

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0100		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Apr 12		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY			<i>H G Kelley</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$122,309.00		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

**I. SCHEDULE OF SUPPLIES/SERVICES**

<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0100 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$114,026.00
				Fixed Fee:	\$8,283.00
001701	For Accounting Purposes Only ACRN AA, CIN 001016220500001, \$34,585.78				
001702	For Accounting Purposes Only ACRN AB, CIN 001016261100001, \$38,460.28				
001703	For Accounting Purposes Only ACRN AC, CIN 001016269000001, \$34,585.77				
001704	For Accounting Purposes Only ACRN AD, CIN 001016274400001, \$14,677.17				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>TOTAL</b>					<b>\$122,309.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$122,309.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Entry Clerk	
<b>Total</b>	[b(4)]

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 12 April 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

##### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

##### **The Task Order COR is:**

Randy Fletcher  
NADEP Code 6.8.5.1  
6206 Aviation Ave., Cecil Commerce Center  
Jacksonville, FL 32221-8112  
Phone: (904) 317-1558  
E-mail: [randy.fletcher@navy.mil](mailto:randy.fletcher@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA173  
AMOUNT: \$34,585.78  
CIN 001016220500001: \$34,585.78  
FED: 09/30/06

AB: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL19A3  
AMOUNT: \$38,460.28  
CIN 001016261100001: \$38,460.28  
FED: 09/30/06

AC: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2136  
AMOUNT: \$34,585.77  
CIN 001016269000001: \$34,585.77  
FED: 09/30/06

AD: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2636  
AMOUNT: \$14,677.17  
CIN 001016274400001: \$14,677.17  
FED: 09/30/06

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$114,026.00
CLIN 0017-- Fixed Fee	\$8,283.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$122,309.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

There is no travel contemplated under this task order.

## Section C - Descriptions and Specifications

SOW

**CSSIWP REFS: 1557(PMA-290) AND 1803(PMA-231)  
(T-56 ENGINE PUBS- FUNDED BY 2 PMAs)  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)  
Task Order 0100**

**SCOPE PROFILE:**

Prepare changes for the T56 Engine technical manuals listed below using Interleaf 7 software and master digital files provided (when available: see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

<b>Technical Manual No.</b>	<b>Title</b>	<b>Basic Date</b>	<b>Change No.</b>	<b>Change Date</b>
02B-5DD-4	Illustrated Parts Breakdown Manual Turboprop Engine T56-A-14	15 OCT 98	4	TBD
02B-5DD-6-3	QECA Maintenance Requirements Cards T56 Engine (All Models)	01 SEP 02	3	TBD
02B-5DD-6-2	Depot Level Maintenance Manual Turboprop Engine T56-A-14	01 DEC 93	Revision	TBD
02B-5DE-4	Illustrated Parts Breakdown Manual Turboprop Engine T56-A-16, T56-A-423	15 JUL 01	4	TBD
02B-5DE-6-2	Depot Level Maintenance Manual Turboprop Engines T56-A-16, T56-A-423	01 DEC 69	Revision	TBD
02B-5DF-4	Illustrated Parts Breakdown Manual Turboprop Engine T56-A-425	15 NOV 04	1	TBD
02B-5DF-6-1-1	Intermediate Maintenance Turboprop Engine Tubing, Cabling and Clamping T56-A-425	15 NOV 04	1	TBD
02B-5DF-6-2	Depot Level Maintenance Manual Turboprop Engines T56-A-425	01 SEP 05	1	TBD

AE-AGT56-SUM-000	O & I Level Maintenance Manual Turboprop Engine Engine Monitoring System T56-A-427	01 FEB 93	2	TBD
02B-5DG-4	Illustrated Parts Breakdown Turboprop Engine T56-A-427	15 NOV 04	1	TBD
02B-5DG-6-1	Intermediate Maintenance Manual Turboprop Engine T56-A-427	15 NOV 04	1	TBD
02B-5DG-6-1-1	Intermediate Maintenance Turboprop Engine Tubing, Cabling and Clamping T56-A-427	15 NOV 04	1	TBD
02B-5DG-6-2	Depot Level Maintenance Manual Turboprop Engine T56-A-427	01 SEP 05	1	TBD

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT****HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
N/A	

**TASK PROFILE:**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A of the Basic Contract Statement of Work. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D of the basic contract Statement of Work.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a>.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Basic Contract Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and</p>

	<p>graphic services are not provided. The issues of the documents indicated in Attachment B of the Basic Contract SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p> <p>a. See Technical Manual Contract Requirement Work Statement.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.</p>
	<p><b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b></p>
X	<p>1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.</p>

**SCHEDULE**  
**Technical Manual Contract Requirement Work Statement**

Task Description:

**(A) To be Furnished:**

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
02B-5DD-4	CHANGE	MCRs, TPDRs
02B-5DD-6-3	CHANGE	MCRs, TPDRs
02B-5DD-6-2	REVISION	MCRs, TPDRs
02B-5DE-4	CHANGE	MCRs, TPDRs
02B-5DE-6-2	REVISION	MCRs, TPDRs
02B-5DF-4	CHANGE	MCRs, TPDRs
02B-5DF-6-1-1	CHANGE	MCRs, TPDRs
02B-5DF-6-2	CHANGE	MCRs, TPDRs
AE-AGT56-SUM-000	CHANGE	MCRs, TPDRs
02B-5DG-4	CHANGE	MCRs, TPDRs
02B-5DG-6-1	CHANGE	MCRs, TPDRs
02B-5DG-6-1-1	CHANGE	MCRs, TPDRs
02B-5DG-6-2	CHANGE	MCRs, TPDRs

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy(s) of the Validation Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for T56 Engine FST, NADEP Jacksonville, FL.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions, which arise in relation to technical manual content, shall be presented to: Randy Fletcher, NADEP Jacksonville, FL, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Randy Fletcher, NADEP Jacksonville, FL, Code 3.1.2/6.8 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by T56 Engine Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 3.1.2/6.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, T56 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 6.8.5.1, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is T56 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 3.1.2/6.8. The proper Mailing Address is:

Naval Air Depot  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Randy Fletcher, Code 3.1.2/6.8  
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 6.8.5.1.

Completion Date of all items: 360 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

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6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
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9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO  <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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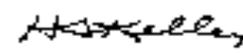
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  
**See Schedule**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY		25. TOTAL \$407,690.00
			26. DIFFERENCES

27a. QUANTITY IN COLUMN 20 HAS BEEN  
 INSPECTED  RECEIVED  ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
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f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	31. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
---------------------	-------------------	---	-------------	---------------------------------

**36. I certify this account is correct and proper for payment.**

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	34. CHECK NUMBER
		35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0101 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$385,926.00
				BASE FEE	\$5,602.00
				SUBTOTAL MAX COST + BASE	<hr/> \$391,528.00
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$391,528.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N0001906P5PS001				
	PURCHASE REQUEST NUMBER: 0010164706				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$334,186.66
	CIN: 001016470600001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0018 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<hr/> \$0.00
				MAX AWARD FEE	\$13,069.00
				TOTAL MAX COST + FEE	\$13,069.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001801 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001906P5PS001 PURCHASE REQUEST NUMBER: 0010164706	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001016470600001				\$11,155.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0019 EXERCISED OPTION	Travel COST in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$2,074.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N0001906P5PS001 PURCHASE REQUEST NUMBER: 0010164706	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001016470600001				\$1,770.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0020 EXERCISED OPTION	Materials/ODCs COST in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$1,019.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
002001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N0001906P5PS001 PURCHASE REQUEST NUMBER: 0010164706	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001016470600001				\$870.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0101 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	5240	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$385,926.00 \$5,602.00 \$391,528.00
0018	Award Fee in support of CLIN 0017	01	LOT	NTE	\$13,069.00
0019	Travel in support of CLIN 0017	01	LOT	NTE	\$2,074.00
0020	Materials/ODC's in support of CLIN 0017	01	LOT	NTE	\$1,019.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$407,690.00</b>

**II. PAYMENT OF FEE**

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$347,981.66**. The allotted funding will cover approximately **85%** of the total effort. The balance to fully the task order is **\$59,708.34**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 5,240 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Sr. Logistician	b(4)
Logistician	
<b>Total</b>	<b>5,240</b>

**V. SCOPE**

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 23 January 2006 to 30 November 2006.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

**The Task Order COR is:**

Chuck Pearson  
AIR 6.8.3.2  
47038 McLeod Rd Rm 001B  
Patuxent, MD  
Phone: (301) 757-1014  
E-mail: [chuck.pearson@navy.mil](mailto:chuck.pearson@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA 1761804 4A6A 251 00019 0 050119 2D 000000 A60SSFAA5I00  
Amount: \$347,981.66  
PID/PR: 0010164706  
CIN: 001016470600001  
CSS-IWP#: 543892793438397  
FED: 09/30/06

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$ 329,404.66
CLIN 0017-- Base Fee	\$ 4,782.00
<b>CLIN 0017 -- Est Cost plus Base Fee</b>	<b>\$ 334,186.66</b>
CLIN 0018 --Award Fee	\$ 11,155.00
CLIN 0019 --Travel	\$ 1,770.00
CLIN 0020 -- Materials/ODC's	\$ 870.00
<b>TOTAL ORDER AMOUNT</b>	<b>\$ 347,981.66</b>

**X.** This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Jacksonville, FL	Patuxent River, MD	1	3	3

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

- (A) The contractor shall monitor data transactions including inputs, outputs and reports generated by the Technical Directive Status Accounting (TDSA) system and the Kit Management Information System (KITMIS) to ensure database integrity and data accuracy.
- (B) Contractor shall provide TD kit and TD Status accounting metrics to track approved ECP implementation milestones. Contractor shall prepare reports in electronic format.
- (C) Contractor shall monitor ERP, Navy and other DoD data system consolidation initiatives to ensure data requirements of KITMIS and TDSA are aligned and accommodated. Contractor will make recommendations to NAVAIR regarding these initiatives.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <p><i>Technical Manual Program Support (Par 3.3A, Page)</i>  <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i>  <i>Technical Data Conversion (Par 3.3C, Page)</i>  <i>Technical Data Distribution (Par 3.3D, Page)</i>  <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i>  <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i>  <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i>  <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i>  <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i>  <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i>  <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Page)</i>  <i>Security Requirements (Par 3.3/3.0JD, Page)</i>  <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></p>
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**4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.**

X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.
X	(4) Provide system information and reports as requested by the Program Management Office, or other designated activity.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

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#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 6.8.3.2/6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (AIR 6.8.3.2/AIR 6.8.5) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (AIR 6.8.3.2/AIR6.8.5). The proper Mailing Address is:

Attn: Chuck Pearson  
Commander, Naval Air Systems Command  
47038 McLeod Rd Unit 8 Rm 001B  
Patuxent River, MD 20670

Completion Date of all items: IAW CDRL

#### SECTION G - CONTRACT ADMINISTRATION DATA

##### A. GENERAL:

This task is UNCLASSIFIED.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0102</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Apr 24</b>		4. REQ./ PURCH. REQUEST NO. <b>0010170746</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL <b>\$83,016.00</b>		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0102 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$77,081.00
				Fixed Fee:	\$5,935.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$83,016.00</b>

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$83,016.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Technical Publication Writer/Editor	[b(4)]
<b>Total</b>	<b>[b(4)]</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 24 April 2006 to 23 April 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Charles L. Smith  
Northrup Grumman  
5000 US 1 North  
Adversary Fleet Support Team  
N-40A  
St. Augustine, FL 32095  
Phone: (904) 810-7549  
E-mail: [charles.smith.guest@dcma.mil](mailto:charles.smith.guest@dcma.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 97X4930 NA2E 252 77777 0 065886 2F 8E0038  
COST CODE: 00006WX6A038  
AMOUNT: \$83,016.00  
CIN 001017074600001: \$83,016.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$77,081.00  
CLIN 0017-- Fixed Fee \$5,935.00  
**TOTAL FUNDED AMOUNT \$83,016.00**

**X.** This order is non-severable, recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Duration (Days)	Number of Trips
St. Augustine, FL	Pax River, MD	1	3	2
St. Augustine, FL	Jacksonville, FL	1	5	12

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS-IWP Ref # 1239/Task Order # 0102  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

Source data development, preparation, and incorporation into technical manual changes for the Adversary Program, specifically for the Navy’s version of the F-5, F-16 and J85 technical manuals. Perform tasking as indicated and specified in Section C.1, 3. below. Infrequent local contractor travel to Naval Air Depot Jacksonville is anticipated for this task. No more than two (2) TDY trips per year are anticipated within CONUS.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>TMCR, page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management</p>

	<p>activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing</p>

	the contractor to deviate from specification requirements.
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p> <p>a. As specified in individual task orders, the contractor shall provide continuing dispersed technical library (NAVAIR and Air Force manuals), technical data, graphics, and publications support to the Adversary FST with primary emphasis placed in support of new manuals, changes/revisions/IRACs to manuals. These efforts shall consist of developing new mmanuals, editing and formatting on existing work on job guides, work cards, and full size technical manuals. The contractor shall update and submit technical manuals and IRACs ready for posting to the NATEC web site in accordance with NATEC's standards and file requirements as well as editable files in interleaf, MS Word, and SGML/XML for the Adversary FST. The contractor shall prepare and deliver documents/manuals in accordance with FST and NATEC directed formats. The contractor shall be proficient in MS Word, MS Excel, Interleaf (Quicksilver), Adobe Acrobat, and Arbortext Editor in order to complete task assignments.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p> <p>a. The contractor shall be proficient in the development of source data for illustrated parts breakdown and incorporation of same source data into technical manuals.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.</p>
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	<p>1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.</p>
X	<p>2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.</p>

X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.
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## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

**(A) To be Furnished:**

X	6. Original and 1 copy(s) of Technical Assistance Activity Reports (TAARS).
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**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for Adversary FST, NADEP Jacksonville, FL,. Located at the Northrop Grumman Facility St Augustine, FL
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:            A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:            DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.            DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.            NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable..
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in editable Interleaf 7 IDU format for F-5 and F-16 Technical Manuals and XML format for J85 Technical Manuals. Portable Document Format (PDF) files that are ready for posting to the NATEC web site in accordance with their standards and file requirements shall be furnished for each revised/changed manual. Prepare IRACs that are ready for posting to the NATEC web site in accordance with their standards and file requirements shall be furnished for each affected manual
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions, which arise in relation to technical manual content, shall be presented to: Adversary Data Management Specialist, NADEP Jacksonville, FL, Code 6.8.5.1SA.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Adversary Data Management Specialist, NADEP Jacksonville, FL, Code 6.8.5.1SA for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the

contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
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## **SECTION D - PACKAGING AND MARKING**

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by Adversary Program FST Data Manager, NADEP Jacksonville, FL, Code 6.8.5.1SA. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Adversary Program FST Data Manager, NADEP Jacksonville, FL, Code 6.8.5.1SA, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Adversary Program FST Data Manager, NADEP Jacksonville, FL, Code 6.8.5.1SA  
The proper Mailing Address is:

Northrop Grumman  
5000 US 1 North  
Adversary Fleet Support Team  
N-40A  
Attn: Adversary FST Data Manager, Code 6.8.5.1SA

A1	Thirty (30) days after the end of the month being reported
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**SECTION G - CONTRACT ADMINISTRATION DATA**A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

Government will provide Quicksilver II /Interleaf 7 and Arbortext software as GFS.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0103</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Apr 18</b>		4. REQ./ PURCH. REQUEST NO. <b>0010162490</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY					25. TOTAL	\$363,865.50
							26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0103 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$160,055.00
				Fixed Fee:	\$12,325.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$172,380.00</b>

<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	800	Pages	\$48.16	\$38,528.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	1500	Pages	\$48.16	\$72,240.00
0022AC	New Pages in existing Technical Manuals -- Digital Format	500	Pages	\$79.67	\$39,835.00
0022AD	Output of Portable Document Format (PDF) Files	2750	Pages	\$7.27	\$19,992.50
0023AB	Conv of HC to master rev text in Interleaf	1000	Pages	\$15.87	\$15,870.00
0023AD	Conv of HC to PDF	1000	Pages	\$5.02	\$5,020.00
<b>FFP TOTAL</b>					<b>\$191,485.50</b>

**Total Cost Reimbursable + FFP**

**\$363,865.50**

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$363,865.50**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available

and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

#### IV. LEVEL OF EFFORT

The level of effort for this task order is **(b)(4)** direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician	
<b>Total</b>	<b>(b)(4)</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 18 April 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C

NAWCAD

22477 Peary Road, Bldg. 516

Patuxent River, MD 20670

(301) 757-1046

E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Wayne Pasanen

NAVAL AIR DEPOT  
 6202 Aviation Depot (Bldg 338, Rm B-6)  
 Cecil Commerce Center  
 Jacksonville, FL 32221-8112  
 Phone: (904) 317-1551  
 E-mail: [wayne.pasanen@navy.mil](mailto:wayne.pasanen@navy.mil)

#### IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL19A3

AMOUNT: \$363,865.50

CIN 001016249000001: \$363,865.50

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$160,055.00
CLIN 0017-- Fixed Fee	\$12,325.00
CLIN 0022AA	\$38,528.00
CLIN 0022AB	\$72,240.00
CLIN 0022AC	\$39,835.00
CLIN 0022AD	\$19,992.50
CLIN 0023AB	\$15,870.00
CLIN 0023AD	\$5,020.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$363,865.50</b>

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

#### XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	Reno, NV	1	1	5
San Diego, CA	Jacksonville, FL	1	2	5

## Section C - Descriptions and Specifications

SOWContract N68936-04-D-0008

## Statement of Work for Task Order 0103

Scope: The P-3 programs require technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but are not limited to research of Master Data Packages , including TPDR,TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format (PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the

updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with

data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

In support of the pub update process at NADEPJAX, the contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Update tech manuals with government furnished source data.
- Include a signed Validation Certificate (VAL CERT), Record of Source Data Incorporation (ROSDI) and a Print Sequence Sheet (PSS) for each delivered tech manual update.
- Validate all LOEPs and correct all deficiencies even if the deficiencies are not associated with the updated section(s) of the manual.
- Provide technical manual updates as required to correct valid technical publications deficiency reports and to maintain tech manual configuration.
- Digital files, when available, will be provided as Government Furnished Source Data, GFI). Digital files will usually be Word, Quicksilver, AutoCAD, Adobe Illustrator, Paint Shop Pro, and Adobe PDF format. For those manuals, the deliverable will be an updated, collated digital Quicksilver and Adobe PDF file of the complete manual. In addition, an updated, collated digital Adobe PDF of the change or RAC, including backup pages, will also be provided.
- When digital files are not available as GFI, the contractor shall deliver an updated collated digital Quicksilver and Adobe PDF of the change (including backup pages).
- The contractor will provide all Quicksilver deliverable files in IDU format. The Quicksilver files in the IDU file will be in proper order and will be neatly arranged. All excess files shall be deleted prior to conversion to IDU. Adobe PDF files will be formatted to NATEC standards as outlined in the current NATEC Technical Manual Conversion Guidelines manual.
- All changes shall be formatted to the existing style and format of the existing manuals, unless otherwise specified.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the

government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this

Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

Technical Manual Contract Requirement Work Statement

## Task Order 0103

## Task Description:

(A) To be Furnished:

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy of the Validation Certificate.

4. Original and one (1) copy of Record of Source Data Incorporation.

5. Original and one (1) copy of DD Form 250.

## (B) Descriptions and Specifications:

1. Task will be performed for: Naval Air Depot, Jacksonville, P-3 Technical Publications FST, Code 3.3.1H.

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

7. All new illustrations will be in the form of vector art.

## SECTION D - PACKAGING AND MARKING

## Packaging:

## Marking:

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Jacksonville, P-3 Publications FST (W. Pasanen), Code 3.3.1H. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Jacksonville, P-3 FST Technical Publications, Code 3.3.1H, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Jacksonville, P-3 FST Technical Publications, Code 3.3.1H. The proper Mailing address is:

Commanding Officer  
Naval Air Depot  
6206 Aviation Avenue  
Attn: Code 31230/Wayne Pasanen  
Cecil Commerce Center  
Jacksonville, FL 32221-8112

Completion Date of all items: 360 days after date of order.

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**ORDER FOR SUPPLIES OR SERVICES**

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0104	3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Jan 23	4. REQ./ PURCH. REQUEST NO. See Schedule	5. PRIORITY
---	-------------------------------------	---	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
---	-------------	--	-------------	---

9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO  <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>

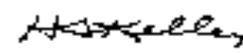
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  
**See Schedule**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY		25. TOTAL \$416,898.00
			26. DIFFERENCES

27a. QUANTITY IN COLUMN 20 HAS BEEN  
 INSPECTED  RECEIVED  ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY
36. I certify this account is correct and proper for payment.		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	33. AMOUNT VERIFIED CORRECT FOR
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		34. CHECK NUMBER
			35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPAF as specified in Task Order 0104 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$371,955.00
				BASE FEE	\$13,170.00
				SUBTOTAL MAX COST + BASE	<u>\$385,125.00</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$385,125.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6893606P7ZZJBB PURCHASE REQUEST NUMBER: 0010163706	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001016370600001				\$126,628.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001702 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6312606P7ZZ112 PURCHASE REQUEST NUMBER: 0010163662	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001016366200001				\$80,157.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0018 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$30,726.00
				TOTAL MAX COST + FEE	\$30,726.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001801 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6893606P7ZZJBB PURCHASE REQUEST NUMBER: 0010163706	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001016370600001				\$10,103.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001802 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6312606P7ZZ112 PURCHASE REQUEST NUMBER: 0010163662	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001016366200001				\$6,395.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0019 EXERCISED OPTION	Travel COST in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$1,047.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N6893606P7ZZJBB PURCHASE REQUEST NUMBER: 0010163706	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001016370600001				\$344.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001902 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N6312606P7ZZ112 PURCHASE REQUEST NUMBER: 0010163662	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB CIN: 001016366200001				\$218.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0104 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	12320	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$371,955.00 \$13,170.00 \$385,125.00
0018	Award Fee in support of CLIN 0017	01	LOT	NTE	\$30,726.00
0019	Travel in support of CLIN 0017	01	LOT	NTE	\$1,047.00
0020	Materials/ODC's in support of CLIN 0017	01	LOT	NTE	\$0.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$416,898.00</b>

**II. PAYMENT OF FEE**

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$223,845.92**. The allotted funding will cover approximately **54%** of the total effort. The balance to fully the task order is **\$193,052.08**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 12,320 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Configuration Management Specialist	[b(4)]
Senior Analyst	
Data Entry Clerk	
<b>Total</b>	<b>12,320</b>

**V. SCOPE**

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 23 January 2006 to 22 December 2006.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

**The Task Order COR is:**

Patrick Montgomery  
Naval Air Systems Command  
47038 McLeod Road, Bldg 448, Rm 200A  
Patuxent River, MD 20670-1629  
Phone: (301) 757-2311  
E-mail: [partick.montgomery@navy.mil](mailto:partick.montgomery@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA 1761804 4A4N 252 00019 0 050119 2D 000000 AIR30F51128N  
Amount: \$137,075.92  
PID/PR: 0010163706  
CIN: 001016370600001  
CSS-IWP#: 340571166694993  
FED: 09/30/06

AB 1761804 4A4N 252 00019 0 050119 2D 000000 AIR30F5113CE  
Amount: \$86,770.00  
PID/PR: 0010163662

CIN: 001016366200001  
 CSS-IWP#: 340571166694993  
 FED: 09/30/06

Funding is allocated as follows:

	0010163706	0010163662	TOTAL
CLIN 0017-- Estimated Cost	\$ 122,299.00	\$ 77,416.00	\$ 199,715.00
CLIN 0017-- Base Fee	\$ 4,329.92	\$ 2,741.00	\$ 7,070.92
<b>CLIN 0017 -- Est Cost plus Base Fee</b>	<b>\$ 126,628.92</b>	<b>\$ 80,157.00</b>	<b>\$ 206,785.92</b>
CLIN 0018 --Award Fee	\$ 10,103.00	\$ 6,395.00	\$ 16,498.00
CLIN 0019 --Travel	\$ 344.00	\$ 218.00	\$ 562.00
CLIN 0020 -- Materials/ODC's	\$ -	\$ -	\$ -
<b>TOTAL ORDER AMOUNT</b>	<b>\$ 137,075.92</b>	<b>\$ 86,770.00</b>	<b>\$ 223,845.92</b>

**X.** This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	Fallon, NV	1	1	5

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

**ATCM Data Management/Help Desk/CMIS-OOMA-NALDA  
Functional Support  
3.0 TEAM Logistics Task Order 104  
Statement of Work (SOW)**

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****THIS TASK IS BROKEN INTO THREE AREAS:**

a. The contractor shall support the AIR 6.8 Consolidated Help Desk (hours of operations are five days a week 0600 to 1800 eastern standard time) to facilitate resolution of problems encountered in the development, maintenance, or use of OOMA and CMIS baselines.

- To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the data systems and sources:
  - Automated Help Desk Software
  - NALDA/NAVICP/HAYSTACK/FEDLOG/NATEC/OOMA Server Access
  - Provide individual support in government spaces to the Consolidated Help Desk team in answering the incoming calls supporting the following applications: LMDSS, DECKPLATE, AIRRS, AEMS, AV3M Reports, CMIS, eRIIP Slice 1 and 3, and TDSA, also help users with connectivity issues, setup problems, and query development. Maintain all call and email problems in the current chit tracking system; identify application, problem/request, resolution and time expended on issue.
  - Provide ID/Password security control for the above systems, using current process and ITIM, also provide email status reports weekly on number and type of access granted, (i.e. New Access or Reset) broken down by system
  
- b. The contractor shall provide functional analysis support and functional process coordination for AIR 6.8.4 on site at Chief of Naval Air Forces (CNAF) San Diego, California to facilitate resolution of problems encountered in the development, maintenance of CMIS, NALCOMIS, (OMA, OIMA, OOMA), or NALDA applications.

c. The contractor shall provide qualified staffs to review, collate, transpose and convert rework data reported on PMIC and other related source documents and enter the information into ATCM as required by the NAMP. The contractor shall conduct data entry to ensure all required information is entered into ATCM in a timely manner. The contractor shall conduct audits, as directed by the TCOR, to ensure the accuracy and quality of data entry and collect information related to error rates, non-compliant source data, and complete time cycle analysis to establish standards for data entry. The contractor shall periodically measure and report the efficiency of data entry to acceptable standards. The contractor shall recorded Data entry metrics in the Monthly Progress Report.

