

**United States Army Training and Doctrine Command
(TRADOC)**

**US Army Intelligence Center of Excellence (USAICoE)
Fort Huachuca, AZ**

**Staff Technical Assistance and Functional (STAF) Support
Indefinite Delivery Indefinite Quantity (IDIQ) Contract**

**Program Management (PM) Task Order 0001
Performance Work Statement (PWS)**

28 January 2020

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SECTION 1 GENERAL.

Paragraphs in this PWS apply to the IDIQ PWS and Task Order 0001 Program Management PWS. The IDIQ PWS will be referred to as the Basic PWS in this document. Organization Mission/Background.

1.1. Organizational Mission/Background.

The Army's premier intelligence training institution is the US Army Intelligence Center of Excellence (USAICoE), located at Fort Huachuca, Arizona. USAICoE's primary mission is to provide comprehensive education, training and training support for US military, foreign military, and civilian personnel for intelligence-related military occupational specialties, additional skill identifiers, and professional development. This mission is realized through the execution of classroom-based instruction, field training, Mobile Training Teams (MTTs), and internet-based distance learning applications and programs. USAICoE is composed of a variety of Requiring Activity (RA) organizations whose management staff have been assigned differing responsibilities associated with the success of this primary mission. Fort Huachuca Requiring Activities (RAs) to be supported under this STAF TO contract is for Directorate of Resource Management (DRM) Program Management (PM). Below is a bulleted list briefly describing the overarching RA missions driving the assortment of duties, tasks, and activities RA staff members regularly perform.

- 111th MI BDE: The staff of the 111th is responsible to facilitate, execute, sustain, and manage all functions required to support the majority of the Army's MI advanced individual training (AIT), MI functional training, and MI professional military education (PME) training.
- Directorate of Doctrine & Intelligence Systems Training (DDIST): The DDIST staff is responsible for the development, updating, assessment, review, and management of training products. The DDIST staff must further support training to non-USAICoE units receiving intelligence and specific non-intelligence capabilities.
- Safety Office: The FH Safety Office is the principle Risk Management office responsible for the control, reduction, and management of operational risk through the development, promotion, implementation, sustainment, and maintenance of the Post Safety Program.
- Directorate of Training (DOT): The DOT staff is responsible for the transformation of USAICoE into a 21st century learner-centric institution through educational design principles, innovative solutions, and the integration of products, training and professionalization of cadre.
- Human Intelligence Training – Joint Center of Excellence (HT-JCOE): The HT-JCOE staff is responsible for the facilitation, development, execution, and management of advanced, experiential-based training, professional development

and certification to a joint population of human intelligence (HUMINT) professionals.

- CIO-G6: The staff of the CIO-G6 is responsible for the provision of comprehensive Information Technology (IT) end-user support to all USAICoE activities and units. This support is vast, covering all aspects of hardware/software/network management, sustainment, maintenance, operability, and security.
- Reserve Forces Office (RFO): The RFO staff is responsible to execute support functions ensuring the RFO is able to satisfy mission requirements as the Reserve Component (RC) Advisor to the USAICoE Commanding General (CG), Policy Reserve Component Training Liaison, Training Base Augmentation Provider, and senior RC MI representative for all United States Army Reserve (USAR) and Army National Guard (ARNG) Soldiers, units, and headquarters staff.
- Knowledge Management Office (KMO): The KMO staff is responsible to execute support functions facilitating the KMO's capacity to act as a business process change agent and content management administrator of the Intelligence Knowledge Network (IKN).
- DRM: The DRM staff is responsible to execute support tasks facilitating the DRM's capacity to act as the primary authority in the coordination, direction, and execution of all resourcing, financial, budgeting, accounting, manpower, comptroller, program management, and acquisition contract management oversight functions.

1.2. Objective/Scope.

The objective of this single award indefinite delivery, indefinite quantity (ID/IQ), single award contract is to acquire the administrative, project management, and technical staff support services necessary to support the RA management staffs tasked with the duties and responsibilities essential to realizing overarching RA mission goals. While the majority of staff support provided to the RAs will be executed in a professional office environment, some RAs will require support in outdoor environments.

Required services as broken down in three High Level Function (HLFs) areas – HLF1 Administrative Support, HLF2 Program Management Support, and HLF3 Technical Support. The Contractor shall provide support for the three Higher Level Tasks below and further explained in Section 5.

- High Level Function 1: Administrative Support
The Contractor shall provide personnel to perform a wide variety of administrative and clerically-oriented services in support of the management offices to which they are assigned. Anticipated areas of support and assistance duties performed to satisfy Administrative Support requirements will include (but may not necessarily be limited to): managing correspondence, materials

preparation, meeting and conference coordination, visitor and guest reception, in/out-processing activities, records management, logistics support, report production, and security activities. Individual task orders will detail specific administrative support requirements.

- High Level Function 2: Program Management Support
The Contractor shall provide personnel to perform a wide variety of Program Management (PM)-oriented support services in support of the Requiring Activities (RAs) to which they are assigned. Anticipated areas of support and assistance duties performed to satisfy PM support requirements will include (but may be not limited to); policy and procedure development and review, program management plan development and review, program reviews and reporting, contracts management and acquisition support, comprehensive financial/budgetary analysis and reporting, resource management support, quality control, and process improvement recommendations.
- High Level Function 3: Technical Support
The Contractor shall provide personnel to perform a wide variety of technical oriented services in support of the Information Technology (IT) and other specialized operations of the Requiring Activities (RAs) to which they are assigned. Anticipated areas of support and assistance duties performed to satisfy Technical support requirements will include (but may be not limited to); IT services, database administration and management, configuration management, technical writing activities, and Public Key Infrastructure (PKI) program support.

1.3. Place of Performance.

The work is to be performed primarily at FH (Sierra Vista, AZ), Davis Monthan Air Force Base (DMAFB) (Tucson, AZ), Goodfellow Air Force Base (GAFB) (San Angelo, TX), with temporary duty (TDY) to various other Contiguous United States (CONUS) and Outside Continental United States (OCONUS) locations. RAs requiring work performance at other locations will be specified in each individual task order. The DRM PM primary duty locations will be (FH), AZ, and GAFB, TX. Travel/Temporary Duty (TDY) Travel may be required to Continental United States (CONUS) locations.

1.3.1. Travel / Temporary Duty (TDY).

The contractor may be required to travel to other locations within the CONUS and Outside Continental United States (OCONUS) locations in support of this contract. Prior to committing to travel, the contractor shall obtain written confirmation from the Contracting Officer's Representative (COR) that concurs with the planned travel dates, expected duration, origin and destination, purpose, and travelers; COR concurrence of contractor's Trip/Travel Reports (IAW CDRL A005) serves as COR written confirmation. It is the responsibility of the contractor to obtain all necessary travel documents to execute travel as required.

1.3.1.1 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS

(a) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances.

(b) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.205-26. Travel required by tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations (FTR), prescribed by the General Services Administration, for travel in the contiguous United States; Joint Travel Regulation (JTR), Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, and other outlying areas of the United States; and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered by FTR and JTR.

(c) Travel. Travel and subsistence are authorized for travel beyond a fifty-mile radius of the contractor's office whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a fifty-mile radius of the contractor's office. The contractor shall not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

(1) For travel costs other than described in paragraph (c) above, the contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of services under the contract and is authorized by the COR in writing.

(2) When transportation by privately owned conveyance is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the JTR or SR. Authorization for the use of privately owned conveyance shall be indicated in the basic contract. Distances traveled between points shall be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.

(3) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

(4) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

(d) Vehicle and/or Truck Rentals. The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

(e) Car Rental. The contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

(f) Per Diem. The contractor shall not be paid for per diem for contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a fifty-mile radius of the contractor's home office or the contractor's local office. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate shall be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem shall be limited to actual payments to per diem defined herein. The contractor shall provide actual payments of

per diem defined herein. The contractor shall provide supporting documentation for per diem expenses as evidence of actual payment.

(g) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed in accordance with the Joint Travel Regulations, Paragraph C4558, Per Diem For Travel By Ship.

