

**Performance Work Statement (PWS)**  
**Air Force Special Access Program (SAP)**  
**Security Support Services (SSS)**

**28 June 2019**

Prepared by:

AFTC/SMOC, Acquisition Support Branch

6082 Fir Avenue, Building 1232

Hill AFB, UT 84056

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# 1 Introduction

## 1.1 Purpose

1.1.1 The objective of the Air Force (AF) Special Access Program (SAP) Security Support Services (SSS) contract is to assist the AF cognizant security authority in oversight of enhanced National Security Objectives supporting AF SAP interests. This objective is accomplished through active and integrated security operations, processes, mechanisms and management. This support shall provide multi-disciplinary security support, including specialized analytical/program protection support, while being responsive and flexible to dynamic SAP security situations.

1.1.2 The contractor shall provide a proactive management structure that assists in evaluating and implementing opportunities for security process improvement across the SAP spectrum. These improvements shall enhance overall program security while realizing efficiencies, without security degradations.

## 1.2 Scope

1.2.1 The contractor shall provide full-time support across a wide spectrum of security disciplines. This support shall provide multi-disciplinary security support, including specialized analytical/program protection support, while being responsive and flexible to dynamic SAP security situations. The contractor shall support surge requirements when notified by the Contracting Officer (CO).

1.2.2 Individuals supporting this task may be required to perform a combination of the functions below along with those detailed in Attachment V. These functions are not necessarily all-inclusive (i.e., the government may require future security support that may not follow directly from a combination of the following functions). The current baseline is listed in an attachment to the Request for Proposal. All individuals supporting this task shall possess a Top Secret (TS) clearance and Single Scope Background Investigation (SSBI) current within the last five (5) years (with exception) and be eligible for Special Compartmentalized Information (SCI). Depending on the position, additional security screening may also be required (e.g., polygraph examination, etc.).

1.2.3 Contractor personnel may be required to travel into areas of unrest and/or conflict. All contractor travel, relocation, and allowable expenses shall comply with the Department of Defense (DOD) Joint Travel Regulations (JTR). The Government shall not reimburse travel expenses or travel time for travel to and from the contractor's assigned locations. The Government shall reimburse all reasonable travel related expenses and Government-directed travel on a cost-reimbursable basis.

1.2.4 Baseline positions for each Task Order (TO) shall be provided as outlined in contract attachment (Section J). All personnel shall be full-time unless otherwise noted. The Government reserves the right to increase or decrease position requirements as determined by customer and mission requirements. Historical mission requirements have increased by a total of 110-125 positions annually since January of 2016 and it is possible this growth trend could continue but it is also possible the growth trend will decrease. TOs will be issued or updated to reflect requirements of the owning organizations. Like TOs may be grouped into suites and awarded to a single contractor.

1.2.5 In addition to functions in specific job descriptions, all baseline positions may be required to perform any or all of the following tasks in support of their position:

1. Attend meetings
2. Prepare/present briefings, graphics, and visuals for/to leadership.
3. Prepare security paperwork (e.g., Visit Certifications, Program Access Requests (PARs), and SAP indoctrination agreements, SAP Nomination Process (SAPNP) Questionnaire, etc.).

4. Assist in access control and perform escort duties for visitors.
5. Answer telephones and other modes of administrative communications in the performance of duties.
6. Understand the Security Classification Guide (SCG), for the program there are working for and render clarifications to it.
7. Perform self-inspections; identify security discrepancies, and report security incidents.
  - a. Security incident processing must follow guidelines outlined in Attachment B.
  - b. AF Program Security Representative (PSR) may adjudicate security incidents for instances that do not present an organizational conflict of interest.
8. Support security inspections; identify security discrepancies, assist in report preparation.
9. Perform courier responsibilities within the local area.
10. Control program media and information within SAP guidelines.
11. Populate and update databases (e.g., suspense tracking, personnel access, facility, etc.) in the performance of duties assigned.
12. Possess working knowledge of Windows Operating System and Office applications.
13. All positions will provide "day-to-day" support for Collateral, SCI, and SAP activities.
14. All duties must adhere to the most current Government approved version of policies and procedures in Attachment B.
15. Take meeting minutes and provide advanced meeting agendas when requested.

1.2.6 Performance periods shall be in accordance with the anticipated government schedule defined in each TO provided in contract attachment (Section J).