**CC.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p> <p><b>3.6</b></p>
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> </ul>

	<ul style="list-style-type: none"> <li>Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p><b>SPECIFIC TASKING FOR THE OOMA/CMIS BASELINE HELPDESK</b></p> <ul style="list-style-type: none"> <li><b>The contractor shall receive, research, and reply to fleet Baseline Trouble Reports (BTRs).</b></li> <li><b>The contractor shall maintain the OOMA/CMIS baseline Trouble Report Tracking Program.</b></li> <li><b>The contractor shall provide weekly updates to the Monthly OOMA Baseline Status Report.</b></li> <li><b>The contractor shall post Weekly Summary of Baseline Changes as directed.</b></li> <li><b>The contractor shall post daily BTRs as directed.</b></li> <li><b>The contractor shall assist in developing and maintaining a Technical Data Repository for all affected Type Model Series aircraft.</b></li> <li><b>The contractor shall assist BLMs in researching technical data required to resolve BTRs.</b></li> <li><b>The contractor shall provide functional testing as required in support of baseline development and sustainment.</b></li> <li><b>The contractor shall assist the OOMA BLM Training Coordinator in developing and implementing a Training Plan.</b></li> <li><b>The contractor shall assist in the development of web-based discrepancy report tracking.</b></li> <li><b>The contractor workweek shall encompass Monday through Friday and Work Hours 0600-1800 (not to exceed 40 hours per week).</b></li> </ul> <p><b>SPECIFIC TASKING FOR THE CMIS/NALCOMIS/NALDA FUNCTIONAL ANALYST:</b></p> <ul style="list-style-type: none"> <li><b>Review, research and reply to fleet issues with respect to CMIS/NALCOMIS/NALDA applications in coordination with AIR 6.8.4.</b></li> <li><b>Assist in conduct of beta testing of Fleet maintenance/operations processes related</b></li> </ul>

	<p><b>to CMIS/NALCOMIS/NALDA operations.</b></p> <ul style="list-style-type: none"> <li>· <b>Assist in development and coordination of NAMP changes related to CMIS/NALCOMIS/NALDA applications.</b></li> <li>· <b>Assist OOMA/CMIS Baseline managers in development and sustainment of assigned Type/Model/Series (TMS) baselines in coordination with AIR 6.8.5.2 Baseline Quality Assurance Staff.</b></li> <li>· <b>Assist NALCOMIS Function Manager and NALCOMIS Development Test Director in coordination of specific tests and Fleet design Team activity/meetings with respect to CNAF staff.</b></li> </ul>

#### **SECTION D - PACKAGING AND MARKING**

Packaging:

Marking:

#### **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)\_\_\_NA\_\_\_\_\_. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code \_\_\_NA\_\_\_\_\_) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA\_NA\_\_\_\_\_). The proper Mailing Address is:

Attn: Patrick Montgomery  
Naval Air Systems command  
47038 McLeod Road  
STE 200A, Bldg 448,  
Patuxent River, Md 20670-1626

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA\_NA\_\_\_\_\_), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0105</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 16</b>		4. REQ./ PURCH. REQUEST NO. <b>0010164652</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL	\$82,044.00	
										26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

**SCHEDULE**

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0105 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1,590	HRS	Est Cost:	\$76,178.00
				Fixed Fee:	\$5,866.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	1	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$82,044.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$82,044.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 1,590 direct labor hours. The estimated composition of hours is as follows:

<b>ANTEON</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Technical Writer	[b(4)]
Data Entry Clerk	
<b>Total</b>	<b>1,590</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 16 May 2006.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Randy Fletcher, Code 3.1.2/6.8  
Naval Air Depot  
6206 Aviation Avenue  
Cecil Commerce Center  
Jacksonville, FL 32221-8112  
Phone: (904) 317-1558  
E-mail: [randy.fletcher@navy.mil](mailto:randy.fletcher@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL2826

AMOUNT: \$82,044.00

CIN 001016465200001: \$82,044.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$76,178.00
CLIN 0017-- Fixed Fee	\$5,866.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$82,044.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

There is no travel contemplated under this task order.

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Option Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's) FOB: Destination MILSTRIP: N0001906P1LJ111 PURCHASE REQUEST NUMBER: 0010164652	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$76,178.00
				FIXED FEE	\$5,866.00
				TOTAL MAX COST + FEE	<u>\$82,044.00</u>
	ACRN AA CIN: 001016465200001				\$82,044.00

## Section C - Descriptions and Specifications

SOW

**JAX-06-XXX**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**  
**Task Order 0105/CSS REF 1544**

**SCOPE PROFILE:**

Prepare changes for the J52 Engine technical manuals listed below using Interleaf 7 software and master digital files provided (when available: see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

Technical Manual No.	Title	Basic Date	Change No.	Change Date
02B-10DAD-4	Illustrated Parts Breakdown Aircraft Engines Navy Models J52-P-408 and P-408A/B	1 FEB 04	2	TBD
02B-10DAD-6-1V1	Intermediate Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93	Revision	TBD
02B-10DAD-6-1V3	Intermediate Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93	Revision	TBD
02B-10DAD-6-2V2	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93	4	TBD
02B-10DAD-6-2V3	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93	5	TBD

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
N/A	

**TASK PROFILE:**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A of the Basic Contract Statement of Work. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D of the basic contract Statement of Work.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of</p>

	<p>the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a>.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p> <p>a. See Technical Manual Contract Requirement Work Statement.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance</p>

	with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
02B-10DAD-4	CHANGE	MCRs, TPDRs
02B-10DAD-6-1V1	REVISION	MCRs, TPDRs
02B-10DAD-6-1V3	REVISION	MCRs, TPDRs
02B-10DAD-6-2V2	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V3	CHANGE	MCRs, TPDRs

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy(s) of the Validation Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for J52 Engine FST, NADEP Jacksonville, FL.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions, which arise in relation to technical manual content, shall be presented to: Randy Fletcher, NADEP Jacksonville, FL, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Randy Fletcher, NADEP Jacksonville, FL, Code 3.1.2/6.8 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

**Packaging:** DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

**Marking:** Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by J52 Engine Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 3.1.2/6.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent

contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, J52 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 6.8.5.1, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is J52 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 3.1.2/6.8. The proper Mailing Address is:

Naval Air Depot  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Randy Fletcher, Code 3.1.2/6.8  
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 3.1.2.30.

Completion Date of all items: 360 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 15

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0106		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Apr 17		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.					
PURCHASE <input type="checkbox"/>				Reference your quote dated Furnish the following on terms specified herein. REF:					
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY					25. TOTAL	\$375,990.00	26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

**I. SCHEDULE OF SUPPLIES/SERVICES**

<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0106 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	10,611	HRS	Est Cost:	\$350,527.00
				Fixed Fee:	\$25,463.00
001701	For Accounting Purposes Only ACRN AA, CIN 001016446100001, \$135,000.00				
001702	For Accounting Purposes Only ACRN AB, CIN 001017061200001, \$55,000.00				
001703	For Accounting Purposes Only ACRN AC, CIN 001017375600001, \$12,120.00				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$375,990.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs, after subtracting Alutiiq's 6.00% subcontractor management fee.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$202,120.00**. The allotted funding will cover approximately **54%** of the total effort. The balance to fully the task order is **\$173,870.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 10,611 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Technical Pub. Writer/Editor	
Technical Illustrator	
Editorial Assistant	
Editorial Clerk	
Administrative Assistant	
<b>Total</b>	<b>10,611</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 17 April 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Lorie Nace  
NAVAIR AD  
Code 60A000B596-2  
Highway 547  
Lakehurst, NJ 08733-5108  
Phone: (732) 323-4226  
E-mail: [lorie.nace@navy.mil](mailto:lorie.nace@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30PRLA303  
 AMOUNT: \$135,000.00  
 CIN 001016446100001: \$135,000.00

AB: 97X4930 NH2A 252 77777 0 054219 2F 000000  
 COST CODE: 011747820020  
 AMOUNT: \$55,000.00  
 CIN 001017061200001: \$55,000.00

AC: 97X4930 NH2A 252 77777 0 054219 2F 000000  
 COST CODE: 011787750060  
 AMOUNT: \$12,120.00  
 CIN 001017375600001: \$12,120.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$188,431.00
CLIN 0017-- Fixed Fee	\$13,689.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$202,120.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Hagerstown, MD	Lakehurst, NJ	2	9	3
Hagerstown, MD	Oceana, VA	1	1	5

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

**Task Order 0106**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The technical manuals (Operation & Maintenance TMs, Periodic MRCs and Pre-Ops) shall be prepared in accordance with the latest date of the applicable specifications in effect at the time of initial preparation of the manuals. The manuals will be formatted to the NATEC QA Work Package Spec and include tagging and linking. Final manuals will be provided in Microsoft Word and pdf format.

Technical manual source data will be furnished to the contractor by the Cognizant Field Activity (CFA) (NAWCAD Lakehurst) for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis for the technical manual update. Source data may be a complete Technical Publication Deficiency Reports (TPDRs), engineering drawings, Technical Directives/Support Equipment Changes, Engineering Investigations, Quality Deficiency Reports, etc.

Further details of the task are as follows:

- For ROM purposes, an estimated page count including number of change pages are provided as an attachment and clean copies of each technical manual with associated Technical Publication Deficiency Reports (TPDRs) can be obtained from the TMAPS website.
- Estimate nine (9) three-day trips (9 IPR/Tech Reviews) to Lakehurst, NJ and one (1) five day trip (TM verification) to Oceana, VA. At the IPR/Tech Reviews and TM verification, contractor will provide 3 hard copies of technical manual and computer support to capture the changes and will, if appropriate, incorporate the changes as the discussion proceeds. Most manuals will only require a brief discussion/technical review with the APMML and cognizant engineer to capture extent of the data changes.
- Draft and final reviews will be supported at contractor's home office.
- The recommended production process for each manual is as follows:
  - Scan and OCR paper manuals.
  - If foldout illustration changes are minor or "fairly minor", contractor will NOT vectorize entire foldout, but will generate "electronic overlays" for scanned foldouts. If changes are "major", contractor will vectorize entire foldout in CGM format. It is estimated 5% of foldouts will require major change.
  - 8 ½ X 11 illustrations requiring changes will be vectorized.
  - Contractor will QC OCR'd files for accuracy prior to incorporating client changes.
  - Contractor will convert each OCR'd manual to the same style, format and technical content specifications as the manual being changed. Contractor will support client reviews (draft and final) for each manual.
  - Upon receipt of client "blessing" of each manual, contractor will prepare each for final delivery, which will be a hyperlinked PDF file (Class 1.5 IETM), appropriate for uploading to the NATEC

website and capable of POD. (Contractor will specify any POD issues relative to foldouts and may need some technical feedback from NATEC on how to proceed, based on NATEC’s current technical manual conversion guideline).

- Direct-image copy will not be required.
- Contractor will provide one (1) CD with PDF of manual and one (1) CD of Microsoft Word version along with 2 hard copies of each manual (hard-copies to be prepared as two-sided, “finished” books with foldouts incorporated).
- Period of performance for entire project is 12 months from contract start, with the caveat that the contractor will have all required materials at project start-up. Delays in acquiring data/materials and required changes for each manual will delay production of each manual, accordingly. Work on manuals will occur simultaneously as availability of materials dictates.

## TASK PROFILE:

### SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

#### C.1 STATEMENT OF WORK

##### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations(Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will</p>

	document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard

	<p>grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work</p>

	Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the

	government in any direct image printing or reproduction process selected.
	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals. <b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	<b>TEXT.</b> Text is defined as all technical manual written material and entries including front matter.

	<p><b>ILLUSTRATIONS.</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.</p>
	<p><b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).</p>
	<p><b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.</p>
	<p>(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:</p>
	<p>“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”</p>
	<p><b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.</p>
	<p><b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
X	<p>3. The Contractor shall prepare the data/media (either active or historical) for data conversion</p>

	(e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

X	1. <u>3</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>2</u> CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>1</u> copy(s) of the Validation Certificate.
X	4. Original and <u>1</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>1</u> copy(s) of DD Form 250.
X	6. Original and <u>1</u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NAWCADLKE 6.6.4.9; TPOC Lorie Nace
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Systems Command, PMA-260, 47123 Buse RD, Patuxent River, MD, 20670.  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SEE SCOPE PROFILE.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: SEE SCOPE PROFILE.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NAWCADLKE Code 6.0A, Lorie Nace.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations SEE SCOPE PROFILE.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NAWCADLKE Code 6.0A, Lorie Nace for resolution.

#### **SECTION D - PACKAGING AND MARKING**

Packaging: Best Commercial Practices

Marking:

#### **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) NAWCADLKE Code 6.0A. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCADLKE Code 6.0A shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCADLKE Code 6.0A. The proper Mailing Address is:

Commanding Officer  
 Naval Air Warfare Center Aircraft Division  
 Attn: Code 6.0A/Lorie Nace  
 Highway 547  
 Lakehurst, NJ 08733-5108

A1	Initial review of all manuals to <u>commence</u> 60 days after date of order. Three (3) proof copies of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A2	365 days after date of order two (2) CD ROMS to be delivered, one (1) CD set for Microsoft Word and one (1) CD set for PDF plus two (2) hardcopies per task description.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 6.0A.
A7	Concurrent with completion of Contractor Assistance. Original to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 6.0A

Completion Date of all items: 365 days after date of order.

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

### B. COGNIZANT FIELD ACTIVITY:

NAWCADLKE Code 6.6.4.9, has been assigned technical cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### C. ACCOUNTING DATA:

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

See attached spreadsheet description of FY06 CSE Technical Manuals.

Tech Manual Number	Tech Manual Nomenclature	APML	ENGINEER	TM TYPE	Total Pages Currently in TM	EST Change Pages	EST New Pages	COMMENTS
16-30PRM10-1	ANPRM-10 OSCILLATOR SET OPERATING INSTRUCTIONS	CARTER, DAWN		TM	101	101		
16-30PRM10-3	ANPRM-10 OSCILLATOR SET OVERHAUL INSTRUCTIONS	CARTER, DAWN		TM	101	101		
17-15A-75	O&M MAINTENANCE INSTRUCTIONS W/ IPB, AM37T-23 TURBOFAN/JET ENGINE MOBILE TEST SYSTEM	LANGLEY, CARL	PIAZZA, SAL	TM	600	56		15 TPDs to be incorporated and engineering change data.
17-15AH-38	AE37T-26A SMALL GASS TURBINE ENGINE TEST STAND	CAMPBELL, CHARLES		TM	526	25		CSS UPDATE IN 99. FOLD OUTS NEED TO BE REDONE
17-15CA42-1	Intermediate Maintenance with IPB, Maintenance Instructions, Test Set, Air Data TS-4500U	DAKER, DEE		TM	348	180		
17-15CF-95	ATTITUDE HEADING REFERENCE ANALYZER	CARTER, DAWN		TM	13	13		
17-600-1094-1	PREOP AE37T-26A	CAMPBELL, CHARLES		PREOP	8	8		
17-600-1094-2	MVC AE37T-26A	CAMPBELL, CHARLES		MRC	16	16		
17-600-1484-2	PWRM TURBOFAN/JET ENGINE MOBILE TEST SYSTEM, AM37T-23 M0U-715U ULTRASONIC FLAW DETECTOR	LANGLEY, CARL	PIAZZA, SAL	MRC	46	15		5 TPDs impacting preventative maintenance and fleet work load reduction.
17-600-1494-1	OPERATION AND INTERMEDIATE MAINTENANCE WITH IPB AIRCRAFT TOWING TRACTOR A/330A-32 P/N 1386AS100	WILSON, PEGGY		PREOP	3	3		
19-1-157		PINK, RUSSELL	DOUG KILGORE	TM	481	20		1
19-15-38	BERY PLATFORM SELF PROPELLING	HAMPTON, SHARLENE	ZALEPA, TODD	TM	622	150		
19-15-38	ELECTRIC MANUPT	HAMPTON, SHARLENE	ZALEPA, TODD	TM	732	180		
19-25E-61	INTERMEDIATE MAINTENANCE WITH IPB, MHLU-126(SERIES) SMALL MUNITIONS TRAILER	DESMOND, MARK	MASON, SANDRA	TM	16	16		
19-25E-63	INTERMEDIATE MAINTENANCE WITH IPB, MHLU-151M SMALL MUNITIONS TRAILER	DESMOND, MARK	MANARES, MICHAEL	TM	38	18		
19-45-23	OP AND INTERM MAINT W/ IPB POWER PLANT, MOBILE ELCT. MOD #RN NC-18C 329AS108-1 7/1/80 CHG 2	SAS, KATE	BORLAUG, GREG	TM	788	75		
19-45-28	ORGAN/INTERM DEPOT MAINT W/ IPB MOBILE ELECTRIC POWER PLANT, NO-3A SHEB/OPD/NEPP	SAS, KATE	BORLAUG, GREG	TM	342	50		
19-600-1624-2	PWRM MHLU-126M, AM SMALL MUNITIONS TRAILER	DESMOND, MARK	SALINDRA	MRC	16	16		
19-600-276-4-2	PWRM MHLU-202M SMALL MUNITIONS TRAILER	DESMOND, MARK	MASON, SANDRA	MRC	12	12		
19-600-434-2	PWRM MHLU-151M SMALL MUNITIONS TRAILER	DESMOND, MARK	MANARES, MICHAEL	MRC	16	16		
19-70-46	INDEX & APPLICATION TABLES FOR AIRCRAFT JACKS	PINK, RUSSELL		TM	74	74		
19-70-521	AIRCRAFT JACKS	PINK, RUSSELL		TM	542	40		
TM # TBD	NOI	POWELL, CLAIRE		TM				New pub development from source data.
PREOP # TBD	NOI	POWELL, CLAIRE		PREOP				New pub development from source data.
MRC # TBD	NOI	POWELL, CLAIRE		MRC				New pub development from source data.
TM # TBD	AIR CONDITIONER	WILSON, PEGGY		TM				New pub development from source data.
PREOP # TBD	AIR CONDITIONER	WILSON, PEGGY		PREOP				
MRC # TBD	AIR CONDITIONER	WILSON, PEGGY		MRC				
					5,683	1,081	195	

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0107</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 23</b>		4. REQ./ PURCH. REQUEST NO. <b>0010168207-0001</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE <b>S5111A</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$71,538.00	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
										35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0107 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$66,423.00
				Fixed Fee:	\$5,115.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$71,538.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$71,538.00**. The allotted funding will cover **100%** of the total effort

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Logistics Manager	[b(4)]
<b>Total</b>	[b(4)]

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 24 May 2006 to 15 March 2007.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Betty C. Morris  
P.O. Box 357031  
NASNI  
San Diego, CA 92135-7031  
Phone: (619) 545-2004  
E-mail: [betty.morris@navy.mil](mailto:betty.morris@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 U14B 251 00019 0 050119 2D 000000  
COST CODE: PMA276A101N1  
AMOUNT: \$71,538.00  
CIN 001016820700001: \$61,297.50  
CIN 001016820700002: \$10,240.50

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$66,423.00
CLIN 0017-- Fixed Fee	\$5,115.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$71,538.00</b>

X. This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	Camp Pendleton, CA	1	120	1
San Diego, CA	China Lake, CA	1	1	3

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	Services	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPFF as specified in Task Order 0107 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination				
				MAX COST	\$66,423.00
				FIXED FEE	\$5,115.00
				TOTAL MAX COST + FEE	<u>\$71,538.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPFF FOB: Destination MILSTRIP: N0001906P5PY088 PURCHASE REQUEST NUMBER: 0010168207-0001				
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA				\$61,297.50

CIN: 001016820700001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001702	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPFF FOB: Destination MILSTRIP: N0001906P5PY088 PURCHASE REQUEST NUMBER: 0010168207-0001				
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
ACRN AA					\$10,240.50
CIN: 001016820700002					

## Section C - Descriptions and Specifications

### SOW

#### **3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS-IWP Ref # 3294/Task Order # 0107**

**3.0 TEAM Logistics Task Order (TO)**

**Statement of Work (SOW)**

#### **SCOPE PROFILE:**

1. Attend on-site USG Verification effort at Camp Pendleton, CA. Prepare Technical Manual Evaluation Record (TMER) for all manual technical data presented for USG Verification. Projected: 200 technical manuals. Record each comment using USG provided electronic TMER form. Consolidate comments for each individual manual. Projected: 1,000 TMER forms.
2. Prepare minutes for all teleconferences, on-site meetings, and off-site meetings where participation is required. Projected: Three (3) on-site meetings and 76 teleconferences.
3. Perform review of technical manual technical data for compliance to military specifications and standards. Perform review for consistency, usability, and accuracy of data. Projected: 200 technical manuals.
4. Perform review, assignment of tracking numbers, distribution, and database control of TDRRs. Perform cancellation, re-issue, and re-distribution actions. Maintain database integrity. Projected: 1,000 TDRRs. Provide monthly (first working Monday of each calendar month) reports. Projected: Five (5) monthly reports.
5. Perform receipt, review, coding, and elimination of duplicate comments for CTS database. Maintain database integrity. Projected: 500 comments.
6. Perform administrative duties of answering phones and recording messages; prepare file folders; copy files; file data; duplicate disks and CDs; and, mail data. Prepare Printing and Collation Sheet (PSS). Projected: 1,000 sheets. Prepare and monitor Electronic Publication Order Sheet (EPOS). Projected: 200 EPOS sheets.
7. Perform Verification Plan research, documentation, updates, and implementation. Maintain master copy integrity.

#### **TASK PROFILE:**

- Prepare, record, consolidate Verification TMER comments
- Review technical data
- Review, assign, and control TDRRs number for database integrity
- Review, assign, and control CTS database for database integrity
- Perform various administrative functions
- Perform Verification Planning

**C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
X	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p style="padding-left: 40px;">a. The Contractor shall be responsible for receiving, evaluating, assigning sequential numbers, processing, distributing, tracking and preparing monthly status reports for Technical Disposition Request Records (TDRR) received from Fleet Support Team. Contractor shall be familiar with work packages military specifications and standards, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p> <p style="padding-left: 40px;">b. The Contractor shall be responsible for performing technical publication review for OEM compliance with contracted military specifications, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p>
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence

	<p>shall be expressed in a clear and concise manner.</p> <p>a. The Contractor shall be responsible for preparing monthly reports regarding current status for received and processed TDRRs.</p> <p>b. The Contractor shall be responsible for documenting, cataloging, and distributing Verification comments to a predetermined distribution list. The Contractor shall be responsible for on-site Verification support at Camp Pendleton, CA to properly record Technical Manual Evaluation Records for Verification comments generated as a result of tabletop and on-aircraft verification of technical manual. TMER records shall be prepared by work package. Each set of work package TMERs shall be consolidated into a “by manual” report.</p> <p>c. The Contractor shall be responsible for receiving, reviewing, and maintaining a Comment Tracking System (CTS). The Contractor shall receive comments from team members for traceability of technical manual review. Comments shall be reviewed for duplication, coding, and distribution to a predetermined distribution list. The Contractor shall monitor the CTS database</p>
X	<p><b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
X	<p>3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.</p> <p>a. The Contractor shall have working knowledge of AL-855TM-GYD-000 to assist Logistics Element Manager with the preparation and execution of the H-1 Upgrade Verification Plan. The Contractor shall be responsible for managing, updating, and distributing the draft and completed plan to a predetermined distribution list.</p>
X	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p> <p>Refer to Scope Profile, para. 3</p> <p>a. The Contractor shall have working knowledge of military specifications, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A to perform technical data review of OEM submitted data.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity’s representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-</p>

	GYD-000.  a. The Contractor shall be responsible for documenting, cataloging, and distributing Verification comments to a predetermined distribution list. The Contractor shall be responsible for on-site Verification support at Camp Pendleton, CA to properly record Technical Manual Evaluation Records for Verification comments generated as a result of tabletop and on-aircraft verification of technical manual. TMER records shall be prepared by work package. Each set of work package TMERs shall be consolidated into a “by manual” report.
X	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders..
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.  Refer to Scope Profile, para. 6.  a. The Contractor shall prepare and process an Electronic Publications Order Sheet (EPOS) for each technical manual. The Contractor is responsible for tracking and monitoring the process from origination of EPOS to distribution of the technical manual to a predetermined distribution list.
X	3. Contractor shall maintain an accurate and up to date file of activity’s requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
X	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
X	5. The contractor shall perform the following technical tasks as defined in individual delivery orders.
X	A. Data/Media receipt, review and entry.
X	Refer to Scope Profile, paras. 3, 4, and 5.  (2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.  Refer to Scope Profile, paras. 1, 4, and 5.  a. The Contractor shall ensure database integrity for TDRR, TMER, and CTS.
X	G. Management of Master Data Packages or Master Files.
X	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.