(h) Special Material. "Special material" includes only the costs of material, supplies, or services which is peculiar to the ordered data and which is not suitable for use in the course of the contractor's normal business. It shall be furnished pursuant to specific authorization approved by the COR. The contractor will be required to support all material costs claimed by its costs less any applicable discounts. "Special materials" include, but are not limited to, graphic reproduction expenses, or technical illustrative or design requirements needing special processing.

Deliverables: A005 DI-MISC-81943 Trip/Travel Report

1.4 High Level Functions (Scope of Work)

Function 1: Administrative Support

Function 2: Program Management (PM) Support

Function 3: Technical Support

This PWS conveys the basic performance requirements, standards, and assessment measures that will apply to all issued TOs. The general basis for performance standards provided in this PWS will reflect one or more of the following measures for the work to be done:

- Quantity (how much or how often must the service be performed)
- Quality (the required acceptable level of service)
- Timeliness (the time-frame/period of time for submission/performance)

As described in the Performance Requirement Summary (PRS) (see Attachment1), the performance objectives and standards provide the general basis for measuring the performance of each requirement associated with the standard. TOs may include additional performance objectives and standards that are not included in the PRS at Attachment1.

The Government will evaluate the Contractor's performance in accordance with (IAW) the Quality Assurance Surveillance Plan (QASP) prepared by the Government. The Contractor's performance shall adhere to the metrics in the PRS (Attachment1). The PRS delineates: the key requirements, acceptable levels of performance for timeliness and quality, and disincentives and/or remedies.

1.5 Nondisclosure, Personally Identifiable Information (PII), and Organizational Conflicts of Interest.

PII may reside on systems used, accessed, or in the immediate work area where contractor personnel may be performing. The contractor shall ensure all assigned contract employees are briefed on Privacy Act requirements. All contractor personnel shall adhere to the Privacy Act, 5 U.S.C § 552a and applicable agency rules and regulations related to PII. Furthermore, in the interests of reinforcing non-disclosure policies and procedures, each contractor employee assigned to work under this contract shall sign a Non-Disclosure Agreement [(NDA); see Attachment 3] provided by the Government prior to performing work on the Government network. In those instances in which an NDA is needed, the COR will coordinate with the contract Program Manager or Deputy Program Manager to obtain the employee's signature. Once signed, the COR will ensure the appropriate distribution of the signed NDA. The Contractor will be required to maintain a copy of the NDA for the lifetime of the employee's work on the Contract and the Government COR and applicable security offices will retain the records for no less than 50 years.

The contractor shall provide managerial, supervisory, technical, and administrative personnel to accomplish all work described herein and as identified under the individual task orders.

ORGANIZATIONAL CONFLICTS OF INTEREST (OCI) (SERVICES)

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d) (7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered with respect to the suppliers and/or equipment listed in the KBS Performance Work statement issued under the contract will specify to which suppliers and/or equipment subparagraph (f) restrictions apply.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c)Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all

relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

(1) "System" includes system, major component, subassembly or subsystem, project, or item.

(2) "Non-developmental items" as defined in FAR 2.101.

(3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).

(4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).

(5) "Advisory and Assistance Services" (AAS) are those services acquired from non-governmental sources to support or improve agency policy development or decision making; or, to support or improve the management of organizations or the operation of hardware systems. Such services may encompass consulting activities, engineering and technical services, management support services and studies, analyses and evaluations.

(6) "Consultant services" as defined in FAR 31.205-33(a).

(7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.

(9) "Interest" means organizational or financial interest.

(10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

[X] (1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of one year after the date of completion of the contract. (FAR 9.505-1(a))

[X] (2) To the extent the contractor prepares and furnishes complete specifications covering no developmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of one year after the terms of this contract. (FAR 9.505-2(a) (1))

[X] (3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless-

- (i) It is the sole source;
- (ii) It has participated in the development and design work; or
- (iii) More than one contractor has been involved in preparation of the work statement.

The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of one year after the terms of this contract. (FAR 9.505-2(a) (1))

[X] (4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor

agrees to the terms and conditions set forth in the Statement of Work that are established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

[X] (5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505-4(b))

[X] (6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with one year after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

[X] (7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, or the products or

services of another firm for which the contractor performs similar work. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

(1) A description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;

(2) a description of the work to be performed;

(3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

1.6. Personnel.

1.6.1 Key Personnel

The contractor shall assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. No substitution or addition of personnel shall be made except in accordance with this instruction. Contractor shall ensure Key Personnel positions are filled at time of order award. The contractor shall ensure that during the term of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or family friendly leave.

Key personnel are the following:

Program Manager: Certain experienced professional and/or technical personnel are essential for successful accomplishment of the work to be performed under this contract. The minimum responsibilities of the Program Manager (required key personnel) include, but not limited to; (1) Serve as liaison between customer and COR/Supporting CORs, to coordinate work activities relevant to mission execution.; (2) Ensure compliance with relevant Government policies and standards; (3) Ensure completion of all tasks in assigned program area including technical work, staffing; (4) Monitor project progress to meet productivity, quality, and customer satisfaction; (5) Prepare and provide reports and technical reviews to customer per contract requirements; (6) Coordinate work schedules and work assignments for contractor personnel to cover all shifts and work days; (7) Manage personal time off to ensure mission requirements are being met; (8) Ensure training of new personnel on assigned tasks; (9) Ensure contract employees maintain proficiency directly related to assigned task; and (10) Attend and participate in customer and client meetings as required. As such, the Program Manager will be required to be on-site. The Contractor agrees that the Program Manager shall not be removed or replaced within the performance of this contract unless the following measures are taken and fully documented in writing.

Deputy Program Manager: The minimum responsibilities of the Deputy Program Manager (required key personnel) include, but not limited to; supporting the Program Manager in support of successful accomplishment of the work to be performed under this contract.

1.6.1.1 If one or more key personnel, for whatever reason, become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitution to such personnel, in writing, to the Contracting Officer (KO) and Contracting Officer's Representative (COR) at least thirty (30) days prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the required qualifications.

1.6.1.2 All key personnel shall have active, Top Secret clearances to ensure their ability to participate in all requisite meetings, working groups, conferences, performance assessments, progress reviews, etc., throughout the contract.

1.6.1.3 Key Personnel minimum Qualifications.

Program Manager – The Program Manager holds primary responsibility for all Contractor efforts in support of the contract. The Program Manager shall have 15 years of experience managing organizations similar in size, scope, and complexity as the requirements identified in the STAF PWS. Program Manager shall have demonstrated

a history of success in cost control, budget administration, acquisition and retention, key account development, and customer service optimization. Skilled at minimizing risk through the use of an Integrated Master Schedule, Responsibility Assignment Matrix, and Cost Control Account Schedules. The Program Manager shall have Top Secret - Sensitive Compartmented Information (TS/SCI) security clearance.

Deputy Program Manager– The Deputy Program Manager shall have 10 years of experience of successful management and leadership experience with a reputation for meeting the most challenging organizational goals and objectives in both the military and civilian sector. A solid history of success in cost control, budget administration, acquisition and retention, key account development, and customer service optimization. Skilled at minimizing risk through the use of an Integrated Master Schedule, Responsibility Assignment Matrix, and Cost Control Account Schedules. The Deputy Program Manager shall have Top Secret - Sensitive Compartmented Information (TS/SCI) security clearance.

1.6.2. Personnel Experience and Training, Certifications and Licenses.

The contractor shall provide a workforce that has sufficient qualifications to perform work as required by the Government, and those qualifications shall be maintained during the life of the contract. Any substitutions to personnel shall be required to meet the minimum qualifications of the position(s) they are filling prior to performance.

The qualifications shall include education, training, certifications and licenses directly related to the duties and responsibilities identified in the individual task orders. For those instances in which military service is identified as a qualification and/or experience criterion, potential employees must have obtained an Honorable Discharge from military service to have successfully met this requirement. All contractor employees, prior to commencing any work under this contract and subsequent task orders issued shall have received all training required for the effective performance of the functions they will perform (unless directed otherwise by the KO). The contractor shall obtain and maintain all certifications, inspections, and licenses required to perform the tasks within the PWS Attachment 4. Specific training, certifications, and licenses that are required to perform the tasks of this PWS are specified in individual TOs.