1.2.7 Any contractor employee may be summarily and immediately removed from or denied access to any government property, facility, and/or installation if the Government determines such action is necessary to protect or preserve government property, safety, security, or to maintain good order and discipline.

## **2 Description of Services**

### **2.1 Classified Requirements**

At any time, should the Government provide classified requirements, attachments, or addendums, the contractor shall comply with any and all classified requirements.

### **2.2 Transition**

2.2.1 The contractor shall submit Transition Plans (CDRL \*006) and provide the necessary support as outlined in the approved plan. This plan and support shall encompass incoming and outgoing contractor support. The plan shall be executable with little or no degradation of service delivery within 90 days Continental United States (CONUS) and up to 120 days Outside the Continental United States (OCONUS) allotment. Include a corresponding Integrated Mater Schedule (IMS) and criteria for completion of transition events. The plan shall identify key transition issues, risks, and mitigation strategies, and propose effective recommendations for optimizing the transition. This plan shall address processing of PARs as required for mission support.

### **2.3 Performance Requirements**

The contractor shall meet all performance requirements identified in this Performance-based Work Statement (PWS) paragraph 6.1.

### 2.3.1 DD 254 Instructions

Prime contractors will prepare DD Form 254 for subcontractors and consultants performing classified work. All DD 254 activity shall be coordinated through the Government Program Management Office (GPMO).

### 2.3.2 Universal Performance Requirements

The following performance elements shall apply to all positions under this contract:

1. Must have the ability to work in a dynamic environment and effectively interact with numerous DOD, military, and civilian personnel and industry partners
2. Working knowledge of Microsoft Office (Word, PowerPoint, and Excel)
3. Possess a high degree of originality, creativity, initiative requiring minimal supervision
4. Willingness to travel within the organizational geographic Area of Responsibility (AOR) (note - could be extensive, and will include both air and ground transportation)
5. Must have working knowledge of Government security policies and manuals along with appropriate Intelligence Community Directive (ICD) and/or DoD 5205.07 series manuals and/or other guiding policy documents

### 2.3.3 SCI Requirements

Assigned contractor personnel may be authorized to open and/or close the SCI Facility (SCIF) for which they are hired to work in, if authorized by the appropriate government Point of Contact (POC) via appointment letter. If the contractor is authorized to secure a SCIF, they shall adhere to all applicable regulations and guidelines regarding this activity.

Assigned contractor personnel shall perform Special Security Representative (SSR) duties when requested. These duties include opening/closing of the assigned SCIF, in accordance with SSR/Contractor SSR duties and System Security Officer (SSO) delegated duties as described in DoD Manual 5105.21, Volume 11 SCI Administrative Security Manual: Administration of Information and Information Systems Security, Use, and Dissemination of Sensitive Compartmented Information (SCI), and applicable MAJCOM or HAF/SSO SCI Management Guidance. Contractor personnel shall not perform actions as listed in AFMAN 14-304, paragraphs 2.13.1 thru 2.13.4.

### 2.3.4 Graduated Position Descriptions (PDs)

A number of PDs address varying levels of skills and experience (e.g. ISSO I, II, III, ISSM I, II, III, etc.). For these types of PDs the following SAP experience table shall apply:

Level I – SAP experience desired

Level II – SAP experience required

Level III – Minimum of 2 years of SAP experience

### 2.3.5 Assigned Studies

When assigned via a specific TO, the contractor shall accomplish studies as outlined in contract attachment (Section J). Results shall be reported in the Technical Report for Study (CDRL \*00C)

### **3 Security Support Management**

#### **3.1 Contractor Management**

Due to the number of locations around the world that require security oversight support, the contractor shall provide an active program management team adequately sized to enable consistent guidance across the diverse set of SAPs supported by this effort. Contractor management shall also demonstrate an ability to recruit and retain personnel, especially in highly skilled positions. The contractor's approach shall be defined in the Program Management Plan (CDRL \*005) and shall include a plan for recruiting and retaining qualified individuals and only requesting waivers or substitutions to required qualifications in exceptional situations. All waivers and/or substitutions shall be reviewed and approved or dispositioned by the GPMO. The contractor shall ensure continuation of services during contractor personnel absences such that there is not a negative impact to the government mission.