	Refer to Scope Profile, paras. 1, 4, and 5.
X	<b>I. Technical Documentation Research.</b>
X	<p>The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.</p> <p>Refer to Scope Profile, paras. 1, 3, 4, and 7.</p>
X	<b>K. Data Dissemination</b>
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
X	<b>3.6</b>
X	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
X	<b>2. Data Acquisition.</b>
X	<p>A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.</p> <p>Refer to Scope Profile, para. 3.</p>

	<p>a. The Contractor shall perform technical data review based on military specifications and standards, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p>
X	3. Data Tracking.
X	<p>As specified by task order, the Contractor shall receive and record data on both management and engineering documents. The Contractor shall be responsible for the maintenance of the data management tracking system as specified in the task order.</p> <p>Refer to Scope Profile, paras. 1, 2, 3, 4, 5, 6, and 7.</p>
X	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	<p>1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.</p> <p>a. The Contractor shall possess a current Secret clearance. Classified data does not currently exist on this program; however, there is the possibility of classified data in the future. Contractor personnel will have access to the prime contractor's sensitive, proprietary, and confidential information.</p>
X	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

Task Description: \_\_\_\_\_

**(A) To be Furnished:**

<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
Verification Technical Manual Evaluation Record (TMER) Comments	Ten (10) working days after completion of Verification Effort of each Technical Manual	NATEC, 6.8.5.1
Teleconference, on-site meeting, and local Conference minutes	Draft five (5) working days after conclusion of meeting; final five (5) working days after USG approval	NATEC, 6.8.5.1
Technical Data Review	Ten (10) working days after receipt	NATEC, 6.8.5.1
Technical Data Request/Response (TDRR) Database Report	First working Monday of each calendar month	NATEC, 6.8.5.1
Comment Tracking System (CTS) Database Report	Three (3) working days after receipt of IPT comments	NATEC, 6.8.5.1

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: H-1 Upgrade Program
X	8. Questions which arise in relation to technical manual content shall be presented to: Betty C. Morris, H-1 Upgrade LEM
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Betty C. Morris, H-1 Upgrade LEM, for resolution.

**SECTION D - PACKAGING AND MARKING: NA****SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by H-1 Upgrade LEM, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Quality Assurance shall be completed in accordance with MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA 00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, H-1 Upgrade LEM, Code 6.8.5.1) shall be notified immediately via formal contract letter of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is H-1 Upgrade LEM, Code 6.8.5.1. The proper Mailing Address is:

Commanding Officer  
NATEC  
Attn: Betty Morris, Code 6.8.5.1  
P. O. Box 357031, NASNI  
San Diego, CA 92135-7031

Completion Date of all items: 300 days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA****A. GENERAL:**

This task is CLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

H-1 Upgrade LEM, Code 6.8.5.1, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**C. ACCOUNTING DATA:****SECTION H – SPECIAL CONTRACT REQUIREMENTS: NA**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0108</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Jun 01</b>		4. REQ./ PURCH. REQUEST NO. <b>0010168150-0001</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON		<i>Nathan Simpson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$999,954.00		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.				31. PAYMENT	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Amount</u></b>
0017	Services as specified in Task Order 0108 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	28,674	HRS	Est Cost:	\$928,462.00
				Fixed Fee:	\$71,492.00
001701	For Accounting Purposes Only ACRN AA, CIN 0010168150, \$150,000.00				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$999,954.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$150,000.00**. The allotted funding will cover approximately **15%** of the total effort. The balance to fully the task order is **\$849,954.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 28,829 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Technical Publication Writer/Editor	
Sr. Draftsman	
Jr. Draftsman	
Data Technician	
Technical Illustrator (Journeyman)	
Sr. Analyst	
Data Entry Clerk	
<b>Total</b>	<b>28,674</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 2 June 2006 to 1 June 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

##### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

##### **The Task Order COR is:**

Rick L. Holm  
Code 3.1.2  
NAVAL AIR DEPOT CHERRY POINT  
PSC Box 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5513

E-mail: [ricky.l.holm@navy.mil](mailto:ricky.l.holm@navy.mil)

#### **IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1136

AMOUNT: \$150,000.00

CIN 001016815000002: \$150,000.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost    \$139,276.00

CLIN 0017-- Fixed Fee         \$10,724.00

**TOTAL FUNDED AMOUNT    \$150,000.00**

**X.** This order is non-severable, non-recurring and is non-A&AS.

#### **XI. TRAVEL**

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS REF#488/Task Order 0108  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor shall provide support to the AV8 Technical Publications Program, Naval Air Depot Cherry Point, NC. In support of this effort the contractor shall provide research, technical analyses, integration and subsequent delivery of technical documentation requirements using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. The contractor shall scan and convert to editable format identified manuals. Deliveries will be made in MS Word or ARBORTEXT format (as required) with embedded graphics in PCX format. The contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft and/or final form for format and content. The Quality Assurance (QA) requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Publications will be delivered on CD-ROM in editable format and Portable Document Format (PDF) as detailed in the below statement of work.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor</p>

	shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish

	the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and

	approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.

X	<p><b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
X	<p><b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
	<p><b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.</p>
X	<p><b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.</p>
	<p><b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).</p>
X	<p><b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.</p>
X	<p><b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.</p>
X	<p><b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in</p>

	proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals. <b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
X	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	<b>TEXT.</b> Text is defined as all technical manual written material and entries including front matter.
X	<b>ILLUSTRATIONS .</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material,

	illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	<b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	<b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	<b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	<b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered

	in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating

	instructions or desk book procedures may be provided with the task order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

1. The contractor shall scan and convert to editable format the manuals that require conversion (these pubs will be annotated accordingly). Deliveries are to be made in MS Word or ARBORTEXT (as required) format with embedded graphics in .PCX format for pubs in MIL-STD-81927 and .PNG format for pubs in MIL-STD-3001. Embedded graphics will also be saved as separate files for future editing. Illustrations up to and including 11x17 inches will be prepared in a non-proprietary .PCX/.PNG format. Illustrations over 11x17 inches will be converted to 11x17 size pages by logical drawing split and registration identities for sequential pages. Publications will be delivered on CD-ROM in editable format and Portable Document Format (PDF with bookmarks). The contractor shall provide incremental deliveries of the listed manuals commencing 90 days after award.
2. The contractor will deliver 1 CD ROM each with two separate Portable Document File (PDF) and XML files per change to publications. One file will collate the change into the existing basic publication, the other file will be a print ready change package (Front matter, all changed pages and associated back-up pages).
3. The contractor will provide a report with each publication delivered identifying the technical publication and the number of change pages, as well as the hours per labor category expended on each publication.
4. Government will provide the hard copy of publication for MS WORD or ARBORTEXT (as required) conversion for those publications that require it and provide on CD Rom existing publications already in MS Word, Arbortext and Portable Document Format (PDF) along with the following Source Data (IRAC's, MCR's, TPDR's, Source Data Markups (SDMU) and Technical Directives if applicable) for incorporation. Additional source data may be submitted during the contracting process. Inventory of source data will be provided when contract is awarded. In addition to source data provided, the contractor shall update all front matter, indexes and lists as required.
5. The below list of publications have been tentatively scheduled for FY 06/FY 07 update but are pending ODS/Engineering review and total data changes have not been ID'd as of SOW submission. Also transition of in production publications is to start in 3rd QTR FY 06 and it is known these publications will need scheduling. It is not known which/how many pubs will fall in this category. These publications are identified as A1-AV8BX-XXX-XXX.
6. In addition, publications may be added or deleted from this list due to shifting priorities.

PubNbr
03-10FR-8
03-10FR-9
03-75-6
03-75-7

16-35ALM264-1
17-15A-32.1
A1-211VB-MDB-000
A1-211VB-MIB-040
A1-214VB-MIB-010

A1-216VB-MDB-000
A1-220VB-MDB-000
A1-220VB-MDB-010
A1-220VB-MDB-020
A1-412VB-MDB-000

A1-412VB-MDB-100
A1-412VB-MDB-200
A1-420VB-MDB-030
A1-422VB-MDB-000
A1-422VB-MDB-030
A1-422VB-MDB-040
A1-422VB-MDB-050
A1-423VB-MDB-010
A1-423VB-MDB-030
A1-423VB-MDB-100
A1-427VB-MDB-020
A1-427VB-MDB-030
A1-429VB-MDB-010
A1-441VB-MDB-000
A1-443VB-MDB-000
A1-443VB-MDB-010
A1-443VB-MDB-020
A1-443VB-MDB-030
A1-443VB-MDB-040
A1-443VB-MDB-050
A1-443VB-MDB-060
A1-443VB-MDB-070
A1-445BE-MDB-000
A1-445VB-MDB-000
A1-445VB-MDB-010
A1-445VB-MDB-020
A1-445VB-MDB-030
A1-445VB-MDB-040
A1-445VB-MDB-100
A1-446VB-MDB-000
A1-454VB-MDB-000
A1-460BE-MDB-000
A1-460BE-MDB-100
A1-470VB-MDB-010
A1-470VB-MDB-020
A1-471VB-MDB-000
A1-550BE-MDB-000
A1-550VB-MDB-000
A1-550VB-MDB-100
A1-550VB-MDB-200
A1-552BE-MDB-000
A1-553VB-MDB-010
A1-555VB-MDB-000
A1-555VB-MDB-100
A1-561VB-MDB-000
A1-561VB-MDB-020
A1-565BC-MDB-000

A1-565VB-MDB-000
A1-570BE-MDB-000
A1-572VB-MDB-000
A1-572VB-MDB-010
A1-573BE-MDB-000
A1-573BE-MDB-200
A1-573BE-MDB-400
A1-573VB-MDB-000
A1-573VB-MDB-010
A1-573VB-MDB-020
A1-573VB-MDB-030
A1-573VB-MDB-040
A1-580VB-IPB-400
A1-580VB-MDB-010
A1-580VB-MDB-020
A1-580VB-MIB-000
A1-580VB-MIB-020
A1-580VB-MIB-030
A1-580VB-MMD-300
A1-580VB-MMI-200
A1-700VB-MDB-000
A1-750VB-MDB-000
A1-760BP-MDB-000
A1-760FM-MDB-100
A1-760PL-MIB-000
A1-761VB-MDB-020
A1-762VB-MDB-000
A1-764BC-MDB-000
A1-764VB-MDB-000
A1-767VB-MDB-000
A1-767VB-MDB-100
A1-769BC-MDB-000
A1-769VB-MDB-000
A1-769VB-MDB-100
A1-771VB-MDB-100
A1-780VB-MDB-010
A1-780VB-MDB-020
A1-780VB-MDB-030
A1-792VB-MDB-000
A1-795VB-MDB-000
A1-AV8BB-SRM-600
A1-AV8BB-SRM-610
A1-F402B-IPB-400
A1-F402B-MMD-300
A1-F402B-MMD-310
A1-F402B-MMD-320
A1-F402B-MMD-330

A1-F402B-MMD-340
A1-F402B-MMI-200
A1-F402B-MMI-210
A1-F402B-MMI-220
A1-F402B-MMI-230
A1-F402B-MRC-200
A1-F402B-MRC-300
A1-F402B-SPM-000
AE-004VB-MDB-000
AE-020VB-MDB-000
AE-125VB-MIB-000
AE-214BD-MDB-000
AE-257VB-MDB-000
AE-257VB-MDB-010
AE-412VB-MDB-000
AE-610BD-MDB-050
AE-610BD-MDB-200
AE-610BE-MDB-000
AE-610VB-MDB-000
AE-610VB-MDB-010
AE-610VB-MDB-020
AE-610VB-MDB-030
AE-610VB-MDB-040
AE-610VB-MDB-050
AE-650VB-MDB-000
AE-679VB-MDB-000
AE-930VB-MDB-000
AE-930VB-MDB-010
AE-930VB-MDB-020
AE-930VB-MDB-100
AG-120VB-MIB-000
AG-140VB-MIB-000
AG-140VB-MIB-020
AG-140VB-MIB-030
AG-230VB-MRC-100
AG-230VB-MRC-200
AG-230VB-OMP-000
AG-420VB-OMP-000
AG-501VB-MEB-000
AG-501VB-MRC-100
AG-501VB-MRC-200
AG-501VB-OMP-010
AG-502VB-MEB-000
AG-502VB-MEB-200
AG-502VB-MIB-100
AG-505VB-MDB-000
AG-505VB-OMP-000

AG-505VB-OMP-010
AG-505VB-OMP-100
AG-507VB-OMP-000
AG-514VB-OMP-000
AG-515VB-MIB-000
AG-519VB-MEB-000
AG-519VB-MIB-000
AG-519VB-MIB-010
AG-519VB-MIB-020
AG-519VB-MIB-030
AG-519VB-MIB-040
AG-519VB-MIB-050
AG-519VB-MIB-060
AG-519VB-MIB-070
AG-519VB-MIB-080
AG-520VB-MIB-000
AG-520VB-MIB-100
AG-520VB-MIB-200
AG-640VB-OMP-000
AG-814VB-MRC-100
AG-814VB-MRC-200
AN-300VB-MDB-010

AN-345VB-MDB-000
AN-524VB-MDB-000
AN-570BD-MDB-000
AN-570VB-MDB-000
AN-570VB-MDB-010
AN-570VB-MDB-020
AN-570VB-MDB-030
AN-570VB-MDB-040
AN-570VB-MDB-050
AN-570VB-MDB-060
AN-570VB-MDB-070
AN-680VB-MDB-000
AS-730AV-MDB-000
AS-730AV-MDB-100
AS-730CB-MDB-000
<b>AS-730CC-MDB-000</b>
AS-730VB-MIB-000
AT-461VB-OMP-000
AT-822BD-MIB-000
AT-822BD-MIB-050
AT-822BD-MIB-100
AT-822BD-MIB-150

AT-822BD-MIB-200
AT-822BD-MIB-250
AT-822VB-MEB-000
AT-822VB-MEB-050
AT-822VB-MEB-100
AT-822VB-MEB-150
AT-822VB-MEB-200
AT-822VB-MEB-250
AT-822VB-MEB-400
AT-822VB-MEB-450
AT-822VB-MEB-500
AT-822VB-MEB-550
AT-822VB-MIB-000
AT-822VB-MIB-100
AT-822VB-MRC-100
AT-822VB-MRC-200
AT-822VB-OMP-000
AT-840VB-MIB-000
AW-644CV-MIB-000
AW-644RP-MDB-000
A1-AV8BX-XXX-XXX

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

X	1. <u>1</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>1</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>2</u> copy(s) of the Validation Certificate.
X	4. Original and <u>2</u> copy(s) of Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
	1. Task will be performed for : AV8FST/(6.8.5.1) NADEP Cherry Point:
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: <u>DISTRIBUTION STATEMENT C</u> . Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (new date that statement was applied to manual). Other requests for this document shall be referred to: PMA-257. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-STD-3001 OR MIL-PRF-38807 AS REQUIRED
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Commanding Officer, Naval Air Depot, PSC 8021 Code 6.8.5.1(AV8FST.TD), Attn: Rick Holm, MCAS CHERRY POINT, NC 28533-0021
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with

	Amendment 1 of 20 Aug 1988 and deviations updated.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to AV-8FST/6.8.5.1 Data Management Specialists for resolution for resolution.
x	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 6.8.5.1(AV8FST.TD).  
Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (45) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule CFA Code (6.8.5.1(AV8FST.TD)), shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is CFA Code 6.8.5.1(AV8FST.TD). The proper Mailing Address is:

**COMMANDING OFFICER**  
CODE 3.3.1(6.8.5.1)  
NAVAL AIR DEPOT CHERRY POINT  
PSC BOX 8021  
CHERRY POINT NC 28533-0021

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Forty five (45) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Forty five days(45) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, North Island, Code 3.3.1 and one copy to NATSF Code 2.6.4

Completion Date of all items: 365 days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA****A. GENERAL:**

This task is UNCLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

(CFA NADEP CHERRY POINT, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**C. ACCOUNTING DATA:****SECTION H – SPECIAL CONTRACT REQUIREMENTS****Assumptions:**

- Delivery schedule is dependent upon source data being supplied to the subcontractor by date of order.

**Exceptions:**

- If task order is not fully funded then the SOW will need to be decreased accordingly to match funding.
- Any task requirements not stated in the SOW will be considered outside the SOW and will require a modification to cover the cost of the additional tasks requested.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0109</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 01</b>		4. REQ./ PURCH. REQUEST NO. <b>0010167417</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL		\$121,903.20	
				CONTRACTING / ORDERING OFFICER		26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	410	Pages	\$48.16	\$19,745.60
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	1320	Pages	\$48.16	\$63,571.20
0022AC	New Pages in existing Technical Manuals -- Digital Format	300	Pages	\$79.67	\$23,901.00
0022AD	Output of Portable Document Format (PDF) Files	2020	Pages	\$7.27	\$14,685.40
0023AA	Conv of HC to master rev text in MS Word		Pages	\$15.87	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$15.87	\$0.00
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.73	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
<b>TOTAL</b>					<b>\$121,903.20</b>

**II. SCOPE**

The EA-6B Program requires technical manual updates and revisions to technical publications for backlog/sustainment publications updates. Technical data processing services will include but are not limited to incorporating red-line markups into existing pubs in Interleaf and portable document format (PDF). New pages will be developed in Interleaf format to incorporate new systems into existing work packages as well as development of complete new work packages

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from Task Order Award Date to 1 May 2007.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction

unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum,  
Code 3.0C, NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
Phone: (301) 757-1046  
email: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

Task Order Contracting Officer Representative (TOCOR) is:

Mike Burn  
Naval Air Depot  
6206 Aviation Ave.  
Cecil Commerce Center  
Jacksonville, FL 32221-8112  
Phone: (904) 317-1544  
email: [michael.burn@navy.mil](mailto:michael.burn@navy.mil)

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2739  
AMOUNT: \$121,903.20  
CIN 001016741700002: \$121,903.20

Money will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$19,745.60
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$63,571.20
0022AC	New Pages in existing Technical Manuals -- Digital Format	\$23,901.00
0022AD	Output of Portable Document Format (PDF) Files	\$14,685.40
<b>TOTAL</b>		<b>\$121,903.20</b>

This task order is 100% fully funded.

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiq – N68936-04-D-0008**

**Task Order 0109**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The EA-6B program requires technical manual updates and revisions to technical publications for backlog/sustainment publications updates. Technical data processing services will include but are not limited to incorporating red-line markups into existing pubs in Interleaf and portable document format (PDF). New pages will be developed in Interleaf format to incorporate new systems into existing work packages as well as development of complete new work packages.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals

This SOW deals with page deliveries only not CSS hours. It is not required to complete the CSS IWP process and will not have a CSS IWP approval number.

**C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The</p>

	range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p> <p>3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance,</p>

	training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<p><b>4.3 General Task 3.0.JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT.</b> AIR 3.0J is charged to plan and direct the transition of Defense technical data management from the migratory stove-pipe systems to a fully-interoperable, open, logistics integrated data environment (IDE). This effort will require research and preparation of required system acquisition and management documentation, along with associated briefing materials, point papers and reports. The Contractor shall provide analyses of existing business processes and development of schema to evolve these processes to the digital environment; develop case study reports; maintain management action reporting records and prepare point papers, concept papers, and analyses of technical topics related to Navy and DoD Technical Data Management. The Contractor shall develop and maintain acquisition strategy documents including a strategic planning schedule. The contractor shall also support the Joint Technical Data Integration (JTDI) program management team in managing the JTDI Projects. This includes, but it not limited to, the design, development, testing, fielding and support, both domestically and internationally, of such information technology systems as JEDMICS, CMIS, and CAD II. This will involve Acquisition Planning, Acquisition Program Base-lining, Program Protection and System Security, Budget justification backup and execution including spend plan development and tracking, Contract Planning, Systems Engineering, Risk Management and Analysis, Integrated Logistics Support, Integrated Product and Process Development and Configuration Management. The contractor shall also prepare required Memorandums of Agreements /Understandings; assist in conducting Acquisition Reviews; assist in the development of backup data for Planning, Programming &amp; Budgeting; provide C4I support; plan and assist in the implementation of Quality Assurance Programs; develop Information Requirements for Milestone Reviews; conduct Analysis of Alternatives; perform Cost Analysis; provide Threat Assessments; plan and assist in the development and implementation of Test &amp; Evaluation Plans; and provide Program Management Assistance in the oversight and integration of other JTDI contracting efforts and related field activity taskings. The contractor shall perform, but is not limited to the following tasks:</p>
	<p><b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.</p>
X	5.The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor’s or subcontractor’s facilities during performance of this contract. The Contractor’s OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format

as required by task orders.
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## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Publications		
03-10ABP-110	01-85ADC-2-6	01-85ADC-4-13
01-85ADC-3-2.1	01-85ADC-2-3	01-85ADC-4-10
01-85ADC-2-1	01-85ADC-4-9	01-85ADC-2-12
01-85ADC-4-12	01-85ADC-2-18	01-85ADC-4-1
01-85ADC-4-2	01-85ADC-3-1.1	16-45-1988-1-2
01-85ADC-2-5	01-85ADC-2-27.5.2	16-45-1988-1-1
01-85ADC-2-4	01-85ADC-2-23.5.3	01-85ADC-3-3
01-85ADC-4-8	01-85ADC-2-22	01-85ADC-3-2.2
01-85ADC-4-6	01-85ADC-2-21	01-85ADC-2-27.5.1
01-85ADC-4-5	01-85ADC-2-14	01-85ADC-2-25.8
01-85ADC-3-1.2	01-85ADC-2-10	01-85ADC-2-25.1
01-85ADC-2-8	01-85ADC-4-14	01-85ADC-2-13

Task Description:

**(A) To be Furnished:**

X	1. One set (1) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and One (1) copy of the Validation Certificate.
X	4. Original and One (1) copy of Record of Source Data Incorporation.
X	5. Original and One (1) copy of DD Form 250.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: Naval Air Depot Jacksonville, EA-6B Technical Publications FST, Code 6.8.5.1
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	7. All new illustrations will be in the form of line drawings.

#### **SECTION D - PACKAGING AND MARKING**

Packaging:

Marking:

#### **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot Jacksonville, EA6B FST (M. Burn), Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, EA6B FST Technical Publications, Code 6.8.5.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot Jacksonville, EA6B FST Technical Publications, Code 6.8.5.1.  
The proper Mailing Address is:

Commanding Officer  
Naval Air Depot  
6206 Aviation Ave  
Attn: Code 6.8.5.1/Mike Burn  
Cecil Commerce Center  
**JACKSONVILLE, FL 32221-8112**

Completion Date of all items: 360 days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

None

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0110</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Jun 01</b>		4. REQ./ PURCH. REQUEST NO. <b>0010168149-0001</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON					<i>Nathan Simpson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$125,536.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
										35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

**SCHEDULE**

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0110 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$116,561.00
				Fixed Fee:	\$8,975.00
001701	For Accounting Purposes Only ACRN AA, CIN 001016814900002, \$100,000.00				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$125,536.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$100,000.00**. The allotted funding will cover approximately **80%** of the total effort. The balance to fully the task order is **\$25,536.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Data Technician	[b(4)]
<b>Total</b>	<b>[b(4)]</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 2 June 2006 to 1 June 2007.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Rick L. Holm  
AIR-6.8.5.1  
Naval Air Depot Cherry Point  
PSC Box 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5513  
E-mail: [ricky.l.holm@navy.mil](mailto:ricky.l.holm@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1136

AMOUNT: \$100,000.00

CIN 001016814900002: \$100,000.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$92,850.00
CLIN 0017-- Fixed Fee	\$7,150.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$100,000.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS IWP REF #1020/Task Order #0110  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

**Requirement A: In-house contractor support (Data Analyst)**

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer

	documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS);

	however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description: \_\_\_\_\_

**(A) To be Furnished:**

X	8. Other: Data Analyssst services are required at the government site to provide technical data support services. A total of 2 work years is covered by this SOW for this position. The contractor will be provided tasking via the AV-8 Data Management Specialists. Duties will include but not be limited to: Research & verification of existing source data (TPDRs, MCRs, IRACs, AFCs, TDs, red line markups,
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	<p>etc.) to determine previous incorporation.</p> <p>Development of source data packages.</p> <p>Review of contract deliverables both paper and CD ROM.</p> <p>Data entry (using Microsoft Access, Word, Excel, Arbortext) and general administrative office support functions.</p> <p>Archive Direct Image Copies (DICs) of the aircraft and component publications.</p> <p>Individual paper updates will be scanned into PDF and archived chronologically on CD ROM by pub.</p> <p>Provide technical advice in relation to MIL-STD-3001 conversion efforts with Arbortext software</p>
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**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : 6.8.5.1(AV8FST.TD)M NADEP CHERRY POINT
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

**SECTION D - PACKAGING AND MARKING**Packaging:Marking:**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 6.8.5.1(AV8FST.TD). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of ~~DD Form 250~~, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code\_6.8.5.1(AV8FST.TD) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA6.8.5.1.(AV8FST.TD). The proper Mailing Address is:

COMMANDING OFFICER  
 CODE 3.3.1/AV8FST.TD  
 NAVAL AIR DEPOT CHERRY POINT  
 PSC BOX 8021  
 CHERRY POINT NC 28533-0021

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, North Island, Code 3.3.1 and one copy to NATSF Code 2.6.4

Completion Date of all items: 365 days after date of order.

#### SECTION G - CONTRACT ADMINISTRATION DATA

##### A. GENERAL:

This task is UNCLASSIFIED.