1.6.3 Employee Standards of Conduct.

Contractors shall ensure that their written code of business ethics and conduct are in compliance with Federal Acquisition Regulation (FAR) Subpart 3.10, Contractor Code of Business Ethics and Conduct, and promotes an understanding of provisions within the Joint Ethics Regulation (JER) that govern their interactions with military and civilian employees. Upon receipt of allegations or other indications of misconduct or conduct that reflects negatively on the Army, ICoE, or RAs involving contractor personnel, the contractor will be notified and will be required to investigate the matter fully and report corrective actions (if necessary) to the COR and the KO. The contractor is responsible for the conduct of its employees and shall take prompt, reasonable, and appropriate disciplinary action against employees for misconduct. The removal or barring of a contractor employee from a work site shall not relieve the contractor of the obligation to

perform all requirements of the contract. Contractor personnel will be denied access to and/or removed and barred from sites when their presence is determined by Base Commander or a duly appointed Government representative to be detrimental to security, to the health, welfare, or well-being of persons. The Government expressly reserves the right to remove and bar a contractor employee whose activity, on or off-site, endangers the security, health, welfare, or well-being of persons and property, or whose presence on site presents an unacceptable risk to safety, security. In the event an employee is removed or barred from Post, the Government RA will ensure timely and consistent communication is provided to the KO, who shall advise the contractor of the reason(s).

The Government has the right (IAW Title 18 U.S.C. 1382) to bar/ban from the installation and/or from performance under this contract any contractor employee, or prospective contractor employee, whose conduct is identified as a potential threat to the health, safety, security, general wellbeing, or operational mission of the installation and its population.

1.6.4 Identification (ID) of Employees.

1.6.4.1 Common Access Card (CAC).

All contractor employees requiring a CAC shall coordinate with the Trusted Agent identified for the Requiring Activity (RA) to which the contractor is assigned and complete a DD Form 1172-2 (it is anticipated the contractor will be able to schedule appointment with CAC card issuing facility within 48-72 hours of submitting DD1172-2). The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a Department of Defense (DoD) facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more.

1.6.4.2 Contractor Provided ID.

The contractor shall furnish appropriate ID and require each employee to display or possess their ID.

1.6.4.3 The contractor shall ensure that personnel who are no longer assigned to perform work under this contract turn-in ALL government issued ID badges to the COR prior to the close of business on their last working day. The Government retains full control over all security matters, including but not limited to, granting or denying employee ID badges. The contractor shall keep records of and account for all employee ID badges issued to its employees. Inability or failures of a contractor employee to meet security requirements shall not relieve the contractor of the obligation to perform all requirements of the contract.

1.6.4.4 Display of ID Badges.

Contractor personnel shall wear all required ID badges at all times. ID badges shall be worn when performing work under this contract to include attending Government meetings and conferences. Unless otherwise specified in the contract or TO, each contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit such placement.

1.6.5 Contractor Communication.

1.6.5.1 Utilizing Electronic Mail (email).

While on duty, when Contractor personnel send email messages, the Contractor's e-mail address shall include the company name together with the person's name. When it is necessary for Contractor personnel to have a user address on a Government computer, the Government shall ensure that person's email address also shows Contractor status.

1.6.5.2 Contractor Interactions.

All contractor personnel attending meetings, answering telephones, and working in other situations where their contractor status is not obvious to third parties shall identify themselves as a contractor. Contractor shall also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor workforce must comply with all personal identity verification requirements as directed by the Homeland Security Presidential Directive-12, DoD, Headquarters DA and local policy.

1.7. Contractor Organization.

The contractor is encouraged to utilize an organizational structure that best fulfills the needs, requirements, resources, and efficiencies of the RAs. The organizational structure developed by the contractor shall provide for a smooth and efficient interface with the Government.

1.8. Hours of Operation.

1.8.1. Normal Working Hours of Operation.

1.8.1.1. The normal working hours of operation are 0730-1630, Monday to Friday, excluding Federal holidays. Normal working hours may vary in some individual task orders. Unless otherwise noted in individual task orders, the contractor shall perform during the normal working hours.

1.8.2. Other-than-Normal Working Hours of Operation.

1.8.2.1. In some circumstances (e.g. practical exercises, field training exercises, exercises requiring TDY, the normal working hours may vary. Planned and unplanned situations, to include military exercises, contingency operations, or weather emergencies, may also drive extended hours of operations. When the contractor requires access to a work area during a time that conflicts with a mission requirement

[e.g., training area or range during a field exercise, various fields and buildings during a ceremony, rehearsal, or Very Important Person (VIP) visit], the contractor shall schedule the work to minimize the disruption. Such scheduling may require work to be accomplished at times other than normal hours of operation. The contractor shall make available fully qualified personnel to perform services and satisfy requirements outside of normal operating hours. Requests for alternate hours (those that occur before 0800 or after 1700, occurring on days outside of the standard workweek of Monday through Friday, or in excess of eight hours per day but not exceeding 80 hours per pay period) shall be coordinated with the COR at least 10 working days prior. Any alternate hours that take place without a fully approved request will be considered unauthorized by the Government. The contractor shall coordinate with the Government Lead for all class schedules, and shall lock in training and TDY dates and times no later than fifteen (15) days prior to the start of each event. The Contractor will perform the management of hours, and their application to the task will come from the total annual authorized number of hours for each contract employee.

1.8.3 Federal Holidays.

The days specified below are legal Federal holidays during which non-essential work will not be required of the contractor. If the holiday falls on a Saturday or Sunday, then such holiday shall be observed as they are observed by the Government employees at Fort Huachuca.

Holiday	Day of Observation
New Year's Day	January 1
Martin Luther King Birthday	3 rd Monday in January
Presidents Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25

1.8.4. Training Holidays and Block Leave.

Training and Doctrine Command (TRADOC) has a unique time when students and trainees depart Army schools and training centers in mid-December for a two-week holiday period ("block leave") IAW AR 600-8-10, Leaves and Passes. Contractor services under this contract may be required during the two-week holiday period and on "training holidays."

1.8.5 Weather Conditions.

In the event of inclement weather, the contractor shall comply with the local installation's Inclement Weather Policy.

1.9. Security.

The contractor shall comply with the security regulations and requirements specified in Contracts Security Classification Specifications, DD Form 254 and addendums sheets. The contractor shall appoint a security officer, who shall (1) be responsible for handling all security aspects of the work performed under this contract; (2) assure compliance with all DoD and US Army regulations regarding security, including but not limited to Army Regulation (AR) 380-67, AR 380-5, AR 25-2 and (3) assure compliance with any written instructions from the security or Operations Security (OPSEC) officer or Information Assurance Manager (IAM) of ICoE. The contractor shall identify and comply with all security requirements and shall identify personnel that no longer require access to Government Information Systems (IS) to the COR within 24 hours.

1.9.1 Physical Security.

The contractor shall comply with installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. The contractor shall comply with all personal identity verification requirements as directed by DOD, Headquarters, Department of the Army (HQDA) and / or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.9.2 Personnel Security.

Some tasks may not require a clearance but all positions shall require investigation for duties and access to US Government systems and technical information. The levels of security clearance and number of personnel required for each level is unknown. Work requiring a higher security clearance (ranging from a favorably adjudicated National Agency Check with Inquiries, or an equivalent or higher investigation IAW Army directive 2014-05, to Top Secret and Specialized Compartmentalized Information) will be identified in individual task orders. The contractor shall ensure that employees performing under this contract are cleared US citizens. As appropriate, the Joint Personnel Adjudication System (JPAS) record shall reflect each employee as having both eligibility and access to classified information at the appropriate level of classified information for the task involved, prior to performing work. Contractors possessing interim security clearances will be granted access pending adjudication of their investigations; however, those who do not obtain the appropriate clearance upon adjudication shall be removed from the task and replaced with appropriately cleared personnel.

1.9.3 Installation Security.

The contractor shall follow all installation access requirements at host installations. Host installations will require proof of a valid state driver's license, vehicle insurance, and/or a DoD CAC for entry on to the installation.