#### **3.2 Program Management Reviews**

The contractor program manager shall conduct quarterly Program Management Reviews (PMR) with the Government. Reviews shall provide a forum to work any other program/contractual issues with the government reviews and shall include an update on the contractor's program management plan, to include financial (obligations & expenditures) status on all Contract Line Item Numbers (CLIN), current staffing status, Combating Trafficking in Persons (CTIP) program status, risk assessment, safety review, compliance with Contractor Quality Program Plan (CDRL \*00A), and Quality Assurance Surveillance Plan (QASP) compliance. Reviews shall include an update on any special taskings executed in other sections of this document. The contractor shall support a minimum of one PMR held at a customer location annually. The contractor shall submit the Quarterly Status Report (CDRL \*002) prior to scheduled PMRs in order to increase PMR communications and efficiency.

#### **3.3 Key Personnel**

Contractors shall identify minimum required key personnel for each TO. Key personnel are as identified in the contractor's proposal and the Program Management Plan (CDRL \*005). In the event a key individual assigned to this effort from the Contractor Program Management Office (CPMO) moves or terminates their employment, the contractor shall notify the Government CO in writing as soon as possible after the contractor becomes aware of the situation. In the event an individual designated as key personnel is reassigned, the contractor shall notify the CO, in writing, of such action at least 30 days prior to the effective date of this action. Notification shall include name of the individual leaving, effective date of departure, and name and resume of the replacement individual to be assigned to the key position. The Government shall be afforded the opportunity to review the resume of the replacement individual and provide to the contractor, for their consideration, any concerns regarding qualifications, security matters, or any other apprehension which could affect performance under this contract. The sole intent is to provide the Government an opportunity to review and comment on proposed changes of personnel assigned to positions designated as key. This does not in any way, impinge on the contractor's authority to hire or assign personnel as it deems fit, nor does it diminish contractor responsibility to fill the key positions with qualified personnel.

#### **3.4 Contractor Training Requirements**

3.4.1 The contractor shall be responsible for providing training required to maintain technical and management competence and currency of assigned contractor personnel.

3.4.2 Technical education of contractor personnel required to fulfill basic tasks of the contract shall be the contractor's responsibility and shall not be funded by the government. The contractor shall not bill the

government as a direct charge to a specific task for employee time spent in the aforementioned training or for the training itself.

3.4.2 The contractor shall demonstrate a commitment to training which supports technology currency, while minimizing work disruption. The contractor shall ensure employees stay proficient and current in their respective areas of responsibility at no additional cost to the Government.

3.4.3 The contractor may seek approval for training for government-unique (non-commercial) software/hardware and shall be subject to government review, approval, and funding for government systems deemed appropriate by the Contract Officer's Representative (COR) and the GPMO. Any government funded training not approved, prior to the training start date, is subject to not being paid.

### 3.5 Data Management and Access

3.5.1 All data generated as a result of this PWS shall be provided to the Government with full and open data rights. Use of proprietary data shall be restricted to the maximum extent practicable.

3.5.2 Contractor personnel may be required to access Privacy Act Information. Contractor personnel shall adhere to the most current version of the Privacy Act of 1974, Title 5 of the U.S. Code, Section 552a, Records Maintained on Individuals and any other applicable agency rules and regulations.

3.5.3 The contractor shall comply with the following conditions:

1. Protect other contractor's proprietary data (Conflict of Interest clauses, including FAR 52.203-16, Preventing Conflicts of Interest)
2. Protect For Official Use Only (FOUO) data
3. Contractor personnel shall be required to sign Classified Information Non-Disclosure Agreements (NDAs) and/or NDAs for other contractor data, privacy information, source selection sensitive information, FOUO, and Critical Unclassified Information (CUI).
4. Protection of CUI and unclassified DoD information not approved for public release will be protect in accordance with the most current DoDI 8582.01, Security of Unclassified DoD Information on Non-DoD Information Systems, Enclosure 3.

### 3.6 Work Hours

The contractor shall work on-site flexible hours at a minimum from 0600-1800 hours each day, Monday through Friday, except for government observed holidays. Contractor hours shall be consistent with the standard or flex work schedule of the offices or activities supported. There may be instances where the contractor is required to work outside these core hours. Any work schedule exception shall be reviewed and approved by both the GPMO and the CO.