##### B. COGNIZANT FIELD ACTIVITY:

(CFA 6.8.5.1 (AV8FST.TD), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

##### C. ACCOUNTING DATA:

#### SECTION H - SPECIAL CONTRACT REQUIREMENTS

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0111</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 11</b>		4. REQ./ PURCH. REQUEST NO. <b>0010174016</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$218,019.00		
								26. DIFFERENCES				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0111 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6,080	HRS	Est Cost:	\$202,432.00
001701	For Accounting Purposes Only ACRN AA, CIN 001017401600001, \$55,873.13			Fixed Fee:	\$15,587.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$218,019.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$55,873.13**. The allotted funding will cover approximately **26%** of the total effort. The balance to fully the task order is **\$162,145.87**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 6,080 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	b(4)
Jr. Draftsman	
Data Analyst	
Data Technician	
Data Entry Clerk	
<b>Total</b>	<b>6,080</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 13 May 2006 to 12 May 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Larry Britt  
AIR 6.8.5.1  
Naval Aviation Depot  
PSC Box 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5587  
E-mail: [larry.britt@navy.mil](mailto:larry.britt@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL2636

AMOUNT: \$55,873.13

CIN 001017401600001: \$55,873.13

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$51,878.13

CLIN 0017-- Fixed Fee \$3,995.00

**TOTAL FUNDED AMOUNT \$55,873.13****X.** This order is non-severable, recurring and is non-A&AS.**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Havelock, NC	Norfolk, VA	1	4	4
Havelock, NC	Point Mugu, CA	1	2	4
Havelock, NC	San Diego, CA	1	1	5

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services**

Alutiiq – N68936-04-D-0008

**CSS REF #0724/Task Order 0111**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor shall support the Propulsion & Power Team, codes 6.8.5.1(3.3.1) and 4.4.6.1 NAVAIR Depot Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, P-3 and NP2000 aircraft propellers. Common procedures will be continually reviewed and consolidated as source data prepared to be incorporated into the propeller standard practices technical manual. Source data will be prepared against existing manuals to refer common procedures used across all platforms to refer to the propeller standard practices manual. Support will include and not be limited to scanning and conversion of files to digital format, small publication updates, Type B IRACs and support in the development and release of technical data items such as IRACs, MCRs, TPDRs. The contractors will have a QA process in place for reviewing each other's work. The contractor shall provide support in book marking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The contractor will provide assistance updating source data module (SDM) via NATEC website. Also, the contractor will support and develop draft source data packages via Hamilton Sundstrand's Build Spec review contract. Also, maintain and update the Propeller Life Management Plan (PLMP).

Several trips will be required to assist the data manager, engineering, fleet personnel and mechs in creating Technical Manual Certification Records (TMCRs) to the new NP2000 Propeller system currently being installed on the E-2C and will start installs on the C-2A within the next year.

**This effort is considered Non-Severable in that publication updates, revisions, changes and Type B IRACs will provide a tangible end product, which would be of no benefit to the Fleet until, completed.**

To perform the following updates, revisions, changes and Type A and B IRACs for the Propeller-IPT. Incremental delivery of prepubs and finals are required IAW the Data Managers' and Engineers' schedule.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical

	Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (TUA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the TUA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
x	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance

	with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

**Task Description:**

The contractor shall support the Propulsion & Power Team, codes 6.8.5.1(3.3.1) and 4.4.6.1 NAVAIR Depot Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, P-3 and NP2000 aircraft propellers. Common procedures will be consolidated and source data prepared to be incorporated into the propeller standard practices technical manual. Source data will be prepared against existing manuals to refer common procedures used across all platforms to refer to the propeller standard practices manual.

Support will include and not be limited to scanning and conversion of files to digital format, small publication updates, Type B IRACs and support in the development and release of technical data items such as IRACs, MCRs, TPDRs. The contractors will have a QA process in place for reviewing each other's work. The contractor shall provide support in book marking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

Several trips will be required to assist the data manager, engineering, fleet personnel and mechs in creating Technical Manual Certification Records (TMCRs) to the new NP2000 Propeller system currently being installed on the E-2C and will start installs on the C-2A within the next year.

**This effort is considered Non-Severable in that publication updates, revisions, changes and Type B IRACs will provide a tangible end product, which would be of no benefit to the Fleet until, completed.**

To perform the following updates, revisions, changes and Type A and B IRACs for the Propeller-IPT. Incremental delivery of prepubs and finals are required IAW the Data Managers' and Engineers' schedule will include but not limited to the following:

**Manual Updates, Updates / Revisions**

NA 01-E2AAA-2-10.2	A1-C2AHA-290-220.1
NA 03-20C-7	NA 16-30NP2K-1
NA 03-20C-9	NA 17-15NP2K-1
NA 03-20C-4	NA 17-15NP2K-2
NA 03-20CBBJ-2	NA 17-15NP2K-2
NA 03-20CAD-1	NA 17-1-114.11
NA 03-20CBBK-1	NA 03-20GAJ-2.0 (2 updates)
NA 03-20CBBK-2	NA 03-20GAJ-2.1 (2 updates)
NA 03-20CEA-1	NA 03-20GAJ-2.2 (2 updates)
NA 03-20CEA-2	NA 03-20GAJ-2.3 (2 updates)
NA 03-20CFA-1	NA 03-20GAJ-2.4 (2 updates)
NA 03-20CFA-2	NA 03-20GAJ-2.5 (2 updates)
NA 03-20CFAA-1	NA 03-20GAJ-2.6 (2 updates)
NA 03-20CFAA-2	
NA 03-20CFAA-3	
NA 03-20P-1	
NA 03-20VAM-1	
NA 03-20SPM-1	
A1-C2AHA-290-220	

**(A) To be Furnished:**

X	1. ____2____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. __1__ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : (TUA code 6.8.5.1(3.3.1) Prop-IPT, Cherry Point, NC)
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in JPG, PCX or TIFF.
X	7. All new illustrations will be in the form of line drawings. Line art, JPG, PCX or TIFF.
X	8. Questions which arise in relation to technical manual content shall be presented to: PROP-IPT, 6.8.5.1(3.3.1), Cherry Point , NC for resolution..
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to PROP-IPT, 6.8.5.1(3.3.1), Cherry Point , NC for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

**SECTION D - PACKAGING AND MARKING**

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK-38790 all other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking:

- 1) Deliverables shall be marked with the contractors return address.
- 2) Deliverables shall be marked with the Control No./Task Order No.

**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (TUA code 6.8.5.1(3.3.1) Prop-IPT, Cherry Point, NC). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (TUA code 6.8.5.1(3.3.1) Prop-IPT, Cherry Point, NC) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is, (TUA code 6.8.5.1(3.3.1) Prop-IPT, Cherry Point, NC). The proper Mailing Address is:

Commanding Officer  
Attn; Code 6.8.5.1(3.3.1)/Larry Britt  
Naval Aviation Depot  
PSC Box 8021  
CHERRY POINT, NC 28533-0021

**Incremental delivery of publication updates and Type B Iracs.**

A1	Incrementally as required
A2	Incrementally as required

Completion Date of all items: \_\_\_365\_\_\_\_\_ days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(TUA code 6.8.5.1(3.3.1) Prop-IPT, Cherry Point, NC), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

N/A

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0112</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 11</b>		4. REQ./ PURCH. REQUEST NO. <b>0010171297</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON				25. TOTAL <b>\$71,861.00</b>		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0112 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2,190	HRS	Est Cost:	\$66,723.00
001701	For Accounting Purposes Only ACRN AA, CIN 001017129700100, \$12,500.00			Fixed Fee:	\$5,138.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$71,861.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$12,500.00**. The allotted funding will cover approximately **17%** of the total effort. The balance to fully the task order is **\$59,361.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 2,190 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	b(4)
Jr. Draftsman	
Data Analyst	
Data Technician	
Data Entry Clerk	
<b>Total</b>	<b>2,190</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 13 May 2006 to 12 May 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Mike Gaskins  
AIR 6.8.5.1  
Naval Aviation Depot  
PSC Box 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5589  
E-mail: [michael.a.gaskins@navy.mil](mailto:michael.a.gaskins@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4RZ3 252 00019 0 050119 2D 000000

COST CODE: 5000921EA211

AMOUNT: \$12,500.00

CIN 001017129700100: \$12,500.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$11,606.00

CLIN 0017-- Fixed Fee \$894.00

**TOTAL FUNDED AMOUNT \$12,500.00****X.** This order is severable, recurring and is non-A&AS.**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Havelock, NC	Norfolk, VA	1	1	4
Havelock, NC	Atlanta, GA	1	1	7

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS REF #3064/Task Order 0112**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor shall provide support for Technical Manual (TM) management support for GTC/Pneumatics FST (4.4.6.1) and the Technical Data Support Team (3.3.1), Naval Air Depot Cherry Point, N.C. Contract support will provide scanning and conversion of files to digital format, small publication updates, Type B IRAC's, linking and bookmarking data to manuals on the Naval Air Technical and Engineering Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. The contractor will also provide support in the development and release of technical data items such as IRAC's, MCR's, and TPDR's for the F-18 (Models A-D, E-F (ECS), F404, and F414) and other common platforms . Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability to provide the required support.

This effort is considered severable.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OF WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>

X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p>
<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined</p>	

	in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

**SCHEDULE**

**Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

The following manuals will be Digitized, Changed or Revised during this period of performance:

A1-460QA-MDB-000	A1-550AC-410-000	A1-555AC-410-000
A1-555AC-410-070	A1-573AC-410-000	A1-573SA-MDB-000
A1-580AA-MDB-300	A1-580AA-MIB-200	A1-580AC-240-000
NA 03-80F-46	NA 03-105-1	NA 03-105AB-35
NA 03-105AB-37	NA 03-105BB-18	NA 03-105BB-23

Three new F/A –18 manuals to be created.

**Task Description:**

The contractor shall provide support for Technical Manual (TM) management support for GTC/Pneumatics FST (4.4.6.1) and the Technical Data Support Team (3.3.1), Naval Air Depot Cherry Point, N.C. Contract support will provide scanning and conversion of files to digital format, small publication updates, Type B IRAC's, linking and bookmarking data to manuals on the Naval Air Technical and Engineering Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. The contractor will also provide support in the development and release of technical data items such as IRAC's, MCR's, and TPDR's for the F-18 (Models A-D, E-F (ECS), F404, and F414) and other common platforms. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability to provide the required support.

This effort is considered severable.

**(A) To be Furnished:**

X	1. <u>      (2)      </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>  (1)  </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : 6.8.5.1 (3.3.1) GTC/Pneumatics FST, Cherry Point N.C. 28532

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  DISTRIBUTION STATEMENT C Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928..
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in PCX..
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: GTC/Pneumatics FST and 3. 3. 1, Cherry Point, N.C. for resolution..
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to GTC/Pneumatics FST and 3. 3. 1, Cherry Point, N.C. for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK-38790. All other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking: (1) Deliverables shall be marked with the contractors return address.

(2) Deliverables shall be marked with the Control No./Task Order No.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item

(CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C. The proper Mailing Address is:

Commanding Officer  
ATTN 3.3.1 Mike Gaskins  
Naval Air Depot  
PSC Box 8021  
Cherry Point N.C. 28533-0021

Task 1- Incremental delivery of publication updates and Type B IRAC's.

A1	Incremental delivery of publication updates and Type B IRAC's as required
A2	Incremental delivery of publication updates and Type B IRAC's as required

Completion Date of all items: \_\_\_365\_\_\_\_\_ days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

3.3.1, GTC/Pneumatics FST, Cherry Point, N.C, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0113</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Jun 21</b>		4. REQ./ PURCH. REQUEST NO. <b>0010173246</b>		5. PRIORITY																					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)																							
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS																							
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15																											
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">16. TYPE OF ORDER</td> <td style="width: 10%;">DELIVERY/ CALL</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="7">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.</td> </tr> <tr> <td></td> <td>PURCHASE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="7">Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____</td> </tr> </table>										16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____						
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																										
	PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____																										
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>																													
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)																					
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____																													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																													
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT																				
<b>SEE SCHEDULE</b>																													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$117,611.00																			
						26. DIFFERENCES																							
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE																							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS																						
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR																					
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER																					
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.																				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.																						

Section B - Supplies or Services and Prices

**SCHEDULE**

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0113 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3,078	HRS	Est Cost:	\$109,202.00
				Fixed Fee:	\$8,409.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$117,611.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$117,611.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 3,078 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Logistics Analyst	[b(4)]
Sr. Analyst	
<b>Total</b>	<b>3,078</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 21 December 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

James Dorr  
AIR-6.8.4  
47060 McCleod Road Unit B  
Patuxent River, MD 20670  
Phone: (301) 757-8063  
E-mail: [james.dorr@navy.mil](mailto:james.dorr@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1751810 42JD 252 00019 0 050119 2D 000000  
COST CODE: AIR30F131700  
AMOUNT: \$117,611.00  
CIN 001017324600001: \$117,611.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$109,202.00  
 CLIN 0017-- Fixed Fee \$8,409.00  
**TOTAL FUNDED AMOUNT \$117,611.00**

**X.** This order is non-severable, recurring and is non-A&AS.

**XI. TRAVEL**

There is no travel contemplated under this task order.

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Option Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 including travel, material and ODC's) FOB: Destination MILSTRIP: N0001905P7ZZHCT PURCHASE REQUEST NUMBER: 0010173246	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$109,202.00
				FIXED FEE	\$8,409.00
				TOTAL MAX COST + FEE	\$117,611.00
	ACRN AA CIN: 001017324600001				\$117,611.00

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS-IWP Ref # 904 Task Order # 0113  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract.

	<p><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.6</b></p>
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will</p>

	<p>encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<p><b>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</b></p>
X	<p>11. Provide support to Government configuration audit teams, by verifying and documenting that Configuration Items (CI) and their configuration identification are accurate, complete (according to specified requirements), adequate to establish the product baseline, and compatible with the next higher level design documentation. Discrepancies and recommended corrective actions shall be documented according to procedures established by the audit team and submitted to the Government with the Contractor's justification for recommendations and evaluations. The contractor shall support the configuration verification and audit process, which includes but not limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Configuration verification of the initial configuration of a CI, and the incorporation of approved engineering changes, to assure that the CI meets its required performance and documented configuration requirements</li> <li>• Configuration audit of configuration verification records and physical product to validate that a development program has achieved its performance requirements and configuration documentation or the system/CI being audited is consistent with the product meeting the requirements.</li> <li>• The contractor shall conduct configuration audits and/or inspections to ensure conformance to and/or validation of specifications, drawings and associated lists, product data management information and reference documents which define and/or document the characteristics of the item.</li> </ul>
X	<p>13. As specified by task order, the Contractor shall prepare and deliver product items in the form of Configuration Audit Plans, Management Plans, and Site Preparation Requirements &amp; Installation Plans in accordance with; but not limited to, the following general specifications:</p> <p>The Configuration Audit Plan details the scope of the planned configuration audit, providing identification of items to be audited, the associated contract requirements, and documentation to be available. It prescribes the planned procedures for accomplishing the audit, and includes proposed location, schedule, and team information.</p>
	<p>A. The scope of the effort required by this specification involves performing all the tasks required to prepare and deliver a fully staffed Configuration Audit Plan to the Customer.</p>
	<p>B. This effort involves the following tasks:</p>
X	<p>Task 1: Analyzing relevant program documentation (provided by the Government). This will</p>

	involve the contractor reviewing and analyzing program management, logistics and engineering data. Examples of Government Furnished Information provided to the contractor for this task are Acquisition and Logistics plans, related Milestone schedules, Configuration Management plans, contract requirements relative to Technical Data Packages (TDPs) and Configuration Management, technical manuals (draft and or final), Logistics Support Analysis data, Configuration Item top-down breakdowns, and so forth.
	The Management Plan describes the program scope, lays out the organization (Government and contractor), provides functions, duties, and responsibilities for positions required to staff the organization, defines and documents management procedures, policies and reporting requirements required to manage a major automated information system or technology initiative.
	A. The scope of the effort required by this specification involves performing all the tasks required to deliver a fully staffed Program Management Plan to the Customer.
	B. This effort involves the following tasks:
X	Task 1: Analyzing relevant program management documentation (provided by the Government). This will involve the contractor reviewing and analyzing program management, financial management, acquisition management, logistics management and engineering management data. Examples of the type of documents that the government will provide the contractor for this task are:
	a. Program Management Documentation (statutory, regulatory and mandatory)
	b. Economic Analysis
	c. Acquisition Plan
	d. Program Schedules
	e. Program Management Information Systems
	f. Statements Of Works and CDRLs
	The Site Preparation Requirements and Installation Plan defines requirements and responsibilities for the coordinated, integrated Government and system Contractor site preparation and installation efforts of the deliverable end product(s).
	A. The scope of the effort required by this specification involves performing all the tasks required to deliver a fully staffed Site Preparation Requirements & Installation Plan to the Customer. It applies to the deployment of a major system to a specific site (land based or sea based).
	B. This effort involves the following tasks:
X	Task 1: Analyzing relevant program documentation (provide by the Government). This will involve the contractor reviewing and analyzing program management, logistics and engineering data. Examples of the type of documents that the government will provide the contractor for this task are:
	a. Engineering Design Specification
	b. General Equipment Specifications
	c. Engineering Drawings
	d. Test and Evaluation Requirements
	e. System Safety Requirements
	f. Human Factors Requirements
	g. Reliability and Maintainability Requirements/Test Results

	h. Site Specific Planning Data
	i. Maintenance Plans
	j. Logistics Support Analysis data
	k. Vendor (prime contractors and OEMs) operating manuals
	l. Government Furnished Equipment requirements and lists
	m. Government generated operating manuals
	n. Site Specific general policy and constraints
X	Task 2: Developing a Pre-Site Survey Checklist. This involves using the analysis of task 1 and formulating a checklist of actions that must be performed during the site survey. Example checklist items include location for each physical item, location of power and LAN drop for each physical item, and identification of site points of contact for each checklist action.
X	Task 3: Develop a Site Survey Plan. This plan will identify the details of the planned site survey, providing identification of the system(s) to be deployed at the site, the associated contract requirements governing the delivery and installation of the system(s), resource requirements, documentation to be available, the procedures for accomplishing the survey, and proposed location, schedule, and team composition.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by AIR-6.8.4. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Code AIR 6.8.4 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is AIR 6.8.4 The proper Mailing Address is:

ATTN James Dorr  
Consolidated Mail Facility  
47060 McLeod Road Unit B  
Patuxent River, MD 20670-1163

Completion Date of all items: \_\_\_\_18 months\_\_\_\_ after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0114</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 26</b>		4. REQ./ PURCH. REQUEST NO. <b>0010175014</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON			<i>Nathan Simpson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$277,917.00	26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I.SCHEDULE OF SUPPLIES/SERVICES</b>					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0114 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	8,415	HRS	Est Cost:	\$258,047.00
				Fixed Fee:	\$19,870.00
001701	For Accounting Purposes Only ACRN AA, CIN 001017501400001, \$107,840.00				
001702	For Accounting Purposes Only ACRN AB, CIN 001017501400002, \$2,807.00				
001703	For Accounting Purposes Only ACRN AC, CIN 001017501400003, \$12,996.00				
001704	For Accounting Purposes Only ACRN AD, CIN 001017501400004, \$7,988.00				
001705	For Accounting Purposes Only ACRN AE, CIN 001017501400005, \$2,855.00				
001706	For Accounting Purposes Only ACRN AC, CIN 001017501400006, \$21,759.00				
001707	For Accounting Purposes Only ACRN AC, CIN 001017501400007, \$32,858.00				
001708	For Accounting Purposes Only ACRN AD, CIN 001017501400008, \$25,024.00				
001709	For Accounting Purposes Only ACRN AE, CIN 001017501400009, \$4,965.00				
001710	For Accounting Purposes Only ACRN AC, CIN 001017501400010, \$59,095.00				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$277,917.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$277,917.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be

required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

#### IV. LEVEL OF EFFORT

The level of effort for this task order is 8,415 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician, Government Site	b(4)
Sr. Program/Project Control Specialist	
Jr. Draftsman	
Data Technician, Contractor Site	
<b>Total</b>	<b>8,415</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 28 May 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
 NAWCAD  
 22477 Peary Road, Bldg. 516  
 Patuxent River, MD 20670  
 (301) 757-1046  
 E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Carmelo W. Nicaastro  
 Naval Aviation Depot  
 Attn: Code 6.8.5.1  
 PSC 8021  
 Cherry Point, NC 28533-0021  
 Phone: (252) 464-5522  
 E-mail: [carmelo.nicaastro@navy.mil](mailto:carmelo.nicaastro@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30PRLA173  
 AMOUNT: \$107,840.00  
 CIN 001017501400001: \$107,840.00

AB: 1761804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30PRLAA93  
 AMOUNT: \$2,807.00  
 CIN 001017501400002: \$2,807.00

AC: 1751506 45BT 252 00019 0 050119 2D 000000  
 COST CODE: PMA207AB1082  
 AMOUNT: \$126,708.00  
 CIN 001017501400003: \$12,996.00  
 CIN 001017501400006: \$21,759.00  
 CIN 001017501400007: \$32,858.00  
 CIN 001017501400010: \$59,095.00

AD: 1751506 45BT 252 00019 0 050119 2D 000000  
 COST CODE: PMA207AB1083  
 AMOUNT: \$33,012.00  
 CIN 001017501400004: \$7,988.00  
 CIN 001017501400008: \$25,024.00

AE: 1751506 45BT 252 00019 0 050119 2D 000000  
 COST CODE: PMA207AB1085  
 AMOUNT: \$7,550.00  
 CIN 001017501400005: \$2,855.00  
 CIN 001017501400009: \$4,695.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$258,047.00
CLIN 0017-- Fixed Fee	\$19,870.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$277,917.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Havelock, NC	Ft. Walton Beach, FL	1	4	5
Havelock, NC	(Local Travel, 4,000 mi. @ 44.5¢ per mi.)			

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS IWP REF 3019/Task Order 0114**

**3.0 TEAM Logistics Task Order (TO)**

**Statement of Work (SOW)**

**C-130 Series Aircraft Technical Manual Updates, Incorporation of Airframe Change Data, and In-House Contractor Support Services**

**SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions in support of the C-130 program (delineated in TMCR section), and provide 2 fully qualified Data Management Specialist for In-house (Gov't Site) Data Management support for the C-130 technical publications team. These individuals will perform as members of the technical publications data management team and perform the tasks identified in the TMCR.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and</p>

	ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed

	in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</b>
X	<b>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response</b>

	<b>is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</b>
X	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	<b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	<b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain

	technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual."
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with

	the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

#### SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### Task Description:

Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes, revisions or new development will be in the same style and format as the original manuals unless otherwise identified. In addition to the changes and revisions, the contractor will provide two fully qualified data management specialists to work within the C-130 technical publications team, within the government facility for a period of 365 days from award. Technical requirements for the data manager are listed below.

Contractor will provide two fully qualified Data Managers, for one work year, to augment the C-130 Data Management team. The individuals will work as an integral part of the technical publications team and perform Data Management functions/tasks following ISO and C-130 peculiar procedures for assigned technical publications. The individual's work schedule will coincide with the Data Management and dress requirements will match those required for NADEP employees in an office environment. Breaks and lunch hours will be scheduled to align with NADEP CP requirements. Duties will include but not be limited to:

Constructs, verifies the content, and manages the complete master technical data package for an assigned weapons system and all its peculiar components. Maintains master data packages in a manner, which will facilitate accurate and expedient publication updates and revisions.

Researches and analyzes technical directives, Local Engineering Specifications, Local Process Specifications, Temporary Engineering Instructions, Design Change Notices, technical instructions and messages for COMNAVAIRFOR, COMNAVAIRSYSCOM, NAVAIRLOGCEN, NATEC, etc, to determine if the master data package must be modified.

Researches, answers, and processes Technical Publication Deficiency Reports using background materials such as blueprints, schematics, supply and logistics data. Consults with cognizant engineers or manufacturing representatives before modifying the technical data package.

Prepares Manual Change Releases to locally change a technical manual to enhance in-house production efforts until a formal manual change can be issued.

Assists the assigned Fleet Support Team (FST) at Technical Manual Management Team (TMMT) Conferences In-Process reviews, verification and Integrated Logistics Support Team Meetings. Must be knowledgeable of and apply aspects of the governing specifications and policy as required in the manuals, technical manual plan, and the technical manual in-process review, validation and verification plans.

May be required to respond to telephone requests on the status of the assigned program; therefore the incumbent must possess oral communication skills and be able to communicate effectively with a wide range of persons to convey complex technical data program requirements in a clear, understandable fashion.

Assists the lead data manager by identifying the manuals that require updates, estimating the number of pages affected. Establish manual update schedules and update priority based upon outstanding source data.

Assists in developing and reviewing source data packages, prescribed format, style, number of pages, etc. for the manuals to be updated.

The incumbent reviews and approves the finished Direct Image Copy prior to forwarding the Defense Automated Printing Service Office.

Writes Interim Rapid Action Changes to correct technical publication problems that affect safety of flight.