1.9.4 Key Control.

The contractor shall establish and implement methods of making sure all keys/key cards issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No keys issued to the contractor by the Government shall be duplicated. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The contractor shall immediately report any occurrences of lost or duplicate keys to the COR.

1.9.4.1 In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the contractor.

1.9.4.2 The contractor shall prohibit the use of Government issued keys/key cards by any persons other than the contractor's employees who are engaged in performance of assigned work in those areas. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees, or personnel authorized entrance by the Contracting Officer.

1.9.5 Lock Combinations.

When required, the contractor shall establish and implement methods of ensuring that no lock combination is revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations.

1.10. Special Requirements.

1.10.1 OPSEC Standing Operating Procedure.

The contractor shall adhere to OPSEC program requirements per AR 530-1, Operations Security.

1.10.2 Antiterrorism (AT) Level I Training.

All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas will be required to have a current (unexpired) AT Level I Training certification. All contractor employees not possessing a current AT Level I Training certification will be required to complete AT Level I awareness training within 30-calendar days after the contract award or within 2-calendar workdays from start date. Incumbent contractor employees possessing current AT Level I Training certifications upon contract start date will be considered to have met this requirement and not be required to complete re-training until expiration of existing certification. The contractor shall submit certificates of completion for each affected contractor employee, to the COR, within 5 calendar days after completion of training by

all employees and subcontractor personnel. AT level I awareness training is available at the following website: (<https://jkodirect.jten.mil./Atlas2/page/login/Login.jsf>).

1.10.3 AT Awareness Training for Contractor Personnel Traveling Overseas.

Contractor employees and associated subcontractor employees will receive Government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander, with the unit Anti-Terrorism Officer (ATO) being the local Point of Contact (POC).

1.10.4 iWATCH Training.

The contractor shall brief all contractor personnel on the local iWATCH program (training standards provided by the requiring activity AT Officer). This locally-developed training shall be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 45 calendar days of contract award and within 30 calendar days of new employees start date. Incumbent contractor employees that have undergone iWATCH training within one calendar year of start date will be considered to have met this requirement and not be required to complete re-training until one calendar year has elapsed since last iWATCH training session.

1.10.5 Threat Awareness Reporting Program (TARP).

All contractor personnel shall receive annual TARP training by a Counterintelligence (CI) agent or other trainers as specified in AR 381-12, 2-4b. The contractor shall ensure its employees report threat-related incidents, behavioral indicators, and other matters of CI interest to USAICoE G2 Office, the nearest military CI office, the Federal Bureau of Investigation (FBI), or the Defense Security Service.

1.10.6 OPSEC Awareness Training.

Contractor employees requiring access to Government installations, facilities, and controlled access areas, will be required to have a current (unexpired) OPSEC Awareness Training certification. All contractor employees not possessing a current OPSEC Awareness Training certification will be required to complete Level I OPSEC Awareness training within 30 calendar days after the contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable, and annually thereafter. New employees shall be trained within 30 calendar days of their reporting for duty and annually thereafter. (IAW AR 530-1) The contractor shall make certificates of completion for each affected contractor employee and subcontractor employee available to the COR upon request OPSEC Awareness training is available at the following website: <http://cdsetrain.dtic.mil/opsec/>.

1.10.7 Access to Government Information Systems.

All contractor employees who require access to a Government Information System (IS) shall be registered in the Army Training Certification Tracking System (ATCTS) and possess a current (unexpired) DoD Cyber Awareness Challenge Training certification at commencement of services. Contractor employees not possessing a current

certification shall successfully complete the DoD Cyber Awareness Challenge Training (formerly known as DOD Information Assurance Awareness Training) prior to access to the IS and then annually thereafter. All contractor employees working IA/IT functions shall comply with DoD and Army training requirements in DoD 8570.01, DoD 8570.01-M and AR 25-2 upon contract award or within 30 calendar days of employment. Contractor personnel that do not have proper and current certifications shall be denied access to DoD IS for the purpose of performing IA functions. Verification of the annual DoD Cyber Awareness training shall be provided to the Government upon request or to USAICoE Security Officer. DoD Cyber Awareness training is available at the following website: <https://ia.signal.army.mil/DoDIAA/>.

1.10.8 Acceptable Use Policy (AUP).

The contractor shall ensure understanding and compliance with USAICoE AUP (to be provided) regarding personnel responsibilities and limitations in using organizational or DoD Information Systems. The contractor shall provide explicit acknowledgment by reading and signing the AUP form and deliver the form to USAICoE Security Officer for record.

1.10.9 Intelligence Oversight (IO).

The contractor shall comply with the training requirements IAW the Commanding General IO Program, 25 Sept 2015. This training is to ensure ICoE Intelligence and Counterintelligence personnel and/or units do not infringe upon the constitutional rights of US persons in accordance with AR 381-10. The contractor will receive initial training by USAICoE Security Officer while in-processing (or within 30 days of in-processing) and annually thereafter. Incumbent contractor employees possessing current IO Training certifications upon contract start date will be considered to have met this requirement and not be required to complete re-training until expiration of existing certification. The contractor shall make the training certificates of completion available to the COR upon request.

1.10.10 Controlled Unclassified Information (CUI).

The contractor shall comply with the training requirements IAW AR 380-5. CUI training is to alert personnel of different types of information that require application of controls and protective measures for a variety of reasons, but not including those that qualify for formal classification. The contractor shall take CUI training while in-processing and annually thereafter. Incumbent contractor employees possessing current IO Training certifications upon contract start date will be considered to have met this requirement and not be required to complete re-training until expiration of existing certification. The contractor shall make the training certificates of completion available to the COR upon request. Site: <http://www.archives.gov/cui/training/awareness/controlledunclassified/Course1/index.html>

1.10.11 Derivative Classification.

The contractor shall comply with the training requirements IAW AR 380-5. This training is designated for personnel that are derivative classifiers. The contractor shall take CUI training while in-processing and every two years thereafter. Incumbent contractor

employees possessing current Derivative Classification Training certifications upon contract start date will be considered to have met this requirement and not be required to complete re-training until expiration of existing certification. The contractor shall make the training certificates of completion available to the COR upon request. Site: (<https://securityawareness.usalearning.gov/derivative/>).

1.10.12 Security Training.

All Army and contractor personnel have an individual and official responsibility for safeguarding our national security information and controlled unclassified information, reporting derogatory information and properly responding to threat indicators. The contractor shall take security training provided by USAICoE Security Officer while in-processing and annually thereafter. Incumbent contractor employees possessing current Security Training certifications upon contract start date will be considered to have met this requirement and not be required to complete re-training until expiration of existing certification. The contractor shall make the security training certificates of completion available to the COR upon request. Site: <https://www.lms.army.mil>.

1.11. Disclosure of Activities or Information.

All contractor personnel (to include subcontractors, teaming partners, and consultants) personally and substantially involved in the performance of this contract shall execute and submit a NDA for all contract employees. See Attachment 3. Execution of this non-disclosure agreement by contractor employees (to include supervisors) is required prior to the commencement of any work on this contract and whenever replacement contractor personnel are proposed. Any information obtained or provided in the performance of this contract shall only to be used in the performance of this contract.

The contractor shall be responsible and liable for all unauthorized disclosures of classified and protected information, regardless of the likelihood of compromise or the degree of harm to national security that may result. Upon discovery, the contractor shall immediately inform the COR and PCO of any unauthorized disclosure of classified and protected information. The contractor shall refer outside requests for information to the Contracting Officer. The contractor is not allowed to use Fort Huachuca logos or photos on company materials.

1.12. Treatment of Students.

Contractor employees shall adhere to TR 350-6, Initial Entry Training (IET) Policies & Administration, AR 350-1, Army Training and Leader Development, and other policies associated with individual courses which will be provided by the Government within the task orders. Contractor employees shall treat all students in a professional manner and shall not accept personal remuneration for services rendered in the performance of duty. Contractor personnel shall not engage in social activities with students and shall avoid relationships that give the appearance of partiality, unfairness, and/or preferential treatment. Contractor employees shall report to their corporate chain of command, as well as to the appropriate government leadership and/or point of contact, any conduct constituting a violation of TR 350-6

SECTION 2 GENERAL REQUIREMENTS.