### 3.7 Official Travel

Contractor personnel may be required to travel, both local and extended, in support of this effort. The contractor shall use the most economical means of transportation consistent with accomplishment of the contract and to limit major costs. The contractor shall make all reasonable efforts to accomplish advance planning for official travel. Last minute travel requiring excessive airfare costs should be avoided. All travel shall be in accordance with the DoD JTR. Items such as airfare, vehicle rental, mileage rates, and per diem allowances are reimbursable on approved travel to the extent that they do not exceed the maximum rates in effect at the time of travel as set forth in the JTR. All official travel shall be approved by either the GPMO and/or the COR prior to scheduling travel with the only exception being for emergency mission essential travel wherein it is not feasible to obtain prior approval.

### **3.8 Security Training Program**

Within 60 calendar days after TO award, contractor shall ensure security education and training program is established in an effort to reduce security issues. This program must be approved by Air Force Office of Special Investigations (AFOSI) Office of Special Projects (PJ) Director.

## **4 Contractor Badging and Identification**

All contractor and subcontractor personnel shall clearly be identified as such at ALL times and from a distance. Contractor identification shall be included in conversations, mail, e-mail, teleconferences, video teleconferences, faxes, and/or other electronic communication whether with government personnel, other contractor personnel, or with the public when supporting this contract where their status as contractor employees might not otherwise be apparent or where they might be mistaken for civil service employees. As a minimum, contractor personnel shall clearly identify themselves using the label "Contractor" in e-mail addresses in accordance with Federal Acquisition Regulation (FAR) 37.114, Special Acquisition Requirements; opening ALL phone conversations with a statement materially the same as, [office name], I am [employee name], a [prime Contractor's company name] employee" including the employing Contractor's name in the letterhead and/or signature block of any written correspondence; and any other means necessary. Contractor-supplied badges shall be worn by contractor personnel, will be visible at all times, and shall clearly indicate that the wearer is a contractor and not a representative of the U.S. Government. Air Force issued identification badges and any Contractor badges shall be worn above the waistline during the individual's duty hours.

## **5 Performance Measurement**

### **5.1 Performance Measurement Criteria**

The government will measure contractor performance throughout the duration of the contract. The government will provide a QASP to the contractor at TO kickoff. Included in the PWS and the QASP are performance objectives used to measure contractor performance. The contractor shall also comply with their internal Contractor Quality Program Plan (CDRL \*00A). The contractor may recommend additions/deletions to these objectives as well as particular incentives for inclusion in both the PWS and the QASP. The following are the performance measurement criteria pertaining to this effort (not listed by order of importance):

#### **5.1.1 Initial Staffing**

Upon start of transition, contractor management shall staff 100% of the proposed team to implement awarded TOs (including adequate security support). Initial self-identified positions within the contractor program office staff be identified by the contractor as key personnel. Other support may be required as identified in the contractor's proposal. Initial CPMO and overall staffing shall be continuously reported to the GPMO throughout TO transition and performance.

#### **5.1.2 Complete Staffing**

By the beginning of the TO performance period, the contractor shall have 100% of all positions filled with qualified personnel, as identified in the individual TOs defined in contract attachment (Section J). Staffing shall be continually reported in CDRL \*008, Manning Report. Individual positions shall be continually reported in CDRL \*00B, Contractor Roster.

### 5.1.3 Personnel Training

Within 30 calendar days of hire, contractor management shall ensure personnel are 100% trained per position requirements (with exception for training provided by the government on a less than quarterly basis). Further, after personnel are initially trained, the contractor shall ensure all personnel receive additional training necessary to remain professionally current. Training status for all personnel shall be reported monthly in the Monthly Personnel Training Report (CDRL \*009).

### 5.1.4 Timely Hiring

If the government identifies a new contractually binding requirement or a position is vacated, the contractor shall fill that position with a qualified individual within 45 calendar days. OCONUS positions are exempt from this requirement and due to different circumstances in each theater/country will be handled on a case by case basis.

### 5.1.5 CDRL Submittals

Submit required CDRLs on schedule 95% of the time.

### 5.1.6 Security Events

Contractor shall have no more than 2% of the total positions on a TO or suite of TOs experience security infractions (for example if there were 100 total positions on contract, 2 security incidents could be experienced quarterly). There shall be zero (0) security violations quarterly. Security incidents are as defined by documents referenced in Attachment III.

### 5.1.7 Retention

Contractor shall have less than 9% quarterly turnover for all positions on any given TO. Turnover rate shall be measured per TO quarterly. Position turnover rate shall be calculated by dividing the number of positions that became vacant over the quarter by the average number of employees over that same period and then multiplied by 100. All vacated positions shall be calculated regardless of the reason for the turnover. Positions removed by contractual action are not subject to the turnover calculation.