Manual #	Page	Foldouts	Change/Revision
GAG-2-5	83		Change
GAG-4-1	16		Change
GAG-4-4	27		Change
GAG-4-6	6		Change
GAH-2-8	50	20	Change
GAH-2-13	10	105	Change
GAH-4-1	65		Change
GAH-4-3	27		Change
GAH-4-5	41		Change
GAH-4-6	414		Revision
GAH-4-7	284		Revision

GAH-4-10	115	Change
GAA-2-1	14	Change
GAA-2-2	25	Change
GAA-2-5	83	Change
GAA-2-7	8	Change
GAA-2-16	70	Change
GAA-2-17	35	Change
GAA-3	15	Change
GAA-4-3	27	Change
GAA-4-5	8	Change
GAA-4-10	18	Change
GAA-9	10	Change
GAA-6ISO	7	Change
GAA-6-3ISO	19	Change
TOTALS	1602	125

**(A) To be Furnished:**

X	1. <u>  1  </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>  4  </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>  1  </u> copy(s) of the Validation Certificate.
X	4. Original and <u>  1  </u> copy(s) of Record of Source Data Incorporation.
	5. Original and <u>          </u> copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Plan of Action and Milestones due 14 days after award

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : C-130FST, NADEP, Cherry Point, NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes only, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air

	Systems Command (PMA 207), 46990 Hinkle Road, Unit 8, Bldg. 419 Paxtuxent River, MD 20670-1627. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11& 11 x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	7. All new illustrations will be in the form of line drawings. - 11 x 17 and smaller in PCX format - Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: C-130 Data Management Team.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-HDBK-38790 of 5 March 2002.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to C-130 FST Data Management Team for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Distribution Statement "C" as indicated in B.3

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (C-130FST Code)\_6.8.5.1\_\_\_\_. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by signing/acceptance of the final delivery letter for each manual as completed. Letter shall include quantity of pages delivered, by category and deliverable products as specified in this task order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

- a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Pub by Pub basis:

(1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages =  $.03 \times 100 = 3\%$  Reject  
 1 page w/errors/100 total SD pages =  $.01 \times 100 = 1\%$  Accept

(2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (C-130FST.L 6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (C-130FST.L 6.8.5.1). The proper Mailing Address is:

Commanding Officer  
 Naval Aviation Depot  
 Attn; Code 6.8.5.1/C.W. Nicastro, Westbrooke  
 PSC 8021  
 CHERRY POINT, NC 28533-0021

A1	Incrementally beginning 60 days after date of order. One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comment/corrections noted, will be returned to the contractor. Contractor has 10 days to incorporate final corrections.
A2	Incrementally beginning 100 days after date of order.
A3 through A7	These items shall be forwarded to Naval Aviation Depot, Cherry Point, NC, Code 6.8.5.1, concurrent with A1 02 A2 a appropriate.
A8	POA&M will be delivered 14 days after date of order. Original to Naval Aviation Depot, Cherry Point, Code 6.8.5.1.

Completion Date of all items: \_\_\_365\_\_\_ days after initial date of order (28May04).

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(C-130FST), has been assigned engineering cognizance of the technical manuals covered under this effort

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

The government will provide the contractor with a digital, editable copy of all technical manuals requiring changes and revisions. Digital files will include files in MSWord, PCX, PDF, and AutoCad (DWG) formats. NMCI computer stations will be provided for government site employees at no cost to the contractor.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>	2. DELIVERY ORDER/ CALL NO. <b>0115</b>	3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 May 16</b>	4. REQ./ PURCH. REQUEST NO. <b>0010167404-0001</b>	5. PRIORITY
--	--	--	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE <b>N68936</b>	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE <b>S5111A</b>	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
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9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE <b>1Y0D7</b>	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO  <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE <b>HQ0338</b>	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  
**See Schedule**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON	<i>Nathan Simpson</i> CONTRACTING / ORDERING OFFICER	25. TOTAL	\$805,486.00
			26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN  
 INSPECTED     RECEIVED     ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
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f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
---------------------	-------------------	--	-------------	---------------------------------

**36. I certify this account is correct and proper for payment.**

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
			35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Amount</u></b>
0017	Services as specified in Task Order 0115 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	25,537	HRS	Est Cost:	\$747,898.00
001701	For Accounting Purposes Only ACRN AA, CIN 001016740400001, \$508,951.13			Fixed Fee:	\$57,588.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$805,486.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$508,951.13**. The allotted funding will cover approximately **63%** of the total effort. The balance to fully the task order is **\$296,534.87**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 25,537 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Technical Publication Writer/Editor	
Sr. Draftsman	
Jr. Draftsman	
Data Technician	
Technical Illustrator (Journeyman)	
Data Entry Clerk	
<b>Total</b>	<b>25,537</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 17 May 2006 to 16 May 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

##### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

##### **The Task Order COR is:**

Robert F. Eastman  
NADEP  
PSC Box 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5590  
E-mail: [robert.f.eastman@navy.mil](mailto:robert.f.eastman@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL19E3

AMOUNT: \$508,951.13

CIN 001016740400002: \$508,951.13

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$472,564.13

CLIN 0017-- Fixed Fee \$36,387.00

**TOTAL FUNDED AMOUNT \$508,951.13****X.** This order is non-severable, non-recurring and is non-A&AS.**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Havelock, NC	San Diego, CA	1	1	5
Havelock, NC	Norfolk, VA	1	1	5

## Section C - Descriptions and Specifications

SOW3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

TO 0115/CSSREF 1758  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)

**SCOPE PROFILE:**

To develop complete and pickup revisions for the H-60 Technical Publication Program. Tag and hyperlink program IRACs into new PDF documents in compliance with current NATEC guidelines. Digitize publications into editable Word format, saving diagrams as PCX files. Archive direct image copies and historical source data as required by H-60 Data Managers.

Provide two in-house (government site) personnel to support the H-60 Technical Publication Program. Tasks include but are not limited to: Maintaining/developing technical data, databases and spreadsheets, providing desktop publishing support and technical data analysis, reviewing technical data documents, processing technical data documentation, and the digitization/updating of technical manuals. Provide two (contractor site) personnel to support the H-60 Program.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.

X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes

	and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting,

	illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the

	TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated

	documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>	
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description: To perform revision on the H-60 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-07 (15 Total). Incremental delivery of pre-pubs is IAW the COGNIZANT LEM/Data Managers' schedule.

AT-901QA-MEB-020  
 AT-901QA-MEB-030  
 AT-901QA-MEB-070  
 AT-901QA-MEB-110  
 AT-901QA-MEB-130  
 AT-901QA-MEB-200  
 AT-901QA-MEB-210  
 AT-901QA-MEB-220  
 A1-H60XX-IMD-100  
 A1-H60XX-IMD-200  
 A1-H60XX-IMD-300  
 A1-H60XX-IMD-400  
 NA-16-350N-444-1  
 NA-16-350N-445-1  
 NA-16-350N-447-1

Task Description: Contractor shall provide 2 personnel (1920 hrs each) for technical manual management support for the H-60 helicopter program. The contractor will provide two (contractor site) personnel to support the H-60 Program. To accomplish the scope of work, required to adequately support this program, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. Provide support to the Logistics Element Manager (LEM) and program data managers in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Tasks shall consist of, but are not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes, Manual Change Releases and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research, process documentation for engineering validation and answer CAT 1 and 2 type Technical Publication Deficiency Reports; review, edit and issue Manual Change Releases; research Engineering Investigations and Quality Deficiency Reports.

**(A) To be Furnished:**

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. Two CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & Historical data w/hyperlinks and 1 PDF) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple concurrent proof reviews, IPRs, etc.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Commanding Officer Naval Aviation Depot ATTN: R. Eastman PSC Box 8021 Cherry Point, NC 28533-0021
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT "C". Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	<p>4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: <b>SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</b></p>
X	<p>5. Proof copies shall be prepared in accordance with best commercial practices.</p>
X	<p>6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: <b>REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</b></p>
X	<p>7. All new illustrations will be in the form of line drawings.</p>
X	<p>8. Questions which arise in relation to technical manual content shall be presented to: <b>THE COGNIZANT LEM/DATA MANAGER.</b></p>
X	<p>9. Direct Image copy shall be prepared in accordance with <b>THE COGNIZANT LEM/DATA MANAGER</b> Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.</p>
X	<p>10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to <b>THE COGNIZANT LEM/DATA MANAGER</b> for resolution.</p>
X	<p>11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.</p>

#### SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the COGNIZANT LEM/PROGRAM DATA MANAGER during start of work meeting.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by COGNIZANT LEM/DATA MANAGER MMHISST.6. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) calendar days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA NAVAIR DEPOT CP MMHISST.6 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is CFA NAVAIR DEPOT CP MMHISST.6. The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
Attn; R. Eastman  
PSC Box 8021  
Cherry Point, NC 28533-0021

Completion Date of all items: TBD at start of work meeting.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

MMHISST.1/.2.3/.5 CFA has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

Contractor shall provide two fully qualified persons to work at the government location, full time, for the entire period of performance. The contractor will provide two (contractor site) personnel to support the H-60 Program. Contractor personnel will be provided work via the H-60 Program Data Management Team. Contractor personnel core hours shall be aligned to provide maximum support during the normal workday for government employees and dress requirements will match those required for government employees in an office environment. Breaks and lunch hours will be scheduled to align with government requirements.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-60 government location, for two contractor personnel, with a desk, chair, telephone, computer and Internet access. The

government also agrees to provide contractor personnel access to the use of other government equipment and software required for performing this task.



# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0116		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Jul 21		4. REQ./ PURCH. REQUEST NO. 0010176505		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY					25. TOTAL	\$145,036.50
							26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0116 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1,148	HRS	Est Cost:	\$39,153.00
				Fixed Fee:	\$3,015.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$42,168.00</b>

<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	400	Pages	\$48.16	\$19,264.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	400	Pages	\$48.16	\$19,264.00
0022AC	New Pages in existing Technical Manuals -- Digital Format	500	Pages	\$79.67	\$39,835.00
0022AD	Output of Portable Document Format (PDF) Files	800	Pages	\$7.27	\$5,816.00
0023AB	Conv of HC to master rev text in Interleaf	300	Pages	\$15.87	\$4,761.00
0023AC	Conv of HC/Digital text to tif files	400	Pages	\$4.73	\$1,892.00
0024AA	HC drawing to digital/CALS C4	650	Images	\$12.67	\$8,235.50
0024AB	HC drawing to digital/PDF	300	Images	\$12.67	\$3,801.00
<b>FFP TOTAL</b>					<b>\$102,868.50</b>

**Total Cost Reimbursable + FFP****\$145,036.50****II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$138,432.42**. The allotted funding will cover approximately **95%** of the total effort. The balance to fully the task order is **\$6,604.08**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in

writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

#### IV. LEVEL OF EFFORT

The level of effort for this task order is 1,148 direct labor hours. The estimated composition of hours is as follows:

ANTEON	
CATEGORY	HOURS
Technical Illustrator	b(4)
Computer Operator	
<b>Total</b>	<b>1,148</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 23 July 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
 NAWCAD  
 22477 Peary Road, Bldg. 516  
 Patuxent River, MD 20670  
 (301) 757-1046  
 E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Craig Schneider  
NAVAL AIR DEPOT  
6202 Aviation Depot  
Cecil Commerce Center  
Code 6.8.5.1  
Jacksonville, FL 32221-8112  
Phone: (904) 317-1529  
E-mail: [craig.j.schneider@navy.mil](mailto:craig.j.schneider@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4C7C 252 00019 0 050119 2D 000000  
COST CODE: AIR30J28A2H0  
AMOUNT: \$138,432.42  
CIN 001017650500001: \$138,432.42

Funding is allocated as follows:

CLIN 0017--Estimated Cost	\$33,021.28
CLIN 0017--Fixed Fee	\$2,542.64
CLIN 0022AA	\$19,264.00
CLIN 0022AB	\$19,264.00
CLIN 0022AC	\$39,835.00
CLIN 0022AD	\$5,816.00
CLIN 0023AB	\$4,761.00
CLIN 0023AC	\$1,892.00
CLIN 0024AA	\$8,235.50
CLIN 0024AB	\$3,801.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$138,432.42</b>

**X.** This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

**XI. TRAVEL**

There is no travel contemplated under this task order.

## Section C - Descriptions and Specifications

SOW

Alutiiq – N68936-04-D-0008

**Task Order 0116**  
**E-6B (TACAMO)**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

E-6 Fleet Support Team (FST) requires a Technical Illustrator and Computer Programmer. The technical illustrator will prepare updates and revisions to technical publication illustrations and wiring diagrams. Technical illustrations will be delivered in vector format using Adobe Illustrator or AutoCAD as required. The contractor must have daily access to Master Data Packages (Master Repro/Direct image copy) that is maintained at Cecil Commerce Center. The computer programmer will provide services to update the technical publications Manual Change Request (MCR) workflow tracking module of the E-6 Webtracker. The module uses Cold Fusion to interact with a Microsoft Access database for tracking of the MCR. The contractor must have daily access to the server where the MCR module database is maintained.

The contractor shall provide technical manual updates as required to incorporate government furnished source data in the form of MCRs, TPDRs, and ECP data.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

*STATEMENT OF WORK*  
*TABLE OF CONTENTS:*

- *Technical Manual Program Support (Par 3.3A, Page)*
- *Technical Manual Preparation and Publishing (Par 3.3B, Page)*
- *Technical Data Conversion (Par 3.3C, Page)*
- *Security Requirements (Par 3.3/3.0JD, Page)*
- *Other Requirements (Par 3.3/3.0JE, Pag2)*
- *TMCR, Page 13*

	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p> <p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b></p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required</p>

	source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13A. On an as required basis, at the government site, the contractor shall operate and manage the government's in-house MCR workflow tracking program
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	C. Computer Graphics Metafile (CGM)
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT</b>

<b>REQUIREMENTS.</b>	
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	5.The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>	
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

X	1. One (1) set of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1)CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
X	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : E-6 Fleet Support Team, Code 6.8.5.1, Naval Air Depot Jacksonville.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: PMA-271.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	7. All new illustrations will be in the form of line drawings.

#### **SECTION D - PACKAGING AND MARKING**

Packaging:

Marking:

#### **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by E-6 FST Jacksonville, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, E-6 FST Jacksonville, Code 6.8.5.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is E-6 FST Jacksonville. The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
6206 Aviation Ave  
Attn; Code 6.8.5.1/Craig Schneider, Room A-20  
JACKSONVILLE, FL 32221-8112

Completion Date of all items: 360 days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

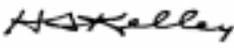
E-6 Fleet Support Team, Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0118</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Sep 28</b>		4. REQ./ PURCH. REQUEST NO. <b>0010181264</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$140,472.50	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
										35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	250	Pages	\$48.16	\$12,040.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	1500	Pages	\$48.16	\$72,240.00
0022AC	New Pages in existing Technical Manuals -- Digital Format	500	Pages	\$79.67	\$39,835.00
0022AD	Output of Portable Document Format (PDF) Files	2250	Pages	\$7.27	\$16,357.50
0023AA	Conv of HC to master rev text in MS Word		Pages	\$15.87	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$15.87	\$0.00
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.73	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
<b>TOTAL</b>					<b>\$140,472.50</b>

**II. SCOPE**

The EA-6B ICAP-2 Block 3 program requires technical manual updates and revisions to technical publications for Block 3 systems modification incorporation. Technical data processing services will include but are not limited to incorporating red-line markups into existing pubs in Interleaf and portable document format (PDF). New pages will be developed in Interleaf format to incorporate new systems into existing work packages as well as development of complete new work packages.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from Task Order Award to 28 September 2007.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the

Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Mike Burn, Code 6.8.5.1  
Naval Air Depot  
6206 Aviation Ave., Cecil Commerce Center  
Jacksonville, FL 32221-8112  
(904) 317-1786

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 Y5B0 240 00019 0 050119 2D 000000  
COST CODE: PMA234BA1A40  
AMOUNT: \$140,472.50  
CIN 001018126400001: \$140,472.50

This task order is 100% fully funded.

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiq – N68936-04-D-0008**

**T.O. 0118**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

Scope: The EA-6B ICAP-2 Block 3 program requires technical manual updates and revisions to technical publications for Block 3 systems modification incorporation. Technical data processing services will include but are not limited to incorporating red-line markups into existing pubs in Interleaf and portable document format (PDF). New pages will be developed in Interleaf format to incorporate new systems into existing work packages as well as development of complete new work packages.

**3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.**

The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

The contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in **Attachment B, B-1, and B-2 of the Statement of Work (SOW)**. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in **Attachment B** of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M,

Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the

operation of a Quality Assurance Program.

15. **Quality Control of Production Processes.** The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. **Product Reviews and Validation and/or Verification.** The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

**3.3 General Task 3.3C TECHNICAL DATA CONVERSION.** The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

**4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.** The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security

Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

#### 4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

### SCHEDULE

#### Technical Manual Contract Requirement Work Statement

Task Order 0118

#### Task Description:

Technical Manual Number	Technical Manual Title	Basic Date	Chg Nr	Chg Date
01-85AD-0	Technical Documentation List, Navy Model EA-6B	1-Sep-04	Rev	
01-85AD-2-10	Connector Repair, Navy Models EA-6B	1-Oct-99	3	1-Aug-05
01-85ADC-2-12	Electric Power and Lighting System	1-Jul-03	RAC9	2-Jun-05
01-85ADC-2-13	Communications System	1-Oct-99	1	15-Jul-02
01-85ADC-2-18	Navigational Systems	1-Mar-03	Rev	
01-85ADC-2-2.5.4	Shielded Wire Summary for Block 89A Aircraft	1-Oct-99	1	1-Jul-03
01-85ADC-2-21	Defensive Electronic Countermeasures Systems AN/ALQ-126, Countermeasures and Chaff Dispensing System AN/ALE-39, Countermeasures Chaff Dispensing System AN/ALE-41, and HARM System	9-Mar-87	10	15-Jun-05
01-85ADC-2-23.5.2	Integrated Weapons System Operational Checkout Block 89A Electronics	1-Nov-05		
01-85ADC-2-23.5.3	Integrated Weapons System Operational Checkout - Block 89A Electronics	1-Oct-99	3	1-Feb-03
01-85ADC-2-23.5.4	Integrated Weapons System Operational Checkout - Block 89A Electronics	1-Sep-02	2	1-May-05

01-85ADC-2-23.5.5	Integrated Weapons System Operational Checkout - I-CAP 3 Block 89A Electronics	1-Feb-89	3	1-Jun-02
01-85ADC-2-25.1	Integrated Weapon System Functional Diagrams Airframes/Electrical	1-Apr-03	1	1-Jun-05
01-85ADC-2-25.7	Integrated Weapon System Functional Diagrams-ICAP-2 Block 89A Avionics	1-Apr-03	1	15-Dec-04
01-85ADC-2-25.9	Integrated Weapon System Functional Diagrams-ICAP-III Avionics	1-Feb-05		
01-85ADC-2-27.1.1	Integrated Weapon System Principles of Operation -Electrical	1-Mar-03	Rev	
01-85ADC-2-27.5.3	Integrated Weapon System Principles of Operation-ICAP-2 Block 86 Avionics	1-Oct-99	2	1-Apr-03
01-85ADC-2-34.1	Wire Repair for Block 89A Aircraft	1-Oct-99	1	30-Jun-03
01-85ADC-2-8	Power Plant and Related Systems	15-Jan-04	RAC58	15-Jun-05
01-85ADC-4-1	Numerical Index	1-Jul-05	Rev	
01-85ADC-4-12	IPB Electrical Power and Lighting Systems	1-Jan-06	Rev	
01-85ADC-4-13	IPB Communication, Navigation, Radar, and Electronic Countermeasures Systems	1-Oct-99	RAC 3	1-Apr-06
01-85ADC-4-7	IPB Hydraulic Power Systems	15-May-93	5	30-Jun-04
01-85ADC-4-8	IPB Power Plant and Related Systems	1-Sep-90	9	15-Mar-06
03-10ABG-46	Centerline Stores Fueling and Transfer Shutoff Valve, P/N 1-459-251	1-Mar-83	1	1-Dec-91
03-10ABG-49	Pressure Relief Valve, P/N 2-262-1,128SCP206-1	1-Jan-05		
03-10ABG-77	Fuel System Relay Box Assembly, P/N 1128AV43031-5	15-Aug-85	1	1-May-92
03-10ABG-78	Fuel Management Control Panel Assembly, P/N 1128AV43032-3	1-Aug-85	RAC1	1-May-87
03-10ADG-1	Motor-Operated Gate Valve Assembly, P/N AV16B1544D2, AV16B1545D2, AV16B1978D, 1128P40675-11	1-Jan-84		
03-10R-4	Fuel Management Panel Assy PN 128AV10851-50, -51, -52, -57, -601	1-Aug-86	4	15-Nov-94
03-15DH-2	Oil Cooler, P/N 51D81	1-Sep-72		
03-25B-19	Wheel, Nose Landing Gear	1-May-62	1	1-May-85
03-25EB-22	LH/RH Main Landing Gear Strut Assembly, P/N 1707B00-01, -02; LH/RH Main Landing Gear Drag Brace Assembly, P/N 1707A172-01, -02; Nose Landing Gear Strut Assembly, P/N 1706A00A; Nose Landing Gear Drag Brace Assembly, P/N 1706A172, I&D Maintenance W/IPB	1-Mar-92	2	1-Jan-03
03-25EB-23	Nose Landing Gear Drag Brace Assembly, P/N 9936B-172, 9936F-172	1-Feb-85		
03-25H-13	Main Gear Drag Brace Dashpot Assembly, P/N 128H10054-7	1-Feb-85		
03-25H-4	Main Gear Retracting Actuator, P/N 1128H40058-3, -4	15-Mar-05		
03-25H-5	Main Gear Downlock Cylinder, P/N 128H10070-19, -20	1-Jul-83		

03-25H-7	Main Gear AFT Door Actuating Cylinder Assembly, P/N 128H10068-1	1-Jul-83	1	1-Aug-89
03-30AC-11	Reservoir Assemblies, P/N 894096, 894097, 894098; Pneumatic Canopy Selector Valve, P/N 894099-01	1-Nov-77		
03-30DE-62	Electrohydraulic Tandem Power Control Cylinder, P/N 18400-4, -6, -7, -8, -9, -10, -11, -12	1-May-03	Rev	
03-30DE-63	Solenoid-Operated Directional Control Slide Selector Hydraulic Valve	1-Jul-82		
03-30DE-64	Hydraulic Tandem Power Control Cylinder, P/N 18420, -21, -22	1-Nov-04	REV	
03-30DE-80	Electro-Hydraulic Servo Valve, P/N 22253874, 76, 76-001	1-Jun-78	1	1-Oct-86
03-30GA-110	Ram Air Turbine Actuating Cylinder, P/N 128H10063-3	1-Feb-85	RAC1	30-Jan-87
03-30GA-111	Reservoir Assemblies, P/N 1128H40125-5, -7, 1128H40126-5, 128H10125-1, 128H10126-1, -3	15-Feb-85	RAC 3	1-Feb-02
03-35CV3194-1	Signal Data Converter, CV-3194/ASN, P/N 723380-1	1-Aug-93		
03-5AG-50	AC Power Distribution Box Assembly, P/N 1128AV43158-1, -5, -7, -9, -21 AND 1128AV48025-3, -5	1-Sep-85	1	8-May-92
03-5AG-51	Top Deck Relay Box Assembly, P/N 1128AV43028-5, -7, -13,	1-Jun-92		
03-5AG-52	No 2 Top Deck Relay Box Assembly, P/N 1128AV43110-1, -3, -5, and -7	1-Sep-85		
03-5AQ-1	Voltage Regulator, P/N 548052-3-1, -4-1	1-Mar-65		
03-5AQ-2	Voltage Regulator, P/N 548052-4-2, 128SCAV117-11	1-Mar-85	1	15-Jun-92
03-5CGG-13	23 Degree Rudder Stop Hydraulic Actuator, P/N 1128H40091-1	1-Aug-85		
03-5CGG-9	Wing Fold Actuator Assembly	15-Jan-85	1	1-Aug-89
03-5CHV-18	Flap Actuator, P/N 58403-3, 58403-4, 58404-2, 58404-3, 58405-2, 58406-2	1-Dec-78	3	1-Jul-89
03-5CWE-1	Electro-Hydraulic Lateral Servo Actuator, P/N 21340-14, -15, -16, 128H50002-1	1-May-03	Rev	
03-5CWE-2	Electro-Hydraulic Tandem Power Control Cylinder, P/N 21420-7, -11, -12, -13, -14, -15, 128H50001-1, 6L1305-2 and 6L1205-3, 128SCH163-13, -23, -25, -601, -603, -604, and -605	1-May-03	Rev	
03-5QG-37	Pilot's Miscellaneous Control Panel Assembly, P/N 1128AV43025-1	15-Apr-85		
03-5QG-40	Miscellaneous Systems Control Panel Assembly, P/N 1128AV43044-3, -5, -7	1-Aug-85	1	15-Aug-97
03-5QG-47	Communication Control Panel, Part No. 1128AV43241-1	1-May-99		

05-20DE-1	Control Stick Assembly, MX-3162/ASK-61, MX-9529/ASW-40, P/N 4015387 and 1781684-5, -6, Intermediate Maintenance Instructions W/IPB	1-Mar-85	2	1-Feb-05
05-35KAA-52-3	Air Navigation Computer CP-1204/ASW-41 and Computer Mount MT-4650/ASW-41	1-Jun-01		
05-75AD-2	Power Trim Indicator EAK-4/A37J-2, P/N 265-001-001	15-Mar-68		

Task Description:

**(A) To be Furnished:**

1. One set (1) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and One (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.

5. Original and One (1) copy of DD Form 250.

**(B) Descriptions and Specifications:**

1. Task will be performed for Naval Air Depot Jacksonville, EA-6B Technical Publications FST, Code 6.8.5.1

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

7. All new illustrations will be in the form of line drawings.

**SECTION D - PACKAGING AND MARKING**

Packaging:

Marking:

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot Jacksonville, EA6B FST (M. Burn), Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, EA6B FST Technical Publications, Code 6.8.5.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot Jacksonville, EA6B FST Technical Publications, Code 6.8.5.1. The proper Mailing Address is:

Commanding Officer  
Naval Air Depot  
6206 Aviation Ave  
Attn: Code 6.8.5.1/Mike Burn  
Cecil Commerce Center  
**JACKSONVILLE, FL 32221-8112**

Completion Date of all items: 360 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

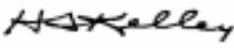
This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Naval Air Depot Jacksonville, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 9

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0119</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Sep 28</b>		4. REQ./ PURCH. REQUEST NO. <b>0010190800</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE <b>S5111A</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$114,025.95	
					CONTRACTING / ORDERING OFFICER			26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format		Pages	\$48.16	\$0.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format		Pages	\$48.16	\$0.00
0022AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$79.67	\$0.00
0022AD	Output of Portable Document Format (PDF) Files		Pages	\$7.27	\$0.00
0023AA	Conv of HC to master rev text in MS Word		Pages	\$15.87	\$0.00
0023AB	Conv of HC to master rev text in Interleaf	7185	Pages	\$15.87	\$114,025.95
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.73	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
<b>TOTAL</b>					<b>\$114,025.95</b>

**II. SCOPE**

1. This task order is in support of ECP-595/OSIP 11-84. The contractor is to digitize the F/A-18 technical manuals listed in the Statement of Work using Interleaf software and the F/A-18 Work Package Template. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from Task Order Award to 28 April 2007.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction

unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Sharon Wicke, Code 6.8.5.1  
NADEP North Island  
P.O. Box 357058  
San Diego, CA 92135-7058  
(619) 545-3909

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 Y5C8 252 00019 0 050119 2D 000000  
COST CODE: PMA265AA16A2  
AMOUNT: \$114,025.95  
CIN 001019080000001: \$114,025.95

This task order is 100% fully funded.



	in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and

	delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

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Naval Air Depot North Island, Code 6.8.5.1 for resolution.
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## SECTION D - PACKAGING AND MARKING

**Packaging:** DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

**Marking:** Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island, Code 6.8.5.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island. The proper Mailing Address is:

Commanding Officer  
 Naval Aviation Depot  
 Attn: Code 6.8.5.1/Sharon Wicke, Bldg. 334-1  
 P. O. Box 357058  
**SAN DIEGO, CA 92135-7058**

A1	150 days after date of order
A2, A3 and A5	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 6.8.5.1.



# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0120</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Aug 31</b>		4. REQ./ PURCH. REQUEST NO. <b>0010179364-0002</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL	\$53,783.00
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0120 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	560	HRS	Est Cost:	\$49,938.00
				Fixed Fee:	\$3,845.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$53,783.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$53,783.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 560 direct labor hours. The estimated composition of hours is as follows:

<b>PBM Associates</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Senior Analyst	b(4)
Computer Programmer/Analyst (J)	
Technical Writer	
<b>Total</b>	<b>560</b>

## V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 28 February 2007.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

#### **Susan McCollum, Code 3.0C**

NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670

**(301) 757-1046**

E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Robert Sharrer  
NAVAIR 6.8.5  
Bldg 448  
47060 McLeod Rd  
Patuxent River, MD 20670  
Phone: (301) 757-8813  
E-mail: [robert.sharrer@navy.mil](mailto:robert.sharrer@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL1136  
AMOUNT: \$53,783.00  
CIN 001017936400001: \$53,783.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$49,938.00  
 CLIN 0017-- Fixed Fee \$3,845.00  
**TOTAL FUNDED AMOUNT \$53,783.00**

X. This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
West Creek, NJ	St. Louis, MO	1	1	3
West Creek, NJ	Patuxent River, MD	1	3	4

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF as specified in TAsk Order 0120 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination MILSTRIP: N0001906PF094 PURCHASE REQUEST NUMBER: 0010179364-0002	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$50,367.00
				FIXED FEE	\$3,416.00
				TOTAL MAX COST + FEE	\$53,783.00
	ACRN AA CIN: 001017936400001				\$53,783.00

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiiq - N68936-04-D-0008

**PRB 0992 Task Order 0120**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**3.1.2 General Task 3.3A-2 Requirements Analysis**

1. The contractor will analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
2. The contractor will analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
3. The contractor will:
  - update the MIL-STD-3001 DTD to support multi-volume TMs
  - update the MIL-STD-3001 FOSI to support multi-volume TMs
  - create scripts to support the semi-automated generation of indices that cross multiple volumes of TMs developed in accordance with MIL-STD-3001.
  - update documentation in support of the MIL-STD-3001 applications
4. The contractor will ensure that all of the applications in the MIL-STD-3001 toolkit have been tested after the changes have been made to the DTD and FOSI.

**SECTION D - PACKAGING AND MARKING**

Packaging: N/A

Marking: N/A

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
**PATUXENT RIVER, MD 20670**

Completion Date of all items: 180 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

NAVAIR 6.8.5 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS - None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0121</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Sep 15</b>		4. REQ./ PURCH. REQUEST NO. <b>0010182677-0001</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY			25. TOTAL \$112,009.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0121 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2,112	HRS	Est Cost:	\$104,001.00
				Fixed Fee:	\$8,008.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$112,009.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$23,336.00**. The allotted funding will cover approximately **21%** of the total effort. The balance to fully the task order is **\$88,672.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 2,112 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Program Manager	
<b>Total</b>	<b>2,112</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 15 September 2007.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Robert S. Sheldon  
Code 6.8.2  
PSC Box 8021  
Navair Depot, MCAS  
Cherry Point, NC 28533  
Phone: (252) 464-7307  
E-mail: [robert.s.sheldon@navy.mil](mailto:robert.s.sheldon@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA275  
AMOUNT: \$11,668.00  
CIN 001018267700100: \$11,668.00

AB: 1761804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA295  
AMOUNT: \$11,668.00  
CIN 001018267700200: \$11,668.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$21,668.00  
CLIN 0017-- Fixed Fee \$1,668.00  
**TOTAL FUNDED AMOUNT \$23,336.00**

**X.** This order is severable, recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Patuxent River, MD	Miramar, CA	1	1	5
Patuxent River, MD	Cherry Point, NC	1	5	5
Patuxent River, MD	Camp Pendleton, CA	1	1	5
Patuxent River, MD	New River, NC	1	1	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0121 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$104,001.00
				FIXED FEE	\$8,008.00
				TOTAL MAX COST + FEE	<u>\$112,009.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: 10182677 PURCHASE REQUEST NUMBER: 0010182677-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001018267700100				\$11,668.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001702	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPFF				
	FOB: Destination				
	MILSTRIP: 10182677				
	PURCHASE REQUEST NUMBER: 0010182677-0001				
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB				\$11,668.00
	CIN: 001018267700200				

Section C - Descriptions and Specifications

SOW

**TO 0121/CSS REF# 1268**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

This Task Order (TO), Statement of Work (SOW) defines the effort required for Aircraft Baseline Sustainment Support for those platforms that have established Naval Aviation Logistics Command/Management Information System (NALCOMIS), Optimized Organizational Maintenance Activity (OOMA), and Configuration Management Information System (CMIS) Baselines. This support is on behalf of the Naval AIR Systems Command (NAVAIR).

To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the following authoritative Government Data Systems and Sources:

CH-46/T-58 Engine OOMA/CMIS Servers  
FEDLOG/HAYSTACK Information Servers  
Interactive Electronic Technical Manuals (IETM)  
Naval Aviation Inventory Control Point (NAVICP) and Defense Logistics Agency (DLA) Asset Availability Websites  
CH-46/T-58 Engine Maintenance Plans (as required)  
Support Equipment Resources Management Information System (SERMIS) as required  
Naval Air Technical Data and Engineering Service Command (NATEC) Websites  
Resources Allocation Management Program (RAMP) Website  
Technical Directives Status Accounting Website (TDSA), (for Baseline Manager access to NA00-500C).

Government Furnished Equipment (GFE)/Government Furnished Material (GFM): The Government will provide a contractor workspace and one (1) NMCI Seat for OOMA/CMIS Baseline Managers in Building 516, Naval Air Warfare Center, Aircraft Division; Patuxent River, Maryland. The Government will provide access to Government sites on an as needed basis for the purpose of conferences and meetings with Naval/Government personnel.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OF WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

**SECTION D - PACKAGING AND MARKING**

Mark all Deliverables as indicated below:

Commanding Officer  
 Naval Aviation Depot  
 Attn: Code 6.8.2/Robert S. Sheldon  
 P.O. Box 8021  
 Cherry Point, NC 28533-0021

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by the TOCOR.
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA code 3.2.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
Attn; Code 3.2.31/Robert S. Sheldon  
P. O. Box 8021  
CHERRY POINT, NC 28533-0021

Completion Date of all items: 365 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0122</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Sep 18</b>		4. REQ./ PURCH. REQUEST NO. <b>0010188614</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$78,273.37	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format		Pages	\$48.16	\$0.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	1169	Pages	\$48.16	\$56,299.04
0022AC	New Pages in existing Technical Manuals -- Digital Format	155	Pages	\$79.67	\$12,348.85
0022AD	Output of Portable Document Format (PDF) Files	1324	Pages	\$7.27	\$9,625.48
0023AA	Conv of HC to master rev text in MS Word		Pages	\$15.87	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$15.87	\$0.00
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.73	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
<b>TOTAL</b>					<b>\$78,273.37</b>

**II. SCOPE**

Incorporate source data and update H-53 technical manuals to produce changes and revisions as applicable.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 18 September 2006 to 18 January 2007.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction

unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Karyl Oglesby  
NADEP Code 6.8.5.1  
PSC Box 8021  
Cherry Point, NC 28533-0021  
(252) 464-5561

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1751506 U5BK 252 00019 0 050119 2D 000000  
COST CODE: PMA261AVBF2B  
AMOUNT: \$68,807.83  
CIN 001018861400001: \$53,361.28  
CIN 001018861400002: \$15,446.55

AB: 1751506 U5BK 252 00019 0 050119 2D 000000  
COST CODE: PMA261ACBFG0  
AMOUNT: \$9,465.54  
CIN 001018861400003: \$9,465.54

Money will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$56,299.04
0022AC	New Pages in existing Technical Manuals -- Digital Format	\$12,348.85
0022AD	Output of Portable Document Format (PDF) Files	\$9,625.48
<b>TOTAL</b>		<b>\$78,273.37</b>

This task order is 100% fully funded.



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002203		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY FFP FOB: Destination MILSTRIP: N0001906P7PE038 PURCHASE REQUEST NUMBER: 0010188614				
	CIN: 001018861400003		ACRN AB	FUNDED AMOUNT	\$9,465.54

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AB		1,169	Page	\$48.16	\$56,299.04
EXERCISED OPTION	Option Period II- Page changes to FFP existing technical manuals-digital to digital format FOB: Destination MILSTRIP: N0001906P7PE038				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AC		155	Page	\$79.67	\$12,348.85
EXERCISED OPTION	New Pages FFP in existing Technical Manuals -- Digital Format FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AD		1,324	Page	\$7.27	\$9,625.48
EXERCISED OPTION	Output of PDF Files FFP FOB: Destination				
				FUNDED AMOUNT	

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p align="center"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b>                  The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task</p>

	orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements. a. Attachment B-2 does not adequately address card decks. All PDF conversion of card decks IAW MIL-DTL-23618 will be 5"x8".
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by

	OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML. a. Text to be delivered in MSWord.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process

	<p>reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p>
	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.</p>
	<p>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</p>
	<p><b>MANUAL OUTLINE.</b> Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</p>
	<p><b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
	<p><b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
	<p><b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.</p>
	<p><b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand</p>

	pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.

	<p><b>ILLUSTRATIONS.</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.</p>
	<p><b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).</p>
	<p><b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.</p>
	<p>(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:</p>
	<p>“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”</p>
	<p><b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.</p>
	<p><b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may</p>

	require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
	a. Text to be delivered in MSWord, graphics to be delivered in bitmap.
	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.

	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	F. Evaluation of PMO Requirements for system expansion or modification for submission to JRTS System Administrator.
	14. Providing evaluations of the JRTS [or substitute] and making recommendations for enhancements to or substitution to the JRTS; Preparing file loading reports; and site usage reports as required; and Participating in scheduled JRTS Technical/Management meetings and preparation of minutes as required.
	15. Providing engineering and independent validation and verification support on a variety of technical issues related the JTDI. This will include providing technical support and input regarding related programs to include JEDMICS, CMIS, CAD II, KAMNET, and the JEDMICS PDM/CM efforts. Also this will include participating in overall architecture and security design and implementation efforts relative to these programs and overall CM/DM integration.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description: Incorporate source data and update H-53 technical manuals to produce changes and revisions as applicable.

#### **Tech Manual**

A1-580PA-290-000  
 A1-H53BE-CLG-000  
 A1-H53CE-420-200  
 A1-H53CE-420-400  
 A1-H53CE-460-200  
 A1-H53CE-460-210  
 A1-H53CE-600-200  
 A1-H53CE-700-000  
 A1-H53CE-700-100  
 A1-H53CE-700-200  
 A1-H53CE-700-400  
 A1-H53CE-760-100  
 A1-H53CE-760-200  
 A1-H53CE-760-400  
 A1-H53CE-AML-000  
 A1-H53CE-GAI-000  
 A1-H53CE-GSE-400  
 A1-H53CE-IPB-450  
 A1-H53CE-SRM-000  
 A1-H53ME-WCR-000  
 A1-H53ME-WDM-000

#### **(A) To be Furnished:**

X	1. <u>Two</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>(1)</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>One</u> copy(s) of the Validation Certificate.
X	4. Original and <u>One</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>One</u> copy(s) of DD Form 250.
	6. Original and <u>N/A</u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

#### **(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : NAVAIRDEPOT, CODE H53ISST.11, PSC BOX 8021, CHERRY POINT, NC 28533-0021
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized

	as follows: Ten (10) days for research and development of source data.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT &lt;C&gt;. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: &lt; Commanding Officer, NAVAIR Depot, Code H-53ISST (AIR-6.8.5.1), PSC Box 8021, Cherry Point NC 28533-0021. &gt;.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11, 11 x 14, 11 x 17 and 11 x 26 as indicated in task order in MSWord with embedded graphics in Bitmap format..
X	7. All new illustrations will be in the form of line drawings. Smaller than 11 x 17 in Bitmap format, larger than 11 x 17 will be converted to 11 x 17 in Bitmap format.
X	8. Questions which arise in relation to technical manual content shall be presented to: H-53 ISST.11 / CODE 6.8.5.1
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-53 ISST.11 / CODE 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, CD. CD cases marked IAW sample provided by H-53ISST.11/Code 6.8.5.1 during start of work meeting.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) H-53 ISST.11/Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code H-53ISST.11, Code 6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA H-53ISST.11, Code 6.8.5.1). The proper Mailing Address is:

Commanding Officer  
NAVAIR Depot  
Attn: H-53 ISST.11/Code 6.8.5.1  
PSC Box 8021  
CHERRY POINT, NC 28533-0021

A1	Incremental deliveries commencing 30 days after date of order. If at time of review of A1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
A2, A3, A4, A5, and A7	Incremental deliveries commencing 45 days after return of corrections in A1 deliverable One (1) DIC of each manual, One (1) CD ROM containing MSWord, PDF, and Bitmaps will be delivered.

Completion Date of all items: 4 months after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

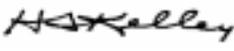
(CFA H-53ISST.11/Code 6.8.5.1), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0123</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Aug 14</b>		4. REQ./ PURCH. REQUEST NO. <b>0010183720</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
		<b>SEE SCHEDULE</b>													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$108,365.00			
										26. DIFFERENCES					
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0123 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3,569	HRS	Est Cost:	\$100,617.00
				Fixed Fee:	\$7,748.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$108,365.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$108,365.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 3,569 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Data Technician	b(4)
Sr. Program/Project Control Specialist	
<b>Total</b>	<b>3,569</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 14 August 2007.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

John Smeaton  
Naval Air Technical Data and Engineering  
Service Command  
NAS North Island  
Bldg-90, Wright Ave.  
POB 357031  
San Diego, CA 92135-7031  
Phone: (619) 545-2033  
E-mail: [john.smeaton@navy.mil](mailto:john.smeaton@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 9U3N 251 J2501 0 068342 2D 66E034  
COST CODE: 2576E000506E  
AMOUNT: \$108,365.00  
CIN 001018372000001: \$108,365.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$100,617.00
CLIN 0017-- Fixed Fee	\$7,748.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$108,365.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**TO 0123**

**3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

Contractor shall post to NATEC Web site 500-1,000 legacy TDs. This effort may involve (1) inventorying/filing archived TDs, (2) locating/retrieving TDs, (3) scanning paper TDs, (4) pixel cleaning/editing scanned images, (5) formatting TDs, (6) creating/updating NATEC archive database and TMAPS records and metadata, (7) creating NLL records and assigning NSNs, (8) creating PDF files, (9) posting TDs to the NATEC Web site, (10) and creating/posting DAPS files on NATEC's server. The Government expects to have the majority of all source data inventoried, scanned, cleaned up, formatted and readily available prior to, or in conjunction with, this TO, but if not available, contractor shall do all necessary tasks to post designated TDs.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OF WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
<b>X</b>	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in TD conversion guidelines posted on NATEC's Web site.
<b>X</b>	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul> <p>B. For this task order, the only formats required for the scanned data are industry standard TIF and/or PDF. Contractor will be provided access to government workspace, computers, printers, software, scanners and printers necessary to accomplish all data conversions.</p>
<b>X</b>	2. Portable Document Format (PDF). Government will provide access to Adobe Professional 6.0 or better software on a government computer to the contractor.

X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion. Data to be converted/formatted/processed may be in paper, on microfilm, or in a digital format such as TIF or PDF.
X	4. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Every posted TD will be verified for correct processing by a different individual from who posted the TD to check that (1) the scanning and formatting are correct regardless of who did these tasks, (2) the PDF link works, (3) that the DAPS' POD files are correct, (4) that all files are in their proper folders, (5) that all TMAPS required metadata has been entered correctly, and (6) that all the required NLL records and metadata are correct. All discrepancies found will be recorded and reported weekly, using the contractor's format, by email to the TOCOR. Discrepancies shall be reported by 6 preceding categories with weekly and cumulative totals.
X	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b> For this TO, paper TDs may be in NATEC's building 90 technical library, or in NATEC's building 41 archive storage area.
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items. For purposes of this task order, there are three repository areas to be organized, maintained and accessed by the contractor: (1) the technical directive (TD) section/areas of NATEC's building 90 technical manual library; (2) the shelved TDs immediately outside the building-90 tech library; and (3) the 300+ shelved cardboard boxes of paper TDs located in building 41 of NAS North Island.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries. For purposes of this task order, the contractor will primarily access archived data needed for the legacy technical directive posting effort, organize and inventory the data as needed to facilitate access to this data, and if it does not interfere with the successful posting of a minimum 1,000 legacy TDs, the contractor shall improve the organization of existing archived data.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:

	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately. If the contractor determines that source data is too poor or incomplete to process for the web, the contractor shall make every attempt to find another local source of this data, and if a better source is not found, the contractor shall notify the TOCOR by email of the specific deficiency.
	G. Management of Master Data Packages or Master Files.
X	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders. For this task order, all digital files shall be stored on government servers in folders provided by the government. All paper TDs shall be inventoried, filed in boxes and stored in building 41.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes. For purposes of this task order, the contractor will be required to read and comprehend the technical directives being processed to extract relevant metadata required by NATEC's TMAPS' database and NLL's database. The contractor will use other supplied or readily available government data, such as contact lists and the NATEC/NLL databases, to supplement the metadata available from the TDs, when posting TDs. If the contractor has a technical issue that he cannot resolve, the TOCOR should be contacted by email for assistance.
	J. Relocation of data and satellite libraries.
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M. For purposes of this task order, the contractor will be required to physically retrieve, relocate and return data to/from/between buildings 90 and 41. This will require the use of the contractor's vehicles since the amount of data can be great and the distance is too far to reasonably walk. It is anticipated that the contractor will be required, on average, to make one 2 mile round trip from building 90 to building 41 each day.
	M. Hours of operation.

X	(3) The Contractor shall prepare and submit a Request for Overtime Form for approval/disapproval by government. The Request for Overtime Form shall contain, at a minimum, the name of requester, task order number, employee name, labor category, and justification as to the need for additional hours, date(s) when the work is to be performed, and approving agent's signature. The Contractor shall be responsible for ensuring that the Task Order Manager/COR has written or verbal approval from the PCO prior to the Contractor working outside the normal working hours. Normal working hours are 0600-1730.
	O. Supplies, material, equipment, and facilities
X	(1) The Contractor is also authorized, with prior written approval from the PCO, to procure from GSA or other sources such supplies, materials, and equipment that are essential to the delivery of the services rendered to the Government under this contract when they are unavailable from other Government supply sources. It is anticipated and planned that the government will be able to provide workspace, computers, peripherals, software and normal office supplies.
	3.6
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
X	<b>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</b>
X	3. As specified by task order, the Contractor shall utilize GFI to prepare various types of technical documentation to support systems and programs. This documentation shall include, but will not be limited to weapon systems user guides, application notes, installation drawings and checkout procedures, technical directives, and technical bulletins. The Contractor shall ensure that the resulting documentation is accurate and complies with the technical source information. The original source data may not be in the format required for the final product specified by the task order. For this task order, all the source data will be provided as GFI to the contractor. These data will be in building 90 or 41, or will be provided by the TOCOR. As available, paper copies of archived TDs may be provided to the contractor by the Government. These copies may or may not be inventoried and/or filed. As available, digitized copies of legacy TDs may be provided to the contractor by the Government. These copies may or may not be pixel cleaned and/or formatted. The government will provide the contractor with a priority list of TDs to be processed, with priority categories from 1 through 14 or so. The contractor is to

	concentrate on the priorities 1-4 and shall attempt to locate, have scanned and post TDs in priority order so that priority 4 TDs are not being posted at the expense of posting priority 1-3 TDs, etc.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
<b>X</b>	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
<b>X</b>	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

**(A) Progress Reports:**

	1. Contractor shall provide to the TOCOR a brief, one-page progress report by email by 1000 of the first day worked every week, for the preceding week's and cumulative accomplishments.
	2. At a minimum, report shall contain the following information for the previous week and cumulative to date, with any TDs listed accompanied with priority numbers and page counts: <ul style="list-style-type: none"> <li>a. TDs sent to DAPS for scanning with ECDs</li> <li>b. TDs scanned by DAPS and delivered to NATEC</li> <li>c. TDs posted to the web from the priority list</li> <li>d. Funds spent/remaining at DAPS if data is available</li> <li>e. Plans for next week</li> <li>f. Any significant problems encountered</li> <li>g. Weekly/cumulative tabulation of QA deficiencies caused by contractor</li> <li>h. Any actions required from Government</li> <li>i. Estimated Completion Date for posting 1,000 TDs</li> <li>j. Any other significant efforts/accomplishments</li> </ul>

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
	1. Task will be performed for : <insert address>
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  DISTRIBUTION STATEMENT &lt;insert alpha number&gt;. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: &lt;insert address&gt;.  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: XXXXXX.
	5. Proof copies shall be prepared in accordance with best commercial practices.
	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: XXXXXX.
	7. All new illustrations will be in the form of line drawings.
	8. Questions which arise in relation to technical manual content shall be presented to: XXXXXXXX.
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations XXXXXXXX.
	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to XXXXXX for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## SECTION D - PACKAGING AND MARKING

Packaging: N/A

Marking: N/A

## SECTION E - INSPECTION AND ACCEPTANCE

TDs shall be posted to the web incrementally as their processing are completed, and verified for correct processing within 1 week of posting.

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)\_3.3\_\_\_\_\_. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments

thereto). For this task order, a DD250 will not be necessary since "deliveries" will be made incrementally directly to the government's server.

2. Quality Assurance/Quality Control are the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government. The contractor shall be responsible for detecting and correcting any and all defects found regardless of who created them. It is anticipated that most TDs will be scanned by DAPS. Therefore, for TDs scanned by DAPS, the contractor is responsible for QAing the DAPS' work, fixing any minor or infrequent errors, and reporting to the TOCOR any major or consistent errors so the work can be returned to DAPS. 100% QA requirements of 3.3.4 shall be done no later than 5 working days after each TD is posted to the web. Deficiencies shall be reported IAW 4.5.3(A)2.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Completion Date of all items: 365 days after date of order, however TDs shall be incrementally posted to NATEC's server as they are finished..

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

NATEC HQ, San Diego, CA has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

None

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0124		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Sep 07		4. REQ./ PURCH. REQUEST NO. 0010178743-0001		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY			25. TOTAL \$893,326.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER		35. BILL OF LADING NO.	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0124 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	9,220	HRS	Est Cost:	\$829,458.00
				Fixed Fee:	\$63,868.00
001701	For Accounting Purposes Only ACRN AA, CIN 0010178743, \$835,563.00				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$893,326.00</b>

## II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

## III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of \$835,563.00. The allotted funding will cover approximately 94% of the total effort. The balance to fully the task order is \$57,763.00.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

#### IV. LEVEL OF EFFORT

The level of effort for this task order is 9,220 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Program Manager	b(4)
Senior Analyst	
Computer Programmer/Analyst (J)	
Technical Writer	
Technical Publication Writer/Editor	
<b>Total</b>	<b>9,220</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 7 September 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C  
 NAWCAD  
 22477 Peary Road, Bldg. 516  
 Patuxent River, MD 20670  
 (301) 757-1046  
 E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

The Task Order COR is:

Robert Sharrer  
 NAVAIR 6.8.5  
 47060 McLeod Road Bldg 448  
 Patuxent River, MD 20670-1626  
 Phone: (301) 757-8813  
 E-mail: [robert.sharrer@navy.mil](mailto:robert.sharrer@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1761319 U5KV 251 00019 0 050119 2D 000000

COST CODE: PMA274DFBBC1

AMOUNT: \$835,563.00

CIN 001017874300001: \$835,563.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$775,825.00
CLIN 0017-- Fixed Fee	\$59,738.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$835,563.00</b>

X. This order is non-severable, non-recurring and is non-A&AS.

## XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
West Creek, NJ	Patuxent River, MD	1	12	5
West Creek, NJ	Owego, NY	1	6	5
West Creek, NJ	Washington, DC	1	1	5
West Creek, NJ	Yeovil, UK	1	2	6

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	Services CPFF FOB: Destination	UNDEFINED		UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010178743-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001017874300001				\$835,563.00

## Section C - Descriptions and Specifications

### SOW

#### 3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

## CSS-IWP Ref # 60515060503934/Task Order # 0124

### 3.0 TEAM Logistics Task Order (TO)

#### Statement of Work (SOW)

#### TASK PROFILE:

#### SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

#### C.1 STATEMENT OF WORK

3.2 General Task 3.3B TECHNICAL MANUAL PERPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air System Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in tsk orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
  11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
1. The contractor will work in full coordination with AIR 6.8 and NAVAIR program personnel to ensure the following:
    - a. The Standard NAVAIR IETM Viewer will be extended to support S1000D requirements.
    - b. The enhancements to the viewer will be within the same framework as the current Standard NAVAIR IETM Viewer.