2.1. Non-Personal Services.

The Government and the contractor understand and agree that the work described in this contract and subsequent task orders are "Non-personal Services" as defined in FAR 37.101 and IAW FAR 37.104 guidance. Contractor personnel:

- (1) Shall perform the services described herein as contractors, not as employees of the Government.
- (2) Shall NOT be placed in a position where they are under the supervision, direction or evaluation of a federal employee, military or civilian, but shall, pursuant to the Government's right to inspect, accept or reject work, comply with such general direction of the Contracting Officer or the duly appointed representative of the Contracting Officer as is necessary to ensure completion of the contract objectives.
- (3) Shall NOT be placed in a position of command, supervision administration or control over military or civilian personnel or personnel of other contractors, or become part of the Government organization.
- (4) As this contract does not create any employer-employee relationships, entitlements and benefits applicable to such relationships do NOT accrue by virtue of this contract.

2.2 Business Relations.

The contractor shall provide a Program Management Office structure and organization to manage the requirements of this contract. The contractor shall manage, organize, coordinate, and control all program activities to meet performance factors and requirements of the contract. The contractor shall participate in such activities as analysis, meetings, partnering, and transition meetings. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel. The contractor shall respond to Government business relations requests (changes in technical and contractual needs and data calls) as required. The contractor shall brief any Monthly Status Report (MSR)/ Quarterly Status Report (QSR) content to the Government at short notice (within 24 hours).

2.3 Contract Administration and Management.

The following subsections specify requirements for financial, contract, management, and personnel administration.

Deliverable: Monthly Status Report (See CDRL: A001)

Deliverable: In-Process Reviews (See CDRL: A002)

2.3.1. Contract Administration and Financial Management.

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall have a single primary Point of Contact (POC) between the Government and contractor personnel assigned to support task orders, and a single point of contact between the Government and contractor personnel at each manned location (determined by the contractor's analysis of manpower requirements) to support the contract. The contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on the requirements of this contract.

The Contractor shall plan, budget, schedule, and control the resources allocated to meet the requirements of the contract. The Contractor shall document and track the status of all obligated funds associated with the contract to include payments, cancellations and invoices against each contract line item number (CLIN) and sub line item number (SLIN) by TO.

2.3.2. Key Personnel Support.

The Program Manager and Deputy Program Manager holds primary responsibility for all Contractor efforts in support of this contract. The contractor shall provide management support as required. The contractor shall maintain the currency of contractor personnel qualifications by providing initial and refresher training as required to meet the contract requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks. The contractor shall comply with all applicable local host-nation and international laws, rules, regulations, and policies. The contractor shall conduct reviews In-Process Reviews (IPRs) to be co-chaired by a Government and contractor representative. The contractor shall be prepared to explain the reasoning, assumptions, and methods used to arrive at any particular conclusion, recommendation, or alternative in the accomplishment of the tasks required by the contract. The contractor shall have key personnel, support, and subcontractors, as appropriate, available to execute the meetings. The Government will provide the facilities to conduct IPRs. The contractor shall prepare the Meeting Agendas as coordinated with the Government. The contractor shall supply presentation materials to the Government as needed prior to the meeting to enhance productivity and mutual understanding of topics. Contractor Program Management shall be conducted in accordance with the Program Management Plan (PMP). The contractor shall develop, maintain, and update, throughout the contract's period of performance (POP), a PMP that is the foundation for information and resource management planning and guidance to a Government Representative.

2.3.2.1 Subcontractor Management.

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this contract and shall be responsible and accountable for subcontractor performance on this contract. The prime contractor shall manage work distribution to ensure there are no Personal Conflict of Interest (PCI) or Organization Conflict of Interest (OCI) considerations. In the event a situation occurs which may give rise to the appearance of a PCI/OCI the contractor shall notify the Contracting Officer,

identify the circumstances and provide the contractor's proposed approach to avoid, and neutralize or mitigate the PCI/OCI. The contractor shall prepare and maintain a disciplined Subcontractor Management Plan with particular emphasis placed on practices to be maintained with satisfying small business participation requirements. The contractor shall ensure the requirements of this contract and subsequent orders are consistently applied to all subcontracts and associate contracts.

2.3.3. Quality Control Plan.

The contractor shall formulate and implement a quality control program that outlines the contractor's goals, objectives and standards, and a Quality Control Plan (QCP) that details the methods, procedures, and processes used to meet customers', regulatory, and the contractor's quality processes, and encompass the entire contract. The contractor shall provide the complete QCP IAW paragraph 2.3.3 of this PWS.

2.3.3 QCP. The Contractor shall develop, implement and maintain an effective quality control program to ensure services are performed IAW with PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which it is assured that work shall comply with the requirements of the contract. The Contractor shall submit a QCP with contract proposal (for incorporation into the resultant contract) and update the QCP as needed throughout the life of the contract.

The QCP shall implement standardized, measurable procedures/methodology for monitoring and documenting contract performance to ensure all contract requirements are met. The Contractor's QCP shall contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the Government. The QCP, as a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documentation of inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing Government discovered non-conformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent recurrence of discrepancies; procedures for trend analysis; and procedures for collecting and addressing customer feedback/complaints. The Contractor shall upon request provide to the Government their quality control documentation.

2.3.4. Contractor Manpower Reporting.

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: (<https://ecmra.mil>) Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2020. Contractors may direct questions to the help desk at: <https://ecmra.mil>.

2.3.5. Transition Periods.

Phase-In Period.

The contractor shall prepare to assume full responsibility within a 30 day period for all areas of operation IAW the terms and conditions of this contract. The contractor shall take all actions necessary for a smooth transition from award to full operational status on a non-interfere basis. The Government will make all facilities and equipment accessible to the contractor upon contract award prior to performance start date. During the phase-in period, a transition start meeting shall be conducted among the principle parties (Government, incoming contractor and, as applicable, incumbent contractor) to coordinate the handoff process between the incoming contractor and the incumbent or other agents. In addition, an operational readiness meeting shall be conducted among the principle parties (Government, incoming contractor and incumbent contractor) near the end of the transition period to ensure all outstanding planned actions have been closed as relates to the phase-in and the incoming contractor is prepared to fully assume operations.

During the phase-in period, the contractor shall, at a minimum.

- (1) Establish the Project Management Office;
- (2) Recruit and hire necessary personnel (may include efforts to employ incumbent workforce);
- (3) Obtain all required certifications and clearances, including personnel security clearances;
- (4) Develop and submit any required deliverables;
- (5) Attend post-award meetings as required, and;
- (6) Accomplish any necessary employee training to support the functions listed in the PWS on an over the shoulder, non-interference basis.

The incumbent contractor is responsible for full performance to the end of their contract period of performance.

Phase-Out Period.

The phase-out period shall apply to any contract follow-on requirements. Prior to the completion of the contract, an observation period will occur at which time management personnel of the incoming workforce may observe operations and performance methods of the incumbent contractor. This will allow for orderly turnover of facilities, equipment, and records and will help to ensure continuity of service. The contractor shall not defer any requirements for the purpose of avoiding responsibility or of transferring such responsibility to the succeeding contractor. The contractor shall fully cooperate with the succeeding contractor and the Government so as not to interfere with their work or duties. During the phase-out period, the contractor shall address the following issues: employee notification; retention of key personnel; turnover of work-in-progress, inventories, Government property; removal of contractor property; data and information transfer; and any other actions required to ensure continuity of operations. Full performance shall be maintained during the entire period.

Deliverables: Phase-Out Plan (See CDRL: A003)

2.4 Accidents and Incidents.

Reportable accidents and incidents are those involving STAF or other Government property supported by the STAF, involving or witnessed by contractor personnel, and other incidents as defined below.

Accident is defined as an unplanned event that causes personal injury or illness, or property damage.

Incident is defined as an occurrence or event involving or resulting from failure to comply with standards or regulations, and/or misbehavior or criminal behavior, which results in negative mission impact, personal injury, property damage, or criminal, legal, disciplinary, or adverse administrative action being taken by authorities.