### 5.1.8 Combatting Trafficking In Persons (CTIP)

It is DoD policy to oppose prostitution, forced labor, and related activities as defined by FAR 22.17 and DoDI 2200.01. The contractor shall notify all employees (including subcontractors) of prohibited activities and the actions that may be taken against them for violations. The contractor shall provide CTIP briefings and any internal CTIP policies or procedures upon TO award. The contractor shall allow CORs to perform audits and interviews with contractor employees to ensure CTIP compliance and monitoring. The contractor shall also monitor all employees for violations. CTIP training, program status, and violations or suspected violations shall be presented at the quarterly PMRs. The contractor shall not exceed zero (0) CTIP violations annually.

## 6 Service Delivery Summary (SDS)

<b>TO Performance Objectives</b>	<b>PWS Para</b>	<b>Performance Threshold</b>
Initial CPMO team staffed with qualified personnel	5.1.1	100% staffing upon start of transition
All positions filled with qualified personnel as defined by position descriptions	5.1.2	100% filled by start of TO performance
Personnel trained per position requirements	5.1.3	100% trained within 30 calendar days after being hired (with exceptions)
Timely Hiring. Rapid response to new and changing position requirements	5.1.4	All identified new/vacated positions filled with qualified personnel within 45 calendar days
Timely CDRL submittals to allow for effective program management	5.1.5	95% of all CDRLs must be submitted by the time indicated on DD Form 1423
Security Events. Reduced security incidents for all service disciplines	5.1.6	No more than 2% security incidents based on total number of positions on each TO per quarter and zero (0) security violations quarterly
Position Turnover. Services workforce stability.	5.1.7	Less than 9% quarterly turnover for all positions on any given TO.
CTIP. Valid program reducing violations	5.1.8	Zero violations annually

Table 6-1, Service Delivery Summary

## **7 Government Support**

### **7.1 Government Facilities**

The Government will provide office space, automated data processing (ADP) equipment, communications equipment, and consumable office supplies for personnel working or performing within a government-run facility. As an occupant at Government facilities, appropriately cleared contractor employees are authorized to independently open/close/secure the facility as assigned/authorized by the COR. Contractor employees may also be added to the Alarm Response list and can independently respond to alarm notifications in accordance with local policies. Employees with appropriate clearances may perform duties in Government facilities unescorted, as outlined by Government procedures/policies.

### **7.2 Non-Government Facilities**

In the event that government facilities are not available at a given location, the contractor or subcontractor shall enter into an appropriate agreement for the applicable portion of the TO requiring personnel to perform their duties in non-government facilities. Should this situation occur, the employee shall still be co-located with Government personnel and the Government will provide, maintain, and track: ADP equipment, communications equipment, and consumable office supplies. All costs associated with the appropriate agreement(s) shall be included in the negotiated other direct costs of this contract.

Contractors shall obtain CO approval prior to entering into any facility agreement for services provided under this contract. The contractor is not relieved of any contract requirements or entitled to any adjustments to contract terms because of a failure to resolve a disagreement with a facilities provider.

### **7.3 Government-Owned Fleet Vehicles**

The contractor shall provide applicable certification ensuring individuals are trained, licensed, and physically qualified to operate government-owned vehicles, and are briefed on official use policies in accordance with AFI 24-301, *Ground Transportation*.

## **8 Energy and Water Efficiency, and Renewable Energy**

At both contractor and government facilities the contractor shall reduce potable water consumption by turning off water supply when not in use and encouraging the use of low-flow fixtures. When acquiring new contractor owned electrical equipment the contractor is encouraged to utilize ENERGY STAR® compliant products. However, in the event of both water conservation fixtures and electrical systems, while encouraged, neither should result in a direct charge to the contract.

