members of the UAS PO, AMCOM matrix support personnel, and other AMCOM EXPRESS contractor personnel, to determine the most cost effective method for UAS PO trade show presentations. (PS4)

3.0 TRAVEL:

3.1 Travel to Government sites and contractor facilities in CONUS and OCONUS shall be required in performance of this PWS. Travel cannot be forecast for all programs based on the fielding schedules of the various UAS PO systems. The contractor shall receive approval from the Contracting Officer's Representative (COR) prior to performing any travel. Approval via email is acceptable. All approved travel shall be subject to the availability of funds and the allowability of costs. Actual costs which exceed the maximum Joint Travel Regulation (JTR) rates are unallowable costs, unless the procedures detailed in FAR 31-205-46(a)(3) are followed/documented (requires contractor submission of justification and analysis and prior approval of the contracting officer must be obtained by the COR). Airfare in excess of the lowest customary standard, coach, or equivalent is unallowable. The contractor shall prepare trip reports IAW DI-ADMN-81505 (CDRL A006).

4.0 MATERIAL:

4.1 Prior to any material purchases, the contractor shall get approval from the COR. If the contractor does not get prior approval, the contractor shall not be reimbursed for that expense.

5.0 SECURITY:

The contractor shall comply with the requirements of the Department of Defense (DoD) Contract Security Classification Specification (DD Form 254) and shall utilize the Security Classification Guides provided by the U.S. Government for classification guidance. Security Classification Guides will be provided after contract award. The contractor shall maintain facility clearance at the SECRET level for performance of duties under this contract. Significant upgrades and materiel procurement related to facility clearance shall be assessed and agreed upon jointly by the contractor and the Government. Contractors working on-site at Government facilities/installations shall maintain a Personnel Security Clearance at the SECRET

level to perform classified tasks. The contractor shall maintain sufficient number of employees with a Personnel Security Clearance at the SECRET level to perform classified tasks during the performance of this contract. Work will be performed at Government facilities (CONUS and OCONUS) and contractor facilities.

The performance of this contract shall require access to Communication Security (COMSEC) and Controlled Cryptographic Items (CCI) information and tactical ground control and airborne encryption equipment and Secure Telephone Equipment necessary for secure communications. Access to COMSEC information and equipment requires a final US Government security clearance at the appropriate level. National Security Agency (NSA) Central Security Service (CSS), NSA/CSS Policy Manual No. 3-16 "Control of Communications Security (COMSEC) Material" 5 August 2005, applies to this contract. Contractor is authorized to subcontract access to COMSEC to US owned and operated contractors after the Facility Security Office (FSO) has verified the subcontractor is authorized access to COMSEC. If the FSO cannot verify that a subcontractor is authorized access to COMSEC or if the subcontractor is a cleared US company with foreign ownership under a Special Security Agreement (SSA), the contractor shall submit a request to the Contracting Officer for approval to subcontract access to COMSEC.

The contractor shall require access to Non-Sensitive Compartmented Information (SCI) Intelligence threat systems in order to identify current system vulnerabilities and develop solutions. Contractors performing duties inside a Government owned or controlled facility shall follow procedures and policies for DoD 5220.22-M and the host organization in accordance with DCID 6/6, 11 July 2001. Access to Non-SCI Intelligence information will be on a case-by-case basis at Government facilities only. The Intelligence Addendum at Attachment 1 provides security requirements for intelligence information under this contract. Contractor shall not subcontract access to Non-SCI without staffing the subcontractor's DD 254 through the Intelligence Division. Request for Non-SCI intelligence documents and/or subcontractor's DD 254 must be submitted in writing to: Intelligence Division, (AMSAM-ISI), Building 5302, Room 2048, G-2 (Intelligence and Security), U.S. Army Aviation and Missile Command, Redstone Arsenal, AL 35898-5000.
Access to Intelligence information in support of this contract may be used only for that purpose. The contractor is not authorized to disclose further or release intelligence information to any of its components or employees not directly engaged in providing services under this contract or to another contractor. The contractor will not release intelligence information to foreign nationals or immigrant aliens (including a U.S. subsidiary of a foreign-owned company), foreign governments, or to international organizations. Public Release of non-SCI information is **NOT** authorized and is prohibited from Public Release.