- c. The viewer will provide support for access to the S1000D Data, but limit the functionality to that explicitly specified in S1000D.
2. After receipt of order, the contractor will assess and propose to government the most efficient design and options for the above aspects.
3. The contractor will develop a Design Document for the Standard NAVAIR IETM Viewer and update it during the development of the Viewer.
4. The contractor will support the government at various US and International S1000D meetings.
5. The contractor will support the government at various technical interchange meetings with program prime contractors.
6. The contractor will support the government at various program meetings for those programs considering using the Standard NAVAIR IETM Viewer to demonstrate and discuss Viewer functionality.
7. The contractor will provide a 3-tier web architecture (a logical separation between database, application logic, and client) that may be deployed in a distributed environment or all on a single standalone client machine. This 3-tier architecture will support the dual instances of (a) enterprise applications exchanging S1000D data over the Internet as Web Services via XML, as well as (b) fully functional standalone (i.e. web disconnected) applications.

The contractor will provide a non-proprietary, W3C compliant solution utilizing the Java platform. The contractor will work within the NMCI-centric environment and attempt to comply with all requirements. The contractor's solution will have clearly defined separation of concerns between the application logic and the data repository.

The contractor will assess and discuss with the government the most efficient methodology for the development of the viewer architecture. For the implementation of SOAP, WSDL, UDDI, etc., the contractor will discuss potential use cases with the Navy that define where the viewer will be hosted and how and where it will be used. This will assist in the recommendation of the most efficient methodology and architecture for the viewer.

8. The contractor will develop the viewer so that it provides the IETM developer the capability to customize some of the functionality based on the business rules defined for a project. The customizations will not deviate from the standard DoD, Navy, and NAVAIR Business Rules.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0125</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Sep 28</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
		<b>SEE SCHEDULE</b>													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$18,090.95			
										26. DIFFERENCES					
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

## Section B - Supplies or Services and Prices

**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	75	Pages	\$48.16	\$3,612.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	75	Pages	\$48.16	\$3,612.00
0022AC	New Pages in existing Technical Manuals -- Digital Format	100	Pages	\$79.67	\$7,967.00
0022AD	Output of Portable Document Format (PDF) Files	100	Pages	\$7.27	\$727.00
0023AA	Conv of HC to master rev text in MS Word	125	Pages	\$15.87	\$1,983.75
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$15.87	\$0.00
0023AC	Conv of HC/Digital text to tif files	40	Pages	\$4.73	\$189.20
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
<b>TOTAL</b>					<b>\$18,090.95</b>

**II. SCOPE**

The contractor will update technical manual AG-830AC-MEB-000, developing technical manual work packages covering the maintenance of one (1) aluminum container each for the V-22 aircraft platform (APU container), and the T56 engine (QECK container) developed from engineering drawings and provisioning data. Specification references for AG-830AC-MEB-000, V-22 APU container, and T56 QECK container work packages shall be updated. These work packages will become part of the content and will follow the same Style and Format as in technical manual AG-830AC-MEB-000.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 28 March 2007.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Maria Cofey  
NATEC  
NAS North Island  
P. O. Box 357031, Building 90-1  
San Diego, CA 92135-7031  
(619) 545-2066

VI. This order is \_\_\_\_\_ non-severable \_\_\_\_\_ and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

## VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 U1CW 251 00019 0 050119 2D 000000  
COST CODE: PMA275AC2510  
AMOUNT: \$9,045.47  
CIN 001018755900001: \$9,045.47

AB: 97X4930 NH2C 252 77777 0 054219 2F 000000  
COST CODE: 011676210020  
AMOUNT: \$9,045.48  
CIN 001019040900001: \$9,045.48

This task order is 100% fully funded.

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services**

Alutiiq – N68936-04-D-0008

**T.O. 0125**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor will update technical manual AG-830AC-MEB-000, developing technical manual work packages covering the maintenance of one (1) aluminum container each for the V-22 aircraft platform (APU container), and the T56 engine (QECK container) developed from engineering drawings and provisioning data. Specification references for AG-830AC-MEB-000, V-22 APU container, and T56 QECK container work packages, shall be updated. These work packages will become part of the content and will follow the same Style and Format as in technical manual AG-830AC-MEB-000.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of

	<p>the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA</p>

	requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)

	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

\*\*NOTE: Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

X	1. <u>One</u> set(s) of proof copies of manual change pages for review in Word 97. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>Two (2)</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	5. Original and <u>One (1)</u> copy(s) of DD Form 250.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for NATEC HQ (Code 6.8.5.1).
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (SAME AS EXISTING COPY). Other requests for this document shall be referred to Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with EXISTING STYLE AND FORMAT.
X	5. Proof copy shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: PDF AND WORD 97
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: MARK DICKENS, NAVICP, (215) 697-2706/DSN 442
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to MARIA COFEY, NATEC HQ, Code 6.8.5.1, (619) 545-2066/DSN 735 for resolution.

**SECTION D - PACKAGING AND MARKING**

Packaging: BEST COMMERCIAL PRACTICE

Marking:

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by NATEC, Code 6.8.5.1, Maria Cofey. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NATEC HQ, Code 6.8.5.1, Maria Cofey shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables, with the exception of the PROOF COPY, is NATEC, Code 6.8.5.1. The proper Mailing Address is:

Commanding Officer  
 Naval Air Technical Data and Engineering Service Command  
 (ATTN: Maria Cofey)  
 NAS North Island  
 P.O. Box 357031, Building 90-1  
 San Diego, CA 92135-7031

A1	120 days after date of order, one (1) proof copy of manual will be delivered. Thirty (30) days after receipt, one (1) proof copy of manual, with pertinent comments/corrections noted, will be returned to the contractor.
A2	180 days after date of order
A3	180 days after date of order with government approval

Completion Date of all items: \_\_\_180\_\_\_ days after date of order.

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVICP has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0126</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Sep 29</b>		4. REQ./ PURCH. REQUEST NO. <b>0010188005-0001</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON				<i>Nathan Simpson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL		\$68,187.00			
26. DIFFERENCES															
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL															
31. PAYMENT															
34. CHECK NUMBER															
35. BILL OF LADING NO.															
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0126 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	664	HRS	Est Cost:	\$63,569.00
				Fixed Fee:	\$4,618.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$68,187.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$56,103.00**. The allotted funding will cover approximately **82%** of the total effort. The balance to fully the task order is **\$12,084.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 664 direct labor hours. The estimated composition of hours is as follows:

ALUTHIQ	
CATEGORY	HOURS
Principal Business Process Engineer (1 FTE)	[b(4)]
Senior Technician (2 FTEs)	
<b>Total</b>	<b>664</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 30 March 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Robert Sharrer  
Naval Air Systems Command  
Attn: NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
Patuxent River, MD 20670  
(301) 757-8813  
Email: [robert.sharrer@navy.mil](mailto:robert.sharrer@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1761804 4A6A 251 00019 0 050119 2D 000000  
COST CODE: A60SSFAA5I00  
AMOUNT: \$56,103.00  
CIN 001018800500001: \$56,103.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$52,092.00  
CLIN 0017-- Fixed Fee \$4,011.00  
**TOTAL FUNDED AMOUNT \$56,103.00**

**X.** This order is non-severable, non-recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Palestine, TX	Patuxent River, MD	3	2	3

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017			Lot		
EXERCISED OPTION	Services CPFF				
	as specified in Task Order 0017 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				ESTIMATED COST	\$63,569.00
				FIXED FEE	\$4,618.00
				TOTAL EST COST + FEE	<u>\$68,187.00</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018			Lot		
EXERCISED OPTION	Option Period II- Operational, CPFF				
	managerial, analysis and technicalsupport efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)				
	FOB: Destination				
	MILSTRIP: N0001906P5PS011				
	PURCHASE REQUEST NUMBER: 0010188005-0001				
				ESTIMATED COST	\$0.00
				FIXED FEE	\$0.00
				TOTAL EST COST + FEE	<u>\$0.00</u>
	ACRN AA				\$56,103.00
	CIN: 001018800500001				

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**PRB Task Order 0126**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

Develop NAVAIR configuration management and acquisition business rules for implementing the S1000D specification. Development will be based on current DoN business rules development.

**BACKGROUND**

NAVAIR technical manuals are evolving from being exclusively paper based to being composed and distributed in digital form with various user interactive features called Interactive Electronic Technical Manuals (IETM). Current Technical Manual Contract Requirements (TMCRs) are based on paper manuals. Business rules for applying the S1000D specification to acquisition programs need to be developed.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

1. The contractor will work in full coordination with AIR 6.8 and NAVAIR program personnel to ensure the following:
  - a. Develop acquisition business rules for implementing S1000D requirements.
2. Develop standard language for possible integration with the SMART-T

	<b><i>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</i></b>
X	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.

#### SECTION D - PACKAGING AND MARKING

Packaging: None

Marking: None

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
**PATUXENT RIVER, MD 20670**

Completion Date of all items: 180 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### A. GENERAL:

This task is UNCLASSIFIED.

### B. COGNIZANT FIELD ACTIVITY:

NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### C. ACCOUNTING DATA:

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

Alutiiq intends to Subcontract this task order on a Time & Material basis to BTAS, Inc. – (dba Business Technologies and Solutions, Inc.) to complete this work based on the unique skills and qualifications required.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0128</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Oct 17</b>		4. REQ./ PURCH. REQUEST NO. <b>0010192054</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL	\$484,091.00
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0128 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	20,055	HRS	Est Cost:	\$449,481.00
				Fixed Fee:	\$34,610.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$484,091.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$484,091.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 20,055 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Library Tech	b(4)
Editorial Clerk	
Administrative Assistant	
Sr. Program/Project Control Specialist	
<b>Total</b>	<b>20,055</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 17 October 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Patricia Waggy, Code 6.8.5  
Naval Aviation Depot  
6206 Aviation Ave.  
Cecil Commerce Center  
Jacksonville, FL 32221  
Phone: (904) 317-1563  
E-mail: [patricia.waggy@navy.mil](mailto:patricia.waggy@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 97X4930 NA2E 252 77777 0 065886 2F 8E0038  
COST CODE: 00007WX7A006  
AMOUNT: \$484,091.00  
CIN 001019205400001: \$484,091.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$449,481.00
CLIN 0017-- Fixed Fee	\$34,610.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$484,091.00</b>

X. This order is severable, non-recurring and is non-A&AS.

#### XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Duration (Days)	Number of Trips
NAS Jacksonville, FL	Cecil Field	1	1	30
NAS Jacksonville, FL	Mayport	1	1	10

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0128 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$449,481.00
				FIXED FEE	\$34,610.00
				TOTAL MAX COST + FEE	<u>\$484,091.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010192054	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001019205400001				\$484,091.00

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**Task Order 0128**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor shall operate eleven (11) Satellite Technical Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as our one (1) off-site Norfolk/Oceana locations. The work involves receiving technical publications/manuals and associated update/changes and revisions thereto, including formal Changes and Revision, Rapid Action Changes, and physically incorporating same into technical publications.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The Contractor is responsible for incorporating changes into the manuals within the guideline of the Standard Operating Procedures. The Contractor is responsible for disposal of discarded publications/material in accordance with established procedures. Specific requirements are indicated by “X” in the left column of the standardized task descriptions of this Statement of Work. However, the contractor shall not be required to handle in any way secret or classified data.

**C.1 STATEMENT OF WORK**

The Contractor shall operate eleven (11) Satellite Technical Data Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as our off-site Norfolk/Oceana location. The work involves receiving technical publication/manuals and associated updates/changes and revisions thereto, including formal Changes and Revisions, Rapid Action Minor engineering Changes (RAMECS), and Interim Rapid Action Changes, and physically incorporating same into technical publications. The Contractor is responsible for managing the effectiveness of this work and completing a quarterly audit of all publications in accordance with the NAVAIR 00-25-100. These audits will be conducted using Government - provided database report. The Contractor shall provide results of said audits to the Government Program Manager. The Contractor is responsible for complying with and correcting all ISO 9000 Standard Operating Procedures (SOP's), and for correcting all discrepancies reported by Aviation Maintenance Management Audits within satellite library locations. The Contractor is responsible for daily pick up of technical publication/manual change material from Government's Central

Technical Publication Library, using a Government Furnished electric-powered light industrial vehicle, the Contractor is responsible for delivery of that material to the dispersed satellite libraries located throughout the NADEPJAX industrial facility.

### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
	B. Data/Media Control.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies identify any update requirements

	and schedules for updating of data/media items when applicable.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	D. Inventory
	E. Data Reproduction.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	F. Data Acquisition and retrieval support.
X	(1) The Contractor shall ensure that all projects related data/media is requested through the Project Data Manager or designated Government representative using the appropriate Work Order Request Form.
	G. Management of Master Data Packages or Master Files.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	J. Relocation of data and satellite libraries.
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M.
	K. Data Dissemination
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
X	(2) The Contractor may not provide data management services outside the normal working hours without prior written or verbal approval of the PCO.
X	(3) The Contractor shall prepare and submit a Request for Overtime Form for

	approval/disapproval by government. The Request for Overtime Form shall contain, at a minimum, the name of requester, task order number, employee name, labor category, and justification as to the need for additional hours, date(s) when the work is to be performed, and approving agents signature. The Contractor shall be responsible for ensuring that the Task Order Manager/COR has written or verbal approval from the PCO prior to the Contractor working outside the normal working hours.
	N. Travel/mileage.
X	(2) Local mileage is authorized in the coordination of shipping and receiving of data/media.
	O. Supplies, material, equipment, and facilities
X	(3) The Contractor is responsible for the control and maintenance of all designated Government Furnished Property (GFP) and Equipment. The Contractor shall ensure that all equipment within the library is maintained in good working condition. It is the Contractor's responsibility to notify the Task Order Manager of maintenance requirements for GFP. All GFP and all property acquired by the Contractor in support of this contract shall be returned to the Government upon completion of the contract.
	P. Contractor furnished equipment.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, and other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	S. Distribution statements.
	<b>3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.</b>
	<b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b> Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## **SECTION D - PACKAGING AND MARKING**

Packaging: N/A

Marking: N/A

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, code 6.8.5.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable. ISO 9000 Standard Operating Procedures (SOP's) and applicable NAVAIR instructions, as specified in C1 Statement of Work must be reviewed in the event that the contractor cannot meet the performance criteria or schedules.

Destination of all deliverables is Naval Aviation Depot. The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
Cecil Commerce Center  
6206 Aviation Ave.  
Jacksonville, FL 32221  
Attn: Patricia Waggy, Code 6.8.5.3

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Naval Air Depot, Jacksonville, Florida, has been assigned Engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

N/A

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0129</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Oct 13</b>		4. REQ./ PURCH. REQUEST NO. <b>0010188667</b>		5. PRIORITY																					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)																							
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS																							
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15																											
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">16. TYPE OF ORDER</td> <td style="width: 10%;">DELIVERY/ CALL</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="7">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.</td> </tr> <tr> <td></td> <td>PURCHASE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="7">Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____</td> </tr> </table>										16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____						
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																										
	PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____																										
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>																													
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)																				
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____																													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT																				
<b>SEE SCHEDULE</b>																													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY					25. TOTAL	\$937,606.00	26. DIFFERENCES																				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE																							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS																						
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR																						
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER																						
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.																						
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.																						

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Amount</u></b>
0017	Services as specified in Task Order 0129 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	20,560	HRS	Est Cost:	\$870,572.00
				Fixed Fee:	\$67,034.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$937,606.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$808,585.00**. The allotted funding will cover approximately **86%** of the total effort. The balance to fully the task order is **\$129,021.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 20,560 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Tech Pub Writer/Editor	
Sr. Draftsman	
System Administrator	
Tech Writer	
Data Technician	
Configuration Mgmt Specialist	
<b>Total</b>	<b>20,560</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 13 October 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

#### **The Contract COR is:**

Susan McCollum, Code 3.0C  
 NAWCAD  
 22477 Peary Road, Bldg. 516  
 Patuxent River, MD 20670  
 (301) 757-1046  
 E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Gene Pappe  
 NAWCWD  
 Code 333000D  
 1900 N. Knox Road, Stop 6202  
 China Lake, CA 93555-6106  
 Phone: (760) 939-1330  
 E-mail: [gene.pappe@navy.mil](mailto:gene.pappe@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 97X4930 NH2C 252 77777 0 054219 2F 000000  
 COST CODE: 000005020200  
 AMOUNT: \$808,585.00  
 CIN 001018866700001: \$808,585.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$750,775.00
CLIN 0017-- Fixed Fee	\$57,810.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$808,585.00</b>

X. This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
China Lake, CA	Point Mugu, CA	1	3	5
China Lake, CA	San Diego, CA	1	2	5
Point Mugu, CA	San Diego, CA	1	2	5
Point Mugu, CA	China Lake, CA	1	2	5
San Diego, CA	China Lake, CA	1	3	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0129 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$870,572.00
				FIXED FEE	\$67,034.00
				TOTAL MAX COST + FEE	<u>\$937,606.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010188667	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001018866700001				\$808,585.00

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****999 999 9999 9999 9999999****3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)****SCOPE PROFILE:**

The Technical Data Direct Product Account provides the full spectrum of Technical Data services. The contractor shall provide Technical Data services including data tracking, configuration/data management, and archive/on-line viewing library management, with data storage, data retrieval, and publishing functions. The DPA provides the Library of Electronic Data System (LEDS). This system provides to our weapons programs a wide variety of distribution and archive capabilities for Technical Data, servicing users nation-wide. Various data management databases are Configuration and Data Management Support System (CADMSS) and Product Center. The archive/on-line viewing library contains the full spectrum of technical data for a large number of weapons programs and associated systems, including engineering drawings and associated lists, specifications, ECPs, NORs, SCNs, Deviations, Waivers and associated documentation, ranging from Technical/Training manuals to plans/schedules, many of which are CDRL submittals from various contractors. Provide documentation support related to CDRL Submittal Staging, Engineering Drawings, Specifications and Technical Manual services. Incorporate Government approved and authorized changes/additions to the archive/on-line-viewing library on the Code 333000D server. Create and revise Engineering drawings, Specifications and Technical manuals, electronically documenting and incorporating authorized changes to these documents. Verify electronic data entered by performing quality check/review of documents in process. Have a working understanding of electronic specifications and technical manuals desk procedures. The ability to electronically document and manipulate software files, supporting the data exchange using JCALS Standards. Must be able to perform the required documentation support functions using the following software applications: required CAD and electronic publishing/word processing software (Interleaf V, Quark X-Press, Ventura Publisher, Microsoft Word, WordPerfect, MacDraw Pro, AppleScan, OmniPage, Arbortext, IslandDraw, IslandPaint, World View, MacFlow, Ashlar Vellum, LD Scan 4000, Cannon File 250, CFView, AutoCAD, AutoCAD Overlay, Intergraph Veri-Best PCB, a number of file conversion filters, and corresponding support software packages) running on PC/Sun platforms.

Contractor will interface with NATEC, and various commands to accomplish the required tasks. This may include but are not limited to coordinate data calls, label requests, TPDR resolution, and library/documentation tasks. Current Technical Manual generation procedures, and interface issues to allow the smooth data transfer between various commands, and customers as required. Documentation of files as required to meet various data calls, including file size, software utilized and level of changes made to various publications. Naval Message traffic, including generation and tracking will be required as they pertain to CFA publications, which are generated in the Technical Data Direct Product Account.

Contractor may provide on-site functional leads required for this task order. One lead will be designated for the task order. Others will be designated for specific functional areas. In addition to supervisory duties, the on-site leads shall perform as a working member of Technical Data Support Division's Computer Aided engineering team and must possess the necessary skills to function as a working member of the group and not solely in a supervisory mode. A 24-hour shift may be required for this task order. The work schedule will be 8 hour days, five days a week, with no "Flex" Friday schedule. The first shift will be 0700 to 1600 (one hour lunch break), second shift will be 1530 to 0030 (one hour lunch

break) and the third shift will be 2330 to 0800 (one half hour lunch break).

The contractor shall be able to support 24-hour turnaround requirements for Priority 1 digital Contract Data Requirements List (CDRL) submittal staging tasks and the associated CADMSS and Product Center data entry for these Technical Data deliverables. This requires close functional coordination and demands absolute minimum process times from everyone. There is almost no contingency allowance in the schedule for these Priority 1 deliverables. A 24-hour shift may be required for this task order to fully utilize the equipment and personnel and meet the 24-hour turnaround requirements. The Government will provide a two week notification to the Contractor prior to start of the 24 hour shift.

Contractor daily tasking will be delineated via internal job-tracking procedures. Current procedures will be maintained. Cover Sheets for each job will outline expected results. The Contractor shall provide a Log-In Desk, and shall track the status of every Cover Sheet task from task initiation to task completion and closeout, IAW the Operations Manual/Desk Procedures. The Contractor shall, within one hour of task submittal, verify and enter tracking information into a tracking database supplied by the Government. The Contractor shall update status information within one hour of any event that affects the status of tasks in progress. The Contractor shall verify that all Cover Sheet requirements have been satisfied and all deliverables have been prepared IAW the Operations Manual/Desk Procedures, and shall notify the Requester on the Cover Sheet by electronic mail or telephone within one hour of task completion. After the Requester has signed the transmittal(s) for all deliverables, the Contractor shall close the task in the tracking database. The Contractor shall, upon request by the TA, print out a status report of the Cover Sheets and attend a Status Meeting, these meetings may be weekly.

The Contractor shall, when specified by the Cover Sheet, IAW the Operations Manual/Desk Procedures, provide configuration/data management services, to generate, update, and verify information through data entry, data extraction, and database analysis IAW requirements on the Cover Sheet. The databases include CADMSS, Product Center, and other program-specific and task-specific databases. The Contractor shall provide personnel knowledgeable and experienced in the application of configuration and data management concepts, terminology, and practices, and certified in the CADMSS and Product Center systems. Certification at 95% is desired immediately.

The Contractor shall provide certification training for all personnel performing CADMSS/Product Center configuration/data management tasks under this task order. Contractor CADMSS/ Product Center certification candidates shall score a minimum of 85% on the respective Certification Test in 15 calendar days or less, and shall be fully certified at a minimum of 95% within 90 calendar days of being assigned to this Task Order. A Contractor, fully certified at 95% in CADMSS/Product Center, shall conduct training, testing, and scoring, using the applicable Training Plan and Certification Test supplied by the Government (2.2, a. through d.), with Government acceptance of results. Individual Contractor certification and CADMSS or Product Center passwords may be revoked if performance (calculated using the same weight factors applied to the test scores) drops and is documented below the achieved certification level for a period of one week.

The CADMSS and Product Center Certification Tests encompass necessary elements of basic configuration/data management concepts, terminology, and practices, as well as the operating functions within CADMSS or Product Center. The tests are standardized for objective scoring. Test scores are calculated, applying weight factors that reflect the relative importance of each CADMSS or Product Center data element type.

Accuracy and throughput are both highlighted as critical performance factors on this task. Extracted reports have little value if database accuracy falls below 95%, and the contractually driven 24-hour turnaround requirements for Priority 1 CADMSS/Product Center data entry must be met. Service rates are set assuming 95% certification-level accuracy and throughput proficiency.

The Contractor shall, when specified by the Cover Sheet, perform CADMSS/Product Center or other database data entry from Government furnished documentation, including Engineering Drawings, Specifications, Engineering Change Proposals (ECPs), Request for Deviations (RFDs), Request for Waivers (RFWs), Contractor In-house Change Paper, contracts, and contract data. Data entry shall be completed within 24 hours of receipt of a Cover Sheet/GFI, and shall be performed IAW the CADMSS/Product Center or other user manuals, modified by any program-specific tailoring documented in the Operations Manual/Desk Procedures (2.1, e.). The Contractor shall perform a quality check of data entry against input to

ensure database accuracy equals/exceeds the minimum requirement for that program. Data entry errors shall be corrected within one hour of discovery

The contractor shall provide help desk support to our LEDS customers as follows:

- Set up/maintain/delete user accounts.
- Handle Trouble calls dealing with user/data access issues in LEDs/ProductCenter.
- Administer user/server access controls through Netscape Administrative Console.
- Resolve/determine appropriate course of action for customer issues/concerns.
- Act as a point of contact involving system/network problems.
- Compose/distribute user notification memos regarding LEDs/ProductCenter.
- Develop/maintain procedural documentation for help desk operations.
- The contractor shall provide data entry in support of the LEDS/Product Center library system
- Data entry for technical drawings, specifications, engineering change papers (ECN, ECP, NOR, RDW, etc...), and contract data for multiple weapons programs.
- Develop/maintain procedural documentation for ProductCenter Data Entry operations.
- Add new classes to ProductCenter Class structure as needed.
- Move/delete erroneously entered data. (ProductCenter Administrative duties).