## **9 Environmental Safety and Occupational Health (ESOH)**

### **9.1 Ozone Depleting Compounds**

In the performance of these services the contractor shall not at any time generate or use Class I or Class II Ozone Depleting Compounds (ODC). Other controlled substances that shall not be generated or used include: carbon tetrachloride, methyl chloroform, and methyl bromide. For the purposes of this requirement, the following are the Class I ODCs and controlled substances that shall not be used as any part of this service or processes:

Halons: 1011, 1202, 1211, 1301, and 2402 Chlorofluorocarbons (CFC): CFC-11, CFC-12, CFC-13, CFC-I II, CFC-112, CFC-I 13, CFC-I 14, CFC-115, CFC-211, CFC-212, CFC-213, CFC-214, CFC-215, CFC-216, and CFC-217, and the blends R-500, R-501, R-502 and R-503

### **9.2 Environmental Health and Safety Plan**

Contractor shall submit an Environmental Health and Safety Plan and associated site checklist (CDRL \*007). At all times during the performance of these services the contractor shall observe standard office safety and shall conform to applicable Occupational Safety and Health Administration (OSHA) requirements for an office environment.

### **9.3 Pollution Prevention**

Contractor shall comply with DoDI 4715.23, Integrated Recycling and Solid Waste Management, in all aspects of this service.

### **9.4 Safety**

The contractor shall take such additional immediate precautions as the contracting officer may reasonably require for safety and mishap prevention purposes.

Record and report promptly (within one (1) hour) to the CO or designated government representative, all available facts relating to each instance of damage-to government property or injury to either contractor or government personnel.

In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the CO.

If the government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist government personnel in the conduct of investigation until the investigation is completed.

## **10 Contract Data Requirements List (CDRL)**

The contractor shall be responsible for providing 12 CDRLs (\*001-\*00C) under this contract. The DD Form 1423-1 for individual CDRLs can be found in Attachment C. All CDRLs shall be provided using standard Microsoft® Office electronic format.

## **11 Special Considerations**

### **11.1 Data Rights**

All work products produced by the contractor and/or subcontractors under this contract shall be provided to the government with Unlimited Rights at no additional cost. The government shall be able to use, modify, reproduce, release or disclose administrative and technical data or computer software in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so.

### **11.2 Quality Control and Assurance Program**

In compliance with the FAR clause 52.246-5 entitled "Inspection of Services", the Contractor shall provide a complete Contractor Quality Control Program (CDRL \*00A) to ensure the requirements of this contract are provided as specified 90 calendar days after start of transition. The CO shall notify the Contractor of acceptance or required modifications (at no additional costs to the government) and obtain acceptance of the plan by the CO before the start of the first operational performance period.

The government will periodically evaluate contractor performance by appointing a government representative(s) to monitor performance to ensure services are received. The government representative will evaluate the Contractor's performance through intermittent on-site inspections of the Contractor's quality control program, security incident reporting, and receipt of complaints from government personnel. The government may inspect each task as completed or increase the number of quality control inspections if deemed appropriate because of repeated customer complaints. Likewise, the government may decrease the number of quality control inspections if merited by performance. The government will also investigate complaints received from customers. The contractor shall be responsible for initially validating customer complaints. However, the government representative shall make final determination of the validity of customer complaint(s) in cases of disagreement between the customer(s) and the Contractor.

The overall program management responsibilities for this effort resides with the following office:

AFTC/SMOC  
6082 Fir Avenue Bldg. 1232 Hill AFB, UT 84056  
(801) 777-3524

The contractor will be notified at time of award of the primary Quality Assurance Program Coordinator assigned to this effort.

### **11.3 Government Program Management**

Government personnel responsible for individual sites will provide access to all technical data required to perform approved taskings. Only Government Program Manager(s) (GPM) have authority to review and approve contract deliverables in coordination with the CO.

### **11.4 Government Contract Management**

Responsibility for contracting activities rests solely with the CO. No conversation, recommendations, or direction, whether given directly by, or implied by Government personnel, affecting scope, schedule, or price of the program covered by this PWS, shall be acted upon by the contractor unless specifically approved by the CO.

### 11.5 Other Direct Cost (ODC)

In the event of ODCs that do not fall under the scope of Labor and/or Travel, the contractor is authorized, subject to the associated criteria and conditions below, to use the ODC CLIN. Anticipated ODC's include, but are not limited to, the following:

1. Mail and shipping expenses
2. Communications costs
3. Conference costs
4. Training costs
5. Travel for approved training
6. Costs associated with professional organizations required for successful mission accomplishment
7. Facility Use Agreements (FUAs)

To determine that ODCs are allowable, allocable and reasonable (prior to such costs being incurred by the contractor), the following coordination and processes shall be followed:

#### 11.5.1 Communication Costs

Communication costs may be required for mission accomplishment; however, the contractor shall notify the GPM in writing with rationale, justification, and adverse mission impact(s) prior to incurring any costs under this category. GPM approval is required in advance of incurring any costs under this category and each instance shall be separately identified in each CDRL \*001, CSSR submittal.