The performance of this contract will require access to North Atlantic Treaty Organization (NATO) information. Access to NATO information requires a final US Government clearance at the appropriate level. Facility Security Officer (FSO) will brief other contractor personnel requiring access to NATO information. Access up to and including NATO SECRET material will be required for reference at Government facilities only. Contractor is not authorized to receive or store classified NATO material at contractor facility. Government Contracting Officer approval required prior to granting classified NATO access to a subcontractor.

The contractor shall require access to For Official Use Only (FOUO) information.

The performance of this contract shall require access, receipt, generation, and storage of classified information that has no-foreign stipulations at the SECRET level at contractor facilities. Classified information is, and remains for the duration of the classification, the property of the U.S. Government, regardless of proprietary claims. Contractor is authorized to process classified information via accredited computer system in accordance with DoD 5220.22-M, National Industrial Security Program Operating Manual, Chapter 8.

The contractor may require access to classified military operations and deployments in support of Operation Iraqi Freedom and/or Operation Enduring Freedom and other countries as mission requirements dictate.

NO COMSEC ACCOUNT Required.

Contractor employees working on-site at Government facilities are authorized access to Secret Internet Protocol Router Network (SIPRNET) at Government facilities only. Contractor access to SIPRNET is restricted to only sites directly related to meeting the requirements of this contract as validated by the COR and/or the Scope of Work. The contractor will not access INTELLINK-S, while on the SIPRNET without formal access authorization of the COR and AMCOM G-2 (Intelligence and Security). The contractor is authorized to subcontract SIPRNET access at Government facilities to US owned and operated subcontractors. Contractor does not require and is not authorize access to SIPRNET at the contractor facility.

Contractor employees shall abide by Government Security Regulations and Security Standard Operating Procedures when working on-site at Government facilities/installations and shall annually attend Government mandatory training including Operational Security, Security Awareness, Subversion and Espionage Directed Against the U.S. Army, Ethics, and Prevention of Sexual Harassment, and other training as directed by the Government. Contractor employees requiring access to Army Computer Networks shall annually complete the DoD Information Assurance Awareness Training and sign an Acceptable Use Policy (AUP). The Certificate and AUP must be provided to the designated personnel at Government facilities.

Contractor personnel utilizing AKO e-mail shall include the contractor name following their name in signature block in all e-mail.

Contractor personnel shall utilize AKO or company e-mail for transmitting official U.S. Government business. Official U.S. Government business shall **NOT** be transmitted via personal, private, and commercial e-mail accounts, i.e., YAHOO, HOTMAIL, GMAIL, JUNO, AOL, Knology, COMCAST, etc.

Information, record, or data obtained by contractor personnel shall not be disclosed outside the Government without express written consent from the Contracting Officer.

The contractor shall document and verify the security clearance information as required for deployments CONUS and Outside Continental United States (OCONUS), meetings, and conferences.

Contractor personnel are not authorized to take pictures inside Government or other contractor facilities with any form of camera including contractor owned or employee owned personal Blackberry or cellular telephone.

The contractor shall be responsible for coordinating, Contractor-to-Contractor, for access to other contractor proprietary data, competition sensitive data and providing Government Agency a copy of the approval.