The contractor shall log and report all accidents or incidents and track them until each is closed out. The contractor shall provide a preliminary report and update it as necessary. The contractor shall provide a final report after closing out the accident or incident.

The contractor shall report all accidents and incidents IAW FH accident reporting policies to the KO and the COR.

Deliverables: Accidents/Incidents Report (See CDRL: A004)

2.4.1. Security.

IMMEDIATELY upon discovery, the contractor shall report any security incident that results in the loss of classified data or equipment, impacts training, results in revocation of network access or security clearance, or requires disciplinary action against an individual via telephonic notification to USAICoE Security Officer (G2), COR, and the Contracting Officer ensuring contact is made in real time along with a written notification. "Immediately" is defined as "without delay".

Handling/Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DOD 5220.22-M.

2.4.2. Health and Safety incident.

IMMEDIATELY upon discovery, the contractor shall report incidents involving serious injury, loss of life, or criminal activity via telephonic notification to 911 and then to the COR and the Contracting Officer, ensuring contact is made in real time along with a written notification. A voicemail on a telephone is not sufficient to meet the notification requirements for a serious injury or loss of life. "Immediately" is defined as "without delay".

SECTION 3 ACRONYMS.

3.1. Acronyms.

3.1.1. Below are additional acronyms that apply to DRM PM

A

AIS – Automated Information System
AIT – Advanced Individual Training
AOR – Area of Responsibility
AQL –Acceptable Quality Level
ARIMS –Army Records Information Management System
ARNG – Army National Guard
AR – Army Regulation
ASID – Automated Systems Information Database
AT – Antiterrorism
ATCTS– Army Training Certification Tracking System
ATO – Antiterrorism Officer
AUP – Acceptable Use Policy

B

BN – Battalion

C

CAC – Common Access Card
CCB –Configuration Control Board
CDRL – Contract Data Requirements List
CDR –Contract Deficiency Report
CFE – Contractor Furnished Equipment
CG- Commanding General
CLIN- Contract Line Item Number
CONUS – Continental United States
COA –Course of Action
COR – Contracting Officer's Representative
CUI – Controlled Unclassified Information

D

DA- Department of the Army
DDIST- Directorate of Doctrine & Intelligence Systems Training
DMAFB – Davis-Monthan Air Force Base
DOD – Department of Defense
DOT – Directorate of Training

E

Email- Electronic Mail
ETA –Enhanced Trusted Agent

F

FAR – Federal Acquisition Regulation
FBI – Federal bureau of Investigation
FH – Fort Huachuca
FPCON – Force Protection Condition Fort Huachuca
FY – Fiscal year

G

G2 – USAICoE Security Officer
GAFB – Goodfellow Air Force base
GFP – Government Furnished Property

H

HQDA – Headquarters, Department of the Army
HT-JCOE – Human Intelligence Training – Joint Center of Excellence

I

IAW – In accordance with
IAM – Information Assurance Manager
IAVA – Information Assurance Vulnerability Alert
ICoE – US Army Intelligence Center of Excellence
IET – Initial Entry Training
ID – Identification
IDIQ – Indefinite Delivery, Indefinite Quantity
INFOSEC – Information Security
IKN – Intelligence Knowledge Network
IO – Intelligence Oversight
IPRs – In-Process Reviews
IPT – Integrated Product Team
IT – Information Technology

J

JER – Joint Ethics Regulation
JPAS – Joint Personnel Adjudication System

K

KO – Contracting Officer
KMO – Knowledge Management Office

M

MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MSR – Monthly Status Report

N

NDA – Non-Disclosure Agreement
NIPR – Unclassified but Sensitive Internet Protocol Router
NIPRNET – Non-Classified Internet Protocol Router Network
NSA–National Security Administration
NVG – Night Vision Goggles

O

OCI – Organization conflict of Interest
OCONUS – Outside Continental United States
ODC–Other Direct Cost
OPSEC – Operations Security
OSOP – Organizational Standard Operating Procedures

P

PCI – Personal Conflict of Interest
PCL – Personal Clearance
PCO – Procuring Contracting Officer
PERSEC –Personal Security
PII – Personally Identifiable Information
PKI– Public Key Infrastructure
PMP–Project Management Plan
POC – Point of Contact
POI – Programs of Instruction
PRS – Performance Requirements Summary
PWS – Performance Work Statement

Q

QASP – Quality Assurance Surveillance Plan
QC – Quality Control
QCP – Quality Control Plan
QSR – Quarterly Status Report

R

RAs – Requiring Activities
RC- Reserve Component
RFI – Requests for Information
RFO- Reserve Forces Office
RPS – Requirements Planning System

S

SCI – Sensitive Compartmented Information
SIPRNET – Secret Internet Protocol Router Network
SLIN – Subline Item Number
SOP – Standard Operating Procedure
SOH –Safety and Occupational Health
SPT –Standard Process Template

STAF - Staff Technical Assistance and Functional Support Services (STAF)
STIG –System Technical Implementation Guidelines

I

TASS – The Army School System
TARP– Threat Awareness Reporting Program
TCM-ATIS – TRADOC Capability Manager – Army Training Information System
TDC – Training Development Capability
TDY – Temporary Duty
TO – Task Order
TPU – Troop Program Unit
TR – TRADOC Regulation
TRADOC – Training and Doctrine Command
TRAP – Training Resource Arbitration Panel
TS/SCI – Top Secret - Sensitive Compartmented Information
TTPs – Tactics, Techniques, and Procedures

U

US – United States
USAICoE – US Army Intelligence Center of Excellence
USAR – US Army Reserve

V

VDD –Version Description Document
VIP – Very Important Person

SECTION 4 GOVERNMENT PROPERTY AND SERVICES.

4.1. Government Property.

Government Furnished Property (GFP), in accordance with FAR Part 45 and AR 735-5, may be provided to the contractor if necessary to meet the specific task order requirements. GFP, if required, will be listed within each specific task order. The contractor is responsible for all costs related to making the property available for use, such as payment of all transportation, installation, or rehabilitation costs. The contractor shall use the Government property only for performing this contract. Modifications or alterations of Government property are prohibited. The contractor shall not cannibalize Government property. The Government shall furnish related data and information needed for the intended use of the property. In the event property is received by the contractor in a condition not suitable for its intended use, the contractor shall immediately notify the COR. The contractor shall have a process to create and provide reports of discrepancies, loss of Government property, corrective actions, and other property related reports as directed by the Contracting Officer.

4.1.1. The contractor shall have a process to enable the prompt recognition, investigation, disclosure and reporting of loss of Government property (*meaning unintended, unforeseen or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property. Loss of Government property does not include occurrences such as purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects. Loss of Government property includes, but is not limited to—(1) Items that cannot be found after a reasonable search; (2) Theft; (3) Damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; or (4) Destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair*), including losses that occur at subcontractor or alternate site locations.

(1) This process shall include the corrective actions necessary to prevent recurrence.

(2) The contractor shall investigate and report to the Government all incidents of property loss as soon as the facts become known. Such reports shall, at a minimum, contain the following information:

- (i) Date of incident (if known);
- (ii) Cause of incident;
- (iii) Quantity;
- (iv) Copies of all supporting documentation;
- (v) Last known location; and

(vi) A statement that the property did or did not contain sensitive material.

4.1.2. Should it be determined by the Government that the contractor's (or subcontractor's) property management practices are inadequate or not acceptable for the effective management and control of Government property under this contract, or present an undue risk to the Government, the contractor shall prepare a corrective action plan when requested by the Contracting Officer and take all necessary corrective actions as specified by the schedule within the corrective action plan.

4.1.3. Contractor Liability for Government Property.

(1) Unless otherwise provided for in the contract, the contractor shall not be liable for loss of Government property except when any one of the following applies—

(i) Loss of Government property that is the result of willful misconduct or lack of good faith on the part of the contractor's managerial personnel.

(ii) The Contracting Officer has, in writing, revoked the Government's assumption of risk for loss of Government property due to a determination that the contractor's property management practices are inadequate, and/or present an undue risk to the Government, and the contractor failed to take timely corrective action. If the contractor can establish by clear and convincing evidence that the loss of Government property occurred while the contractor had adequate property management practices or the loss did not result from the contractor's failure to maintain adequate property management practices, the contractor will not be held liable.