#### 11.5.2 Conference, Training, and Training Travel

Conference, training, and training travel costs may be required for mission accomplishment; however, the contractor shall notify the Program Manager in writing with rationale, justification, and adverse mission impact(s) prior to incurring any costs under this category. GPM approval is required in advance of incurring any costs under these categories and each instance shall be separately identified in each CDRL \*001, CSSR submittal.

#### 11.5.3 Memberships

Membership in certain professional organizations is required for some positions (e.g. IEEE for certain CI Analysts). The contractor shall notify the GPM in writing with rationale, justification, and adverse mission impact(s) prior to incurring any costs under this category. GPM approval is required in advance of incurring any costs under this category and each instance shall be separately identified in each CDRL \*001, CSSR submittal including costs and associated payee(s).

#### 11.5.4 Facility Use Agreements (FUAs)

Some customer locations are located in facilities that are not government owned. In some cases a FUA is required for contractor personnel to be embedded with the customer they support. In the event the resultant FUA results in an incurred cost, this cost shall be initially approved by the GPM for each TO. If there is no increase in subsequent recurring costs, additional approval from the GPM is not required. Each location incurring FUA costs shall be separately identified in each CDRL \*001, CSSR submittal including costs and associated payee(s).

### 11.6 Inherently Governmental Functions

In accordance with FAR Subpart 7.5, the contractor shall not perform any activities deemed as inherently governmental. This includes but is not limited to, contractor personnel providing authorization or purchasing of hardware and/or software to be utilized on Government Information Systems.

## ATTACHMENT A – ACRONYM LIST

### A

AF	Air Force
AFB	Air Force Base
AFOSI	Air Force Office of Special Investigations
ADP	Automated Data Processing

### C

CDRL	Contract Data Requirements List
CLIN	Contract Line Item Number
CO	Contracting Officer
CONUS	Continental United States
COR	Contracting Officer Representative
CPMO	Contractor Program Management Office
CSSR	Cost/Schedule Status Report
CTIP	Combatting Trafficking in Persons
CUI	Critical Unclassified Information

### D

DoD	Department of Defense
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### F

FAR	Federal Acquisition Regulation
FOUO	For Official Use Only

### G

GPMO	Government Program Management Office
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### I

ICD	Intelligence Community Directive
IMS	Integrated Master Schedule

### J

JTR	Joint Travel Regulation
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### N

NDA	Non-Disclosure Agreement
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### O

OCONUS	Outside the Continental United States
ODC	Ozone Depleting Compounds
OSHA	Occupational Safety and Health Administration

### P

PAR	Program Access Request
PJ	Office of Special Projects
PM	Program Manager
PMR	Program Management Review
POC	Point of Contact

PWS	Performance-based Work Statement
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## Q

QASP	Quality Assurance Surveillance Plan
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## S

SAP	Special Access Program
SAPNP	Special Access Program Nomination Process
SCG	Security Classification Guide
SCI	Sensitive Compartmentalized Information
SCIF	SCI Facility
SDS	Service Delivery Summary
SSBI	Single Scope Background Investigation
SSO	System Security Officer
SSR	Special Security Representative
SSS	Security Support Services

## T

TO	Task Order
TS	Top Secret

## ATTACHMENT B - APPLICABLE DIRECTIVES/REGULATIONS

All regulations, directives, instructions, and pamphlets list below are referenced for guidance/direction for operating on this contract. This list is not all inclusive.

Dates of applicable directives/regulations apply at the time of publication. Contractor shall follow the most current dated publication that applies to services under this contract.