Common Access Cards (CACs) are authorized for contractor employees that require frequent access to multiple DoD facilities in support of this contract. Justification, to include list of multiple DoD facilities, must be included with each request for a CAC. CACs are the property of the US Government and shall be given to the Contractor FSO upon termination of employment with the company, expiration of the

CAC, replacement of a CAC, or upon contract completion. The FSO shall return the CAC to the UAS PO Government Contracting Officer Representative (COR) or the UAS PO Security Manager. The loss of a CAC shall be reported, on the first business day following the discovery of the lost CAC, to your chain of command, FSO, UAS PO COR, UAS PO Security Office (256-313-5330/256-876-7102) and to the issuing agency. Visit the Realtime Automated Personnel Identification System (RAPIDS) site at: http://www/dmdc.osd.mil/rsl/owa/home for issuing agency's telephone number. Unauthorized possession of a CAC can be prosecuted criminally under section 701, title 18, United States Code.

Photocopying of US Government Identification (CAC) is a violation of Title 18, US Code Part I, Chapter 33, Section 701 and punishable by both fine and imprisonment. Although the asking for military/government identification is totally permissible by commercial establishments, there is a prohibition on duplication of government identification. A state driver license or other form of photo identification should be provided to be photocopied if an establishment insists on a photocopy of the traveler's identification. Please ensure all employees are aware of this law.

All submittals for request for public release of information, articles, videos, etc., shall be submitted to the Public Affairs Office, (SFAE-AV), PEO Aviation, Redstone Arsenal, AL 35898-5000. No request shall be sent or handed directly to UAS PO personnel. The submissions shall include a letter of transmittal certifying the review by the FSO that the material has been reviewed and it contains no classified information. The letter of transmittal shall include the contract number. A minimum of 15 Government working days are required to process and review the request. Information or material will not be released until approval is granted.

Contractor Administrative Support employees will have knowledge and skills to perform Administrative duties/functions and to access government databases that contain personnel information, such as JPAS, RPA, ATAAPS, DTS, TeamTrack, Leave Tracker and TIPS.

6.0 GOVERNMENT FURNISHED PROPERTY:

Contractor support will be performed both at the contractor facility and onsite at the UAS PO. For on-site personnel, the government will provide office space, office supplies, security coordination, and required computer and telephone equipment. This includes a desk and chair, and access to UAS PO network services and office supplies.

7.0 DELIVERABLES:

7.1. DI-MGMT-80368, Status Report, [DIN] A001

7.2. DI-MISC-80508A, Technical Report-Study/Services, [DIN] A002

7.3 DI-MGMT-80227, Contractor's Progress, Status and Management Report, [DIN] A003

7.4. DI-ADMN-81373, Presentation Material, [DIN] A004

7.5. DI-ADMN-81250A, Conference Minutes, [DIN] A015

8.0 ACCOUNTING FOR CONTRACTOR SUPPORT:

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this task order. The contractor is required to completely fill in all the information in the format using the following web address: Https:///contractormanpower.army.pentagon.mil. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including subcontractors); (6) Estimated direct labor dollars paid for the reporting period (including subcontractors); (7) Total payments (including subcontractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC code for each subcontractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website) (12) Presence of deployment or contingency contractor language; and (13) Number of contractor and subcontractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with the reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

9.0 PERFORMANCE OBJECTIVES/METRICS:

9.1 This performance-based service task order incorporates the following performance objectives: (1) Delivery of high quality technical performance; (2) Adherence to Task Order (TO) schedule, milestone, and delivery requirements; and (3) Efficient and effective control of labor resources. It is the contractor's responsibility to employ the necessary resources to ensure accomplishment of these objectives. The Government's assessment of the contractor's performance in achieving these objectives will utilize the standards, acceptable quality levels, surveillance methods, and performance incentives described in the Performance Requirements Summary matrix set forth in Appendix A. The performance incentives will be implemented via the Government's past performance assessment conducted in accordance with Part 42 of the Federal Acquisition Regulation (FAR), as applicable, and the "Task Order Performance" criteria of the annual award term evaluation.

9.2. The performance objectives, standards, and acceptable quality levels shall be applied on a TO basis with performance incentives to be implemented on an annual basis. The Government will conduct informal interim counseling sessions with the contractor's Program/TO Manager to

identify any active TO performance that is not meeting the acceptable quality levels. These sessions will be conducted at least on a quarterly basis in order to provide the contractor a fair opportunity to improve its performance level.