(2) The contractor shall take all reasonable actions necessary to protect the property from further loss. The contractor shall separate the damaged and undamaged property, place all the affected property in the best possible order, and take such other action as the Contracting Officer directs.

(3) The contractor shall do nothing to prejudice the Government's rights to recover against third parties for any loss of Government property.

(4) The contractor shall reimburse the Government for loss of Government property, to the extent that the contractor is financially liable for such loss, as directed by the Contracting Officer.

(5) Upon the request of the Contracting Officer, the contractor shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of instruments of assignment in favor of the Government in obtaining recovery.

4.1.3. Specifics regarding the use of Government property will be identified in the individual task orders, if applicable. The contractor shall include these requirements in

all subcontracts under which Government property is utilized for subcontract performance.

4.2. Government Facilities.

Contractor personnel, who perform at the Government site, will be provided with office facilities. The contractor shall not mark or affix any decals, emblems or signs portraying the contractor's name or logo to Government facilities. The Contractor shall not make alterations or improvements to these facilities. The Contractor shall not relocate activities or operational units within assigned facilities. The facilities will be identified in the individual task orders issued under the contract, if applicable. Some facilities may be jointly occupied by Contractor and Government personnel or other third party Contractor personnel. Facilities in this statement refer to any warehouse, building, sunshade, office, work area, shop or other structure used in performance of mission requirements. Final arrangements for space and/or equipment will be discussed during the initial meeting.

While the Government will be responsible for all real property, fixtures, appurtenances, and facilities provided to the contractor, the contractor will be required to maintain the Government facilities in a clean and neat condition. The Contractor shall direct all building maintenance issues (such as doors failing to automatically secure) that may inhibit support of this acquisition to the COR. For all other routine maintenance issues, the Contractor shall coordinate with the appropriate Government official in the area it is supporting.

The Government will make available the facilities at the following locations; Riley Barracks, Directorate of Resource Management, Rowe Hall, Freidman Hall, Goddard Hall, Ice Hall, Nicholson Hall Annex, 304th MI Battalion (BN) HQ, 305th MI BN HQ, 309th MI BN HQ, 344th MI BN HQ, Matlack Hall, Knowledge Management Office, Kelly Operations, Alvarado Hall, and the MI Library. The Government reserves the right to substitute similar space in alternate on-site buildings. Any contractor configuration changes to such space cannot be made without the expressed written consent of the Contracting Officer. All approved configuration changes will be made at the contractor's expense. In addition, the contractor shall, at its own expense, restore this space to its original configuration, or better, and condition prior to completion of the contract.

The following are the Government Provided Facilities for this TO:

Organization	Facility Name	Building Number	Location
DOT	MI Library	62723	Ft Huachuca, AZ
	Nealis Barracks	52204	Ft Huachuca, AZ
DOT, DDIST	Kelly Operations		Ft Huachuca, AZ
BDE, RFO,	Riley Barracks	51005	Ft Huachuca, AZ
	Leopardwood Hall	41408	Ft Huachuca, AZ
BDE	Nicholson Hall	80505	Ft Huachuca, AZ
BDE	Weinstein Village	85302	Ft Huachuca, AZ

	Hitt Hall	81401	Ft Huachuca, AZ
HT-JCOE	Matlack Hall	80122	Ft Huachuca, AZ
CIOG6	Friedman Hall	63902	Ft Huachuca, AZ
CIOG6	Rowe Hall	63845	Ft Huachuca, AZ

4.2.1. Incidental Administrative Property.

The Government will provide access to office-related Government Property equipment/Information/Software (e.g., computers, desk space with standard office supplies and equipment, network access, CAC, CAC readers, AKO access, Non-classified Internet Protocol Router Network (NIPRNET), Secret Internet Protocol Router Network (SIPRNET), phone service, database, electrical power, and networked printer capabilities) while working in Government spaces for performance of this PWS. The contractor will have access to information concerning acquisition management, programs, processes, and schedules to facilitate the contractor's performance of this PWS.

4.3. Government Incidental Property and Services.

The Government shall furnish certain services for the contractor's use, including utilities, refuse collection, information management systems, security, fire, environmental, and emergency services. The Government will also make available to the Contractor, in an "as is" condition, business equipment (i.e.: access to copier, telephones, and internet access capabilities), furniture (i.e.: desks, chairs, file cabinets and bookcases), computer workstations, software and resources required to complete the specified tasks to Contractor personnel supporting this contract. The Government will install, maintain, repair, and remove, as necessary, all Incidental Government-furnished telephones, telephone instruments, and telephone distribution systems.

Government communications systems, including telephone instruments and lines located in Government facilities may be used by the contractor for work related purposes. Long distance phone service for official business is included as a Government service. Mobile phone, paging equipment, and service are not included.

NOTE: Use of Government communication systems constitutes consent to monitoring at all times.

4.3.1. Telephone Changes and Repairs.

The contractor shall not move, remove, add, alter, or reconfigure Government communication systems, networks, or lines without COR approval, which must be obtained by written request. The contractor shall notify the COR when maintenance or repair of telephones or telephone lines is required.

4.3.2. Information Management Systems.

The Government will provide appropriate Desktop Computing Services and Network Support to the contractor when work is performed at the Government site. Government Information Management systems shall be utilized for "Official Business" only, in direct

support of this contract. Computer workstations and network lines located in facilities to be occupied by the contractor will be provided by the Government. Government workstations shall only be used for transaction of official business in direct support of this contract. The Government will upgrade hardware as needed. Contractor owned software and hardware can only be loaded on to Government provided workstations after approval has been granted by the Designated Approval Authority IAW AR 25-2, Information Assurance. The use of personal digital assistance or like devices used on the Government network is not authorized. Non-Government provided workstations cannot be connected to the Fort Huachuca, or any other installation, networks where services are being performed without prior approval by the Network Enterprise Center. Use of any workstation on any DoD network constitutes consent to monitoring.

SECTION 5 SPECIFIC REQUIREMENTS

5.0. The following depicts the organization of the specific tasks within this PWS:

5.1. High Level Function 1: Administrative Support.

The contractor shall assume responsibility for all administrative tasks, processes, and procedures necessary to effectively and efficiently manage the administrative requirements associated with this contract.

5.1.1. Meetings, Conferences, Briefing, and Reviews.

The contractor shall be required to host or attend meetings, conferences, briefings, and reviews as necessary to ensure the appropriate administration of the contract.

5.1.2. In/Out Processing Support.

The contractor shall effectively and efficiently action all staffing, execution, and completion of In/Out Processing activities for all contractor employees working on this contract and in performance of PWS requirements.

5.1.3. Security Activities Support.

The contractor shall effectively and efficiently manage the Personnel Security actions associated with all contractor employees on this contract. This will include the processing of various Joint Personnel Adjudication System (JPAS) actions, administration of Personnel Clearance (PCL) related paperwork, PCL tracking and verification, execution of PCL processing actions, PCL conflict resolution, SF 86 processing, and JPAS security data entry for each employee assigned to this contract.

5.2. High Level Function 2 Program Management.

The contractor shall provide, plan, direct, integrate and control the cost, schedule, performance, administrative and managerial resources allocated to execute this contract.

5.2.1 Program Management (PM).

The contractor shall have a single primary POC between the Government and contractor personnel assigned to support the PWS and a single point of contact between the Government and contractor personnel at each manned location

(determined by the contractor's analysis of manpower requirements) to support the contract. The contractor shall assign work effort and maintain proper and accurate timekeeping records of personnel assigned to work on the requirements of this contract.

5.2.2 Program Reviews.

The contractor shall host Program Review meetings for the Government at least once per quarter. The Program Review meetings will assess the overall efficiency and effectiveness of processes, procedures, and products utilized and/or employed by the Contractor to manage this contract. The meetings will also review the overall cost, schedule, and performance health of the contract and further identify potential areas for improvement.