### DoD Guidance

DoD Instruction 2200.01, *Combating Trafficking in Persons (CTIP)*

DoD Directive 5000.01, *The Defense Acquisition System*

DoD Instruction 5000.02, *Operation of the Defense Acquisition System*

DoD Regulation 5105.21, Volume I, *SCI Administrative Security Manual: Administration of Information and Information Systems Security, Use, and Dissemination of Sensitive Compartmented Information (SCI)*

DoD Regulation 5200.01, Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification*

DoD Regulation 5200.01, Volume 2, *DoD Information Security Program: Marking of Classified Information*

DoD Regulation 5200.01, Volume 3, *DoD Information Security Program: Protection of Classified Information*

DoD Regulation 5200.01, Volume 4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*

DoD Instruction 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information*

DoD Directive 5200.02, *DoD Personnel Security Program (PSP)*

DoD Directive 5200.39, *Critical Program Information (CPI) Identification and Protection Within Research, Development, Test, and Evaluation (RDT&E)*

DoD Directive 5205.07, *Special Access Program (SAP) Policy Series all volumes*

DoD Directive 5205.10, *DoD Treaty Inspection Readiness Program (DTIRP)*

DoD Instruction 5210.91, *Polygraph and Credibility Assessment (PCA) Procedures*

DoD Directive 5220.22-M, *National Industrial Security Program Operating Manual (NISPOM)*

DoD Directive 8000.01, *Management of the Department of Defense Information Enterprise (DoD IE)*

DoD Directive 8140.01, *Cyberspace Workforce Management*

DoD Instruction 5205.13, *Defense Industrial Base (DIB) Cyber Security (CS) Activities*

DoD Instruction 8500.01, *Cybersecurity*

DoD Instruction 8510.01, *Risk Management Framework (RMF) for DoD Information Technology (IT)*

DoD Instruction 8530.01, *Cybersecurity Activities Support to DoD Information Network Operations*

DoD 8570.01-M, *Information Assurance Workforce Improvement Program*

DoD SAP Joint Security Implementation Guide (JSIG)

#### **Air Force Directives/Instructions/Pamphlets**

AFI 10-701, *Operations Security (OPSEC)*

AFI 16-7, *Special Access Programs*

AFI 16-1404, *Air Force Information Security Program*

AFI 17-101, *Risk Management Framework (RMF) for Air Force Information Technology (IT)*

AFI 17-130, *Air Force Cybersecurity Program Management*

AFI 24-301, *Ground Transportation*

AFI 31-401, *Information Security Program Management*

AFPD 17-1, *Information Dominance Governance and Management*

AFPD 31-5, *Personnel Security Program Policy*

AFI 31-501, *Personnel Security Program Management*

AFMAN 14-304, *The Security, Use, and Dissemination of Sensitive Compartmented Information (SCI)*

#### **Other Directives**

Title 5, U.S. Code, Section 552a

Executive Order 13526, *Classified National Security Information*

Intelligence Community Directive(s)

Joint Pub 3-54, *Joint Doctrine for Operations Security*

NIST Special Publication 800-37, *Guide for Applying Risk Management Framework to Federal Information Systems*

NIST Special Publication 800-39, *Managing Information Security Risk*

NIST Special Publication 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*

Special Access Program Nomination Process (SAPNP) Implementation Guidance Memorandum

**ATTACHMENT C - CONTRACT DATA REQUIREMENTS LIST (CDRL)**

<b>CDRL Seq No.</b>	<b>Authority</b>	<b>Title</b>	<b>PWS Reference</b>
*001	DI-MGMT-81467/T	Cost/Schedule Status Report (CSSR)	10, 11.5.1, 11.5.2, 11.5.3
*002	DI-MGMT-80368A/T	Status Report	3.2, 10
*003	DI-ADMN-81505	Meeting Minutes	1.2.5 (15), 10
*004	DI-ADMN-81249A	Meeting Agenda	1.2.5(15), 10
*005	DI-MGMT-81797A/T	Program Management Plan (PMP)	3.1, 3.3, 10
*006	DI-MGMT-80004A/T	Transition Plans	2.2.1, 10,
*007	DI-ENVR-81375/T	Environmental Health and Safety Plan (HSP)	9.2, 10
*008	DI-SESS-81521B/T	Manning Report	5.1.2, 10
*009	DI-SESS-81521B/T	Personnel Training Report	5.1.3, 10
*00A	DI-QCIC-81722	Contractor Quality Program Plan	5.1, 10, 11.2
*00B	DI-MGMT-801596/T	Contractor Roster	5.1.2, 10
*00C	DI-MISC-80508B	Technical Report–Study /Services	2.3.5, 10

Individual CDRLS provided as a separate file in contract Section J.

CDRL submittals shall conform to requirements provided in the CDRL General Instructions, provided separately.

## **ATTACHMENT D – POSITION DESCRIPTIONS (PDs)**

Provided as a separate attachment in contract Section J.

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