9.3 The Control of Labor Resources criteria will be reflected under the "Cost" category of the performance assessment. Although the criteria of Business Relations and Management of Key Personnel are not specifically included in the Performance Requirements Summary Matrix, the overall performance assessment will continue to include these criteria.

9.4. The contractor will be notified, in writing, of the Government's determination of its performance level for each performance objective including all instances where the contractor failed to meet the acceptable quality level.

APPENDIX A

PERFORMANCE REQUIREMENTS SUMMARY MATRIX

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	METHOD OF SURVEILLANCE	PERFORMANCE INCENTIVE
High Quality Technical Performance	TO requirements met with little rework/re-performance required and with few minor and no significant problems encountered *Performance meets all technical and functional requirements, and is highly responsive to changes in technical direction and/or the technical support environment* *Assessments, evaluations, analyses, recommendations, and related input are thorough, reliable, highly relevant to TO requirements, and consist of substantial depth and breadth of subject matter* *Deliverable reports contain all required data and meet all applicable CDRL requirements*	Contractor delivery of products and/or services meets all TO requirements. Performance occurs with no required re-performance/ rework at least 80% of time. Problems that are encountered are minor and resolved in a satisfactory manner.	Routine Inspection of Deliverable Products/Services	Assignment of performance rating for QUALITY criteria: *EXCEPTIONAL* *Performance and deliverables meet all and exceed many TO requirements. Performance delivered with no required re-performance/rework at least 95% of time; problems that are encountered are minor and resolved in a highly effective manner.* *VERY GOOD* *Performance and deliverables meet all and exceed some TO requirements. Performance delivered with no required re-performance/rework at least 90% of time; problems that are encountered are minor and resolved in an effective manner.* *SATISFACTORY* *Performance and deliverables meet all TO requirements. Performance delivered with no re-performance/rework at least 80% of time; problems that are encountered are minor and resolved in a satisfactory manner.* *MARGINAL* *Some TO requirements not met and/or performance delivered with re-performance/rework required more than 20% of time. Problems encountered were resolved in a less than satisfactory manner.* *UNSATISFACTORY* *Many TO requirements not met. Numerous re-performances/rework required. Substantial problems were encountered and inadequate corrective actions employed.*

Adherence to Schedule	TO milestones, periods of performance, and/or data submission dates are met or exceeded	Contractor meets TO delivery requirements at least 80% of the time (excluding gov't caused delays)	Routine Inspection of Deliverable Products/Services	Assignment of performance rating for SCHEDULE criteria: *EXCEPTIONAL* *TO milestones/ performance dates met or exceeded at least 100% of time (excluding government caused delays)* *VERY GOOD* *TO milestones/ performance dates met or exceeded at least 90% of time (excluding government caused delays)* *SATISFACTORY* *TO milestones/ performance dates met or exceeded at least 80% of time (excluding government caused delays)* *MARGINAL* *TO milestones/ performance dates met less than 80% of time (excluding government caused delays)* *UNSATISFACTORY* *TO schedule/performance dates met less than 70% of time*
Control of Labor Resources	Contract labor mix is controlled in efficient and effective manner	Actual TO labor resource mix is maintained within 20% of originally awarded TO resource mix	Routine Inspection of TO Performance, Performance/Cost Reports, & Payment Invoices	Assignment of performance rating for COST CONTROL criteria: *EXCEPTIONAL* *Actual TO resource mix maintained within 10% of originally awarded TO resource mix* *VERY GOOD* *Actual TO resource mix maintained within 15% of originally awarded TO resource mix* *SATISFACTORY* *Actual TO resource mix maintained within 20% of originally awarded TO resource mix* *MARGINAL* *Actual TO resource mix maintained within 25% of originally awarded TO resource mix* *UNSATISFACTORY* *Actual TO resource mix exceeds 25% of originally awarded TO resource mix*