5.2.3 Quality Control.

The contractor shall implement and maintain a quality control program. The Contractor shall develop and implement a Quality Control Plan (QCP) that establishes procedures for the identification, prevention, and ensuring non-recurrence of defective services. The adequacy of reports and documentation shall be the responsibility of the contractor. All quality control operations performed by the contractor shall be subject to U.S. Government verification. Verification shall consist of monitoring the operations to determine that the practices and methods of the contractor's procedures are properly applied. The Contractor shall submit a QCP with contract proposal and update the QCP, as needed, throughout the contract's performance. The contractor shall ensure its performance meets or exceeds the requirements of this PWS and is in conformance with the contractor's QCP and Acceptable Quality Level (AQL) metrics in the performance requirements summary (PRS) (Attachment1). If the contractor's performance fails to satisfy one or more AQLs, the Government will request a detailed explanation of the deficiency. Based upon the severity of the nonconforming performance, the Contractor shall provide a written explanation regarding why performance was not in conformance with the requirements of the contract, how performance will be returned to conformance, and how recurrence of the problem will be prevented in the future. The CDR shall be returned to the KO and COR within five (5) workdays after receipt of the CDR. The Contractor shall maintain copies of all inspection and evaluation reports.

5.2.4 Process Improvement Support.

The contractor shall provide products necessary to support the creation, design, review, analysis, assessment, revision, and amendment of those processes and methodologies being utilized to manage and administrate this contract.

5.2.5 Key Personnel.

A requirement of this contract is to maintain the stability of personnel proposed, to the maximum extent possible, in order to provide quality services. The contractor agrees to assign only those key personnel who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions/qualifications. Substitution or addition of personnel shall be made commensurate with the minimum

qualifications required and is subject to Government inspection to ensure compliance. "Key Personnel" proposed shall be U.S. Citizens and identified by name along with their qualifications.

5.3 High Level Function 3 Technical Support

The contractor shall provide, plan, direct, and manage the technical products, processes, and procedures associated with the support, administration, and performance of this contract.

5.3.1 Project Management Plan (PMP).

The contractor shall provide qualified personnel (IAW individual task orders) at scheduled times and in sufficient quantity to meet designated staff support requirements associated with this High Level Function. STAF personnel will perform a wide variety of technical oriented services in support of the Information Technology (IT) and other specialized operations of the Requiring Activities (RAs) to which they are assigned. Anticipated areas of support and assistance duties performed to satisfy Technical support requirements will include (but may be not limited to); IT services, database administration and management, configuration management, technical writing activities, and Public Key Infrastructure (PKI) program support. Individual task orders will detail specific Technical support requirements. Technical support requirements demand the contractor perform functions and duties at high levels of efficiency and effectiveness demonstrative of a workforce not needing constant Government management to accomplish activities and complete tasks however, at no time will the contractor possess approval authority, have the capacity for unilateral action, nor perform any other duty that could be construed as an Inherently Governmental Function.

The contractor shall maintain and update throughout the contract period of performance, a PMP that will be used as a foundation for managing, adapting, and executing the work required by this PWS. The U.S. Government will host a SharePoint site that the contractor shall use to capture, store, manage, display, and export contract and financial data and documentation (this will serve as the STAF Automated Information System (AIS). Contract Data Requirements List (CDRL) A003/DI-MGMT-81797.

The contract and associated modifications shall be posted to include, but not limited to:

- Contractor organizational structure (including subcontracts)
- Personnel staffing plan (team lead(s), assignments, duration)
- Specific Requiring Activity
- Title and Description
- Points of Contact (both contractor and Government).
- Staffing with associated Labor Categories
- Period of Performance (start and end dates)
- Period of Performance Expiration Notification (45-calendar days)
- Place of Performance
- Quality Control Plan and amendments, if required
- Contract Type

- Monthly summary of problems encountered and recommended solutions
- Price/Cost
- Master Schedule
- Summary list of all contractor personnel to include their date of hire and applicable training names/completion date
- CDRLs posted with workflow disposition
- Action Item Tracking

5.3.2. Financial Management.

The Contractor shall plan, budget, schedule, and control all financial resources allocated to meet the requirements of this TO within the funding limitations set forth under the individual Contract Line Item Numbers (CLINs). The contractor shall document, track and report the status of all appropriated funds associated with the contract, to include payments, invoices and cancellations against each CLIN and Sub Line Item Number (SLIN). The contractor shall document and track to its internal Work Breakdown Structure (WBS) consistent with its internal processes.

SECTION 6 APPLICABLE PUBLICATIONS

The contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures to the extent specified herein. The following U.S. Government documents form a part of this contract. In the event of a conflict between documents referenced and the contents of this PWS, the contents of the PWS shall be the governing requirement. The following provide “guidance” unless otherwise specified. The contractor can find the most current version of the documents listed below at <http://armypubs.army.mil/>, <http://www.dcmam.mil/Policies>, and/or <http://www.tradoc.army.mil/tpubs/>.

PUB #	TITLE
AR 25-2	Information Management Information Assurance
AR 25-30	Army Publishing Program
AR 40-3	Medical, Dental, and Veterinary Care
AR 95-20	Contractor's Flight and Ground Operations
AR 190-11	Physical Security of Arms, Ammunition, and Explosives
AR 190-13	The Army Physical Security Program
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-sensitive)
AR 25-22	The Army Privacy Program
AR 350-1	Army Training and Leader Development
AR 350-10	Management of Army Individual Training Requirements and Resources (ATRRS Regulation)

AR 350-38	Policies and Management for Training Aids, Devices, Simulators, and Simulations
AR 351-9	Inter-Service Training (Schools)
AR 380-5	Department of the Army Information Security Program
AR 381-12	Threat Awareness and Reporting Program
AR 380-67	Personnel Security Program
AR 525-13	Antiterrorism
AR 530-1	Operations Security
AR 670-1	Wear and Appearance of Army Uniforms and Insignia
AR 600-8-10	Leave and Passes
AR 735-5	Property Accountability Policies
AR 750-1	Army Materiel Maintenance Policy
AR 870-20	Army Museums, Historical Artifacts, and Art,
DA PAM 350-9	Index and Description of Army Training Devices
DA PAM 415-28	Real Property Category Codes
DOD 5500.07	Joint Ethics Directive
DOD 5500.7-R	Joint Ethics Regulation
ADP 3.0	Unified Land Operations
ATTP 3-39.32	Physical Security
FM 5-19	Composite Risk Management
TC 25-10	A Leader's Guide to Lane Training
TRADOC Regulation 71-12	TRADOC Capability Management
TRADOC Regulation 350-6	Enlisted Initial Entry Training (IET) Policies Administration
TRADOC Regulation 350-10	Institutional Leader Training and Education
TRADOC Regulation 350-16 with Change 1	Drill Sergeant and Advanced Individual Training Platoon Sergeant Programs
TRADOC Regulation 350-18	The Army School System (TASS)
TRADOC Regulation 350-50-3	Mission Command Training Program
TRADOC Regulation 350-70	Army Learning Policy and Systems
TRADOC PAM 350-70-1	Training Development in Support of the Operational Domain
TRADOC PAM 350-70-3	Staff and Faculty Development
TRADOC PAM 350-70-4	Systems Approach to Training: Evaluation
TRADOC PAM 350-70-5	Systems Approach to Training: Testing
TRADOC PAM 350-70-6	Systems Approach to Training: Analysis
TRADOC PAM 350-70-7	Army Educational Processes

TRADOC PAM 350-70-9	Budgeting and Resourcing
TRADOC PAM 350-70-10	Systems Approach To Training Course And Courseware Validation
TRADOC PAM 350-70-12	The Army Distributed Learning (DL) Guide
TRADOC PAM 350-70-13	System Training Integration
TRADOC PAM 350-70-14	Training and Education Development in Support of the Institutional Domain
TRADOC PAM 350-70-16	Army Training and Education Proponents
TRADOC PAM 525-8-2	Army Learning Concept
NA	FEDLOG
NA	Organizational Standard Operating Procedures

SECTION 7 ATTACHMENTS LIST

ATTACHMENT 1_PERFORMANCE REEQUIREMENT SUMMARY (PRS)

ATTACHMENT 2 CONTRACT DATA REQUIREMENTS

ATTACHMENT 3 CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT

ATTACHMENT 4 PERSONNEL QUALIFIFCATIONS