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Efficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TM CR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from

	specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD S 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A .Standard Generalized M ark-up Language (SGM L)/Extensible M arkup Language (XM L). Applicable specifications and D ocum entType D efin itions (D TD s) (including appropriate versions) shall be specified in individual task orders. Selected D TD sm ay include, but are not lim ited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical</li> </ul>

	<p>Manuals</p> <ul style="list-style-type: none"> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• <b>NAVSEA C2 DTD</b></li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
X	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine

	access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial

	Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	<b>B. Data/Media Control.</b>
XX	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	<b>C. Data/Media Management.</b>
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to

	the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
	<b>3.6</b>
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b>4. Technical Data Maintenance.</b>
X	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
	<b>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</b>
X	2. As specified by task order, the Contractor shall review TDPs (furnished as GFI) for technical accuracy, prepare subsequent changes for inclusion to the data package, make recommendations for changes with supporting rationale, and upon approval by the Government, incorporate the changes in the technical data package. The Contractor shall evaluate the changes for their immediate or potential impact upon the data package. Delivered data packages shall comply with the requirements specified by the task order. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats: Standard Generalized Mark-up Language (SGML), Initial Graphics Exchange Specification (IGES), Computer Graphics Metafile (CGM), or International Consultative Committee on Telegraphy and Telephony (CCITT-4) and it may require the data to be delivered on tape or CD-ROM medium. The contractor shall also be able to scan existing manually prepared drawings and specification and perform change maintenance utilizing computer aided drafting software. The contractor shall have the capability to deliver the data files as intelligent databases and/or viewing files as specified in the delivery order.
X	3. As specified by task order, the Contractor shall utilize GFI to prepare various types of technical documentation to support systems and programs. This documentation shall include, but will not be limited to weapon systems user guides, application notes, installation drawings and checkout procedures, technical directives, and technical bulletins. The Contractor shall ensure that the resulting documentation is accurate and complies with the technical source information. The original source data may not be in the format required for the final product specified by the

	task order.
X	4. As specified by task order, the Contractor shall review and provide comments on technical data packages for associated product reproducibility in accordance with task order. The Contractor shall examine the data packages for compliance with part specifications, dimensioning and tolerancing, manufacturing processes, quality assurance procedures (including tests and inspections), proprietary parts or processes, and drawing practices as specified by task order.
X	5. As specified by task order, the Contractor shall review engineering data packages describing configuration items acquired by the Government. The Contractor shall provide the requisite engineering expertise to review these data packages to determine their acceptability to the Government. This determination of acceptability by the Contractor shall assess the accuracy and adequacy of the data package, its compliance with specified requirements, its suitability for the purpose of the classification specified by the Government, and that it meets the requirements of the specified classification of the task order. The Contractor, as specified by the task order, shall take into consideration the equipment life-cycle cost, mission, contract requirements, and other data provided as GFI in conducting the review. The Contractor shall identify and document any aspects of the data package not meeting Government requirements and shall document the rationale for all determinations made on the issues listed above or as otherwise listed by the task order.
X	6. As specified by task order, the Contractor shall prepare and deliver a plan with inspection procedures and acceptance criteria for technical data package inspections to meet the applicable provisions of the task order and provide supporting rationale for each inspection and acceptance element.
X	7. Engineering Drawings and Associated Lists. As specified by task order, the Contractor shall prepare or modify engineering drawings and associated lists to meet the requirements of the task order. The Government will provide, as GFI, change descriptions, drawing originals, models, or rough-draft sketches. Task orders will specify the required format of the drawings. Prior to delivering completed drawing packages, the Contractor shall inspect each new or modified drawing to ensure compliance with task order.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0130</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Oct 30</b>		4. REQ./ PURCH. REQUEST NO. <b>0010191215</b>		5. PRIORITY																					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)																							
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS																							
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15																											
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">16. TYPE OF ORDER</td> <td style="width: 10%;">DELIVERY/ CALL</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="7">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.</td> </tr> <tr> <td></td> <td>PURCHASE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="7">Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____</td> </tr> </table>										16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____						
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																										
	PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____																										
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>																													
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)																				
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____																													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																													
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT																				
<b>SEE SCHEDULE</b>																													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON				25. TOTAL \$118,118.00		26. DIFFERENCES																				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE																						
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS																						
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR																					
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER																					
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.																				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.																						

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0130 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2,040	HRS	Est Cost:	\$109,673.00
				Fixed Fee:	\$8,445.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$118,118.00</b>

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$91,412.00**. The allotted funding will cover approximately 77% of the total effort. The balance to fully the task order is **\$26,706.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,040 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Program Manager	
<b>Total</b>	<b>2,040</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 31 October 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Nick Smith  
Naval Air Systems Command  
PMA-257, Bldg 404, Rm 200  
Patuxent River, MD 20670  
Phone: (301) 757-5416  
E-mail: [nick.smith@navy.mil](mailto:nick.smith@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4RZ3 251 00019 0 050119 2D 000000  
COST CODE: 5001302A1500  
AMOUNT: \$91,412.00  
CIN 001019121500001: \$91,412.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$84,877.00  
CLIN 0017-- Fixed Fee \$6,535.00  
**TOTAL FUNDED AMOUNT \$91,412.00**

**X.** This order is severable, recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Patuxent River, MD	Yuma, AZ	1	1	42
Patuxent River, MD	Cherry Point, NC	1	2	42

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF as specified in Task Order 0130 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
MAX COST					\$109,673.00
FIXED FEE					\$8,445.00
TOTAL MAX COST + FEE					<u>\$118,118.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010191215	UNDEFINED	Lot	UNDEFINED	UNDEFINED
MAX COST					UNDEFINED
FIXED FEE					UNDEFINED
TOTAL MAX COST + FEE					<u>UNDEFINED</u>
ACRN AA CIN: 001019121500001					\$91,412.00

Section C - Descriptions and Specifications

SOW

Alutiiq – N68936-04-D-0008

**CSS IWP: 4593 / Task Order 0130**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

This Task Order (TO) Statement of Work (SOW) defines the effort required for Aircraft Baseline sustainment support for those platforms that have established NALCOMIS Optimized Organizational Maintenance Activity (OOMA) and Configuration Management Information System (CMIS) Baselines. This support is on behalf of the Naval Air Systems Command (NAVAIR).

To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the following authoritative Government data systems and sources:

- AV-8B and TAV-8B OOMA/CMIS servers
- FEDLOG/HAYSTACK
- IETMs
- Technical Manuals
- NAVICP Asset Availability Website
- Maintenance Plans (as required)
- SERMIS (as required)
- NATEC Website
- TDSA (for Baseline Manager access to NA 00 500C)

**GOVERNMENT FURNISHED EQUIPMENT (FFE)/MATERIAL (GFM):**

**GOVERNMENT FURNISHED EQUIPMENT/MATERIAL:** The Government will provide a contractor workspace and equipment for OOMA/CMIS Baseline Managers in Building 516, Patuxent River MD Naval Air Warfare Center - Aircraft Division. The Government will provide access to Government sites on an as needed basis for the purpose of conferences and meetings with Naval personnel.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
X	<p>1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:</p>
X	<p>A. Exercise responsibility for managing the daily operations of CMIS.</p>
X	<p>B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.</p>
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p><i>a. The contractor shall coordinate with NATEC/applicable FST on recommended Work Unit Codes (WUCs) additions and deletions.</i></p> <p><i>b. The contractor shall coordinate with SPA WAR System Center Norfolk on recommended Position Sensitive Indicator (PSI) additions and changes.</i></p> <p><i>c. The contractor shall interface with the applicable aircraft PMAs, Fleet Support Teams (FST), and NATEC. The Government will provide Points of Contact.</i></p> <p><i>d. The Prime contractor shall submit via email request for travel NLT two working days prior to travel to the TPOC for approval. The TPOC or his representative will approve all travel in advance. The contractor shall provide a trip report via email to the Government whenever travel is performed in relation to this project. The trip report shall contain the following: purpose, dates, locations, personnel visited, major accomplishments, and follow-up activities that are required as a result of the trip. In addition, trips for the purpose of Site Readiness Reviews shall include a detailed report and findings.</i></p> <p><i>e. The contractor shall travel to the initial fleet OOMA install site and support OOMA implementation team as required.</i></p> <p><i>f. The contractor shall travel to the FST support site for review/analysis of platform source data as required.</i></p> <p><i>g. The following information shall be included monthly progress reports:</i></p> <ul style="list-style-type: none"> <li>• <i>Baseline Deficiency Trouble Report (BDTR) changes made to the baseline</i></li> <li>• <i>Non-BDTR changes made to the baseline</i></li> <li>• <i>The contractor shall develop and submit TPDR's via the NATEC Web Site. The contractor shall print and include a copy of each TPDR submitted as part of the Monthly Progress Report.</i></li> <li>• <i>Meeting notes from meeting attended during the report period.</i></li> <li>• <i>All changes to the OOMA Baseline shall be submitted through the NA WCAD</i></li> </ul>

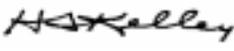
*OOMA baseline quality assurance process.*

*h. The contractor shall attend bi-monthly AME Team Meeting.*

*i. The contractor shall attend semi-annual Baseline Manager IPT meeting.*

*j. The contractor shall attend platform TDSA review chaired by AIR 6.0.*

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0131</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Nov 28</b>		4. REQ./ PURCH. REQUEST NO. <b>0010194127</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
		<b>SEE SCHEDULE</b>													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$2,031,775.00			
27a. QUANTITY IN COLUMN 20 HAS BEEN				<input type="checkbox"/> INSPECTED				<input type="checkbox"/> RECEIVED				<input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED			
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.						31. PAYMENT				34. CHECK NUMBER					
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0131 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	57,600	HRS	Est Cost:	\$1,886,513.00
				Fixed Fee:	\$145,262.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$2,031,775.00</b>

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$1,413,000.00**. The allotted funding will cover approximately **70%** of the total effort. The balance to fully the task order is **\$618,775.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 57,600 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ and CCG	
CATEGORY	HOURS
Data Technician	b(4)
Data Entry Clerk	
Sr. Program/Project Specialist (Contractor Site)	
Configuration Management Specialist	
Functional Systems Analyst	
<b>Total</b>	<b>57,600</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 1 December 2006 to 30 November 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Phet Rassavong  
NATEC  
Box 357031 Bldg. 90  
San Diego, CA 92135-7031  
Phone: (619) 545-2158  
E-mail: [phet.rassavong@navy.mil](mailto:phet.rassavong@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4A 252 00019 0 050119 2D 000000  
COST CODE: 000001604000  
AMOUNT: \$1,413,000.00  
CIN 001019412700001: \$1,413,000.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost    \$1,311,978.00  
CLIN 0017-- Fixed Fee         \$101,022.00  
**TOTAL FUNDED AMOUNT    \$1,413,000.00**

**X.** This order is severable, recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	Washington, DC	2	1	5
San Diego, CA	Newark, NJ	1	1	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0131 Statement of Work -- Attachment 1, and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$1,886,513.00
				FIXED FEE	\$145,262.00
				TOTAL MAX COST + FEE	<u>\$2,031,775.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010194127	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001019412700001				\$1,413,000.00

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services**

N68936-04-D-0008 Alutiiq

**CSS Ref 5148/Task Order 0131**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

1. The Contractor shall provide readily available and well-documented interface with internal and external customers and administrative and other business related duties for NATEC. The contractor shall work Monday through Friday, eight hours per day, exclusive of the 30 minute lunch period. The contractor shall begin work between 6:00am and 7:00am and end work between 2:30pm and 3:30pm, not to exceed 4:30pm. The mailroom hours are indicated below.

2. Contractor duties shall include but not be limited to conversion of paper and digital product data to digital format in accordance with the current NATEC conversion guidelines, applicable NATEC Standard Operating Procedures (SOPs), this SOW and applicable Government instructions; posting technical data to NATEC Web site; conversion of engineering drawings and associated documents to a digital format in accordance with NATEC SOPs and applicable specifications and post to the NATEC Joint Engineering Data Management Information System (JEDMICS) Magnetic Disk Server (MDS); research of technical data to determine stock levels, currency/obsolescence status, metadata for TMAPS/NLL, and priorities for scanning/printing/reprinting/posting. Contractor shall load this information into the Technical Manual Application System (TMAPS), JEDMICS, and Naval Logistics Library Databases, as applicable; scanning/printing/reprinting/posting of technical data on an emergency basis; and provide customer service to NATEC's customers and employees.

The Contractor shall provide administrative support to the NATEC Detachment at NAS North Island as follows:

- Perform data entry support to update and maintain databases
- Provide assistance in the preparation of letters, correspondence, reports, and records management
- Initiate and process travel requests and orders
- Review travel claims for accuracy and completeness
- Provide general administrative and office support functions
- Act a point of contact for Detachment customer concerns and issues

## TASK PROFILE:

### SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

#### C.1 STATEMENT OF WORK

##### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:</p>
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CAL5 Type IV MIL-PRF-28002
	E. Portable Document Format (PDF)
	F. Tagged Information File Format (TIFF)
	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	<p>3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion. Data to be converted/formatted/processed may be in paper, on microfilm, or in digital format such as TIF or PDF.</p> <p>(A) Technical Data Digitization Effort – Contractor shall convert paper technical data into a digital format, make PDF manuals compatible with the NATEC Conversion Guideline and Current Allowable and Non-allowable Formats for Print On Demand (POD) POD G and</p>

POD D (each available on the NATEC Web Site) as required and post to the NATEC Web site. Publications in paper shall be converted to digital format in accordance with Editing and Conversion Team Standard Operating Procedures and Checklist, Attachments (1) and (2) and as described below:

- (i) Scan all technical manuals, technical directives, Interim Rapid Action Changes (IRAC's), Naval Air Standard Operating Procedures Standardization (NATOPS) IC's, publication changes and any other publications that NATEC needs in order to perform its mission.
- (ii) Clean all TIFF images of all technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes, and any other publications that NATEC needs in order to perform its mission.
- (iii) Produce PDF files of all technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes, and any other publications that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.
- (iv) Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G (attached)
- (v) Post to the NATEC web site technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes, Installation Drawing Packages (IDPs), Multimedia Job Performance Aids (MJPAs) and any other publication in an approved NAVAIR 6.8.5 electronic format.
- (vi) Archive all technical data that are posted to the NATEC web site.
- (vii) Technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications provided in PDF shall be converted to the NATEC Conversion Guidelines. Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G. Contractor shall post the PDF files to the NATEC web site and shall archive all technical manuals that are posted.
- (viii) Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).

(B) Technical Directive (TDs) Digitization Effort – Contractor shall convert TDs into a PDF format and make PDF TDs compatible with the NATEC Conversion Guideline.

- (i) Scan all TDs that NATEC needs in order to perform its mission.
- (ii) Clean all TIFF images of all TDs that NATEC needs in order to perform its mission.
- (iii) Produce PDF files of all TDs that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.
- (iv) Post the TDs to the NATEC web site.
- (v) Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).
- (vi) Provide monthly status reports to the NATEC Web Project Lead of all data compilation completed by the web project team in accordance with the template provided in Attachments (3 and 4).

X	<p>5. Conversion efforts shall include 100% quality assurance of converted products, including technical directives, technical manuals, and JEDMICS drawings, for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.</p> <p>(A). Perform Quality Assurance (QA) procedures on all engineering drawings and associated documents in accordance with NATEC JEDMICS Quality Assurance SOP, Attachment (5), to include data marking insertions, such as distribution statement, export control, etc. Applying Data Markings to Unmarked Drawings Required for Parts Procurement, Attachment (6). Update TMAPS database with date, time spent to complete an initial for each data item marked by JON. JEDMICS PC Users Guide, Attachment (7), WebJEDMICS User's Guide, Attachment (8) latest revisions. <b>Incorrect work will be returned for rework</b></p> <p>(B). Contractor shall provide QA on all technical directive and/or technical manual postings and related activities regardless of specific individuals, their employers or their task orders. Contractor shall record the results of this QA effort to show totals of items reviewed per period, number of items with deficiencies discovered during period, and number of specific deficiencies, by type, discovered during the review period, along with cumulative data since the beginning of the task order. See TD QA Report Form, Attachment (9) for format for reporting TD QA results. TM results should be similar, as appropriate. Results shall be reported weekly to the appropriate Government Leads, by noon Mondays, for all reviews completed the previous week. Data of specific items reviewed and individuals responsible for deficiencies shall be collected by the contractor and used to enact corrective actions, as necessary. If the TD review and/or reporting tasks are being accomplished in their entirety under another task order. The contractor shall not duplicate these efforts but shall cooperate with the other activities so that all products can be QAd and the QA results reported. If another task order has this same requirement, the task order with the greatest number of CSS involved in the QAd tasks shall be the task order under which this entire task is accomplished. The Government does not want partial reports that must be summed to get all the metrics and data. The CSS Site Lead is responsible for assuring that all posted documents are QAd, that all QA is thoroughly done, that all results are fully and honestly reported, and that appropriate feedback and corrective action is accomplished to improve future results. The direction above assumes 100% of technical directive and technical manual postings will be QAd, but the actual percentage can be reduced by the Leads in writing via email direction.</p>
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X	<p>6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to Level 2 through Level 9.</p> <p>(A) Scan engineering drawings and associated documents from aperture card and hard copy into JEDMICS in accordance with NATEC JEDMICS Standard Operating Procedures for Scanners, Attachment (10), The JEDMICS Input (SCAN) Subsystem User's Guide, Attachment (11) and Output User Guide, Attachment (12) latest revisions. <b>Incorrect work will be returned for rework.</b></p> <p>(B) Provide data analysis for each batch in accordance with SOPs, providing detailed description of all erroneous meta data items and image illegibility found, Attachment (13).</p> <p>(C) Provide status reports to the NATEC JEDMICS Supervisor, code 6.8.5.3, of all data production completed by each technician by data type in accordance with SOPs, Attachment (14) is provided as a sample.</p> <p>(D) Proactively suggest and participate in Technical Data process improvements as required to improve support initiatives and/or achieve cost and time savings.</p>
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	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The contractor shall be thoroughly familiar with the 00-25-100 Naval Air Systems Command Technical Manual Program Manual. The contractor shall process customer requests, including Automatic Distribution Requirements Listings (ADRL), Initial Outfitting Lists (IOL), electronic Publication Order Sheets (ePOS), Number Assignments, Manual Cancellations, ADRL Account Cancellations, Military Standard Requisition, and Issue Procedures (MILSTRIP) requisitions, orders for Print On Demand (POD) manuals, and Reprints of manuals to replenish shelf stock.</p> <p>(b) The contractor shall update and retrieve information from customer database and use customer database to generate mailing labels and shipping documentation for distribution of technical manuals. Contractor shall update and retrieve information from technical manual database, library, and archive databases.</p> <p>(c) The contractor shall convert manuals to Print On Demand Status, maintain continuous exchange of information with customers, and follow through on customer requests via telephone, email, mail and fax, fulfill customer technical manual requirements for deploying fleet activities, using internal NATEC processes in the Technical Manuals Distribution Desktop Procedures, provided either in a loose-leaf binder at each contractor's desk or on the NATEC web site as well as standard military supply processes set forth in NAVSUP P485 Volume 3 and DOD 4000.25.-1-M.</p> <p>(d) The contractor shall record all telephone calls, official correspondence, email, and other</p>

	<p>internal and external customer contact in accordance with distribution division procedures.</p> <p>(e) The contractor shall assist in maintaining Technical Publications Library and Archives, update shelf copies of manuals as required, assist customers in locating technical data as needed, perform inventory of library and archives, prepare manuals for scanning.</p> <p>(f) The contractor shall interface with Document Automation and Production Service (DAPS) personnel, order copies of manuals for urgent customer requirements and for fulfillment of standard supply system requisitions, maintain and update databases containing information about technical manuals.</p> <p>(g) The contractor shall research information, such as outstanding Interim Rapid Action Changes, publication history, distribution requirements, aircraft applicability, part numbers, Navy stock numbers and cross-service publication numbers, in regard to technical manuals, using multiple databases and points of contact.</p> <p>(h) The contractor shall perform data entry of work unit code and maintenance plan information into multiple databases, based on information and guidance provided by Department Manager or Branch Supervisor, or Branch Team Lead. The contractor shall assist in generating work unit code manuals from said databases and prepare work unit code manuals to be posted to the NATEC web site, for automatic distribution and for requisition via the Print On Demand system. The contractor shall be proficient in PDF editing, MS Word, Access, Excel, and Power Point. The contractor shall prepare maintenance plans for archiving.</p> <p>(i) The Contractor shall be thoroughly familiar with the 00-25-300, the NAVAIR Technical Directives System Management and Procedures Manual. The contractor shall process all incoming Technical Directives (TDs). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"><li>( 1 ) Performing data entry tasks to log all incoming work (number assignments, Change or Bulletin TDs, message/letter/paper formats) into the Technical Manual Application System (TMAPS) database ensuring the following information is entered. Such data will include, but is not necessarily limited to, TD Technician's name, TD Subject, Priority Category, Maintenance Level, TD Preparer Point of Contact (POC) information, Technical Publication Discrepancy Report Disposition Authority (TDA), PMA, TD Issue Date, Target Completion Date, Engineering Change Proposal (ECP) number, Configuration Control Board (CCB) number and date, Document Control Number, Type Model Series (TMS) and Type Equipment (TEC) applications, Page Count, Distribution Code, NSN, Work Unit Code (WUC), distribution date, and P&amp;D costs..</li><li>( 2 ) Forward formal Installation Data Packages (IDP) and/or Multimedia Job Performance Aid (MJPA) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for processing and input into the Drawing Repository. Post informal-IDPs that are not formal drawings behind TDs on the web site if not proprietary, otherwise sensitive, or too large to view in this format. Any informal IDPs that are not posted must be archived.</li><li>( 3 ) Using NLL, assign a NSN to any Change TD not already having a NSN. Create/update the applicable NLL metadata records.</li></ol>
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- (4) Make all Change TDs Print-On-Demandable (PODable). Update NLL and TMAPS accordingly.
  - (5) Process TDs, that are to be printed, for DAPS, including creating special DAPS file, determining/providing DAPS funding data and mailing labels.
  - (6) Route work to designated technicians, as directed, for QA. Provide QA, as directed, on other technicians' work.
  - (7) Provide one hard copy for preparation of the TD weekly summary. Prepare TD Weekly Summary, and see that it is sent out as a naval message. Post copy, and enter DTG, of message in TMAPS.
  - (8) The Contractor shall provide customer interface and support services that may include: Respond to all customer TD inquiries received via centralized electronic mailbox, personal/forwarded e-mails, or the phone. Research, analyze, and resolve issues. Use TMAPS, other databases, and master logbook files to locate pertinent data; Ensure digital availability of TDs on the NATEC Web Site to satisfy fleet and other customer requests. Requests for information outside the normal scope of support shall be directed to a TD branch government official.
  - (9) Identify legacy TDs that are missing from web. Determine priorities; locate copies, and digitize/cleanup/format as necessary to post TDs to web. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP), or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.
  - (10) Inventory, organize, and maintain paper archives of TDs and related data. Maintain electronic inventory of this data.
  - (11) The Contractor shall provide general clerical duties in support of the TD Branch operations. These duties may include, but are not limited to, maintaining the master TD repository; Scanning TDs in accordance with paragraph 3.3 above; research and analysis; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Track and maintain TD processing status; Attend TD team meetings; and Provide assistance in the development of new processes and procedures. Compile, using all available data, Weekly, Monthly, Yearly and cumulative to-date production data for TD Weekly Metrics Reports (See Attachment 15) and/or data required for the inevitable, unexpected data calls.
- (i) The Contractor shall process all issued Technical Directives. This includes a multitude of tasks, which may include: updating the TMAPS database with distribution date and printing cost; initiate an ePOS if necessary; route completed TDs to respective technician for Quality Assurance (QA) review; and provide one hard copy for preparation of the TD weekly summary.
  - (j) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; and ensure new record entries are made into TMAPS for TDs disseminated via message or letter.
  - (k) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data

	<p>(aircraft, technical directive number, and stock number) and track distribution history of TD; Ensure digital availability of TDs on the NATEC Web Site to satisfy fleet and other customer requests. Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: <b>Scanning TDs in accordance with paragraph 3.3 above</b>, research and distribution status; clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	<p>6. The contractor shall provide research and support in the management of data requested under the Government and Cash Sales programs.</p> <p>A. The contractor shall provided research and support in the management of data requested under the Government, Fleet, and U. S. Qualified Contractor Program for Private Industry Cash Sales engineering drawing and NAVAIR publication programs.</p> <p>B. The contractor shall perform administrative and other business related duties as well as those described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives, and policies.</p> <p>C. The contractor shall perform duties to include: scanning, keypunch, computer equipment, and databases as required to complete assigned tasks. Draft letters from boiler plate for communications with and billing of customers to include formal correspondence for technical data review. Tickler tracker file shall be maintained to track task assignment of progress of request(s) and billing of customer. Perform data and database entry and data management.</p> <p>D. The contractor shall perform paper, film, and electronic filing of records, correspondence, and other data as required.</p> <p>E. The contractor shall answer, initiate and log phone calls and correspondence to and from internal and external customers. Provide email and other documentation as required.</p> <p>F. The contractor shall research and build data tool sets for technical data packages to include engineering drawings and technical publications provided in CD, engineering drawing electronic NATEC database, paper and aperture card format, in order to complete customer technical data requests.</p> <p>G. The contractor shall research technical publications and engineering drawings via NATEC database and customer database. Pull engineering drawings in film format. Return of film</p>

	<p>format engineering drawing to files, and other filing tasks as applicable in support of NATEC Distribution and Repository functions.</p> <p>H. The contractor shall review technical data (engineering drawings and NAVAIR publications) for distribution release per applicable regulations as provided to the contractor by Department Manager, Branch Supervisor or Team Leads and described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>I. The contractor shall keep detailed records of work accomplished, including all telephone calls, facsimiles, email contacts and database request tracking system with internal and external customers, Attachments (16 and 17 ). Provide reports to Department Manager, Branch Supervisor, or Team Leads regarding production work task assignment status, customer contact, and official correspondence, Attachments (16 and 17).</p> <p>J. Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).</p>
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	B. Data/Media Control.
	C. Data/Media Management.
	D. Inventory
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction.
	F. Data Acquisition and retrieval support.
	G. Management of Master Data Packages or Master Files.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required. (a) Respond to routine inquiries from customers.
	I. Technical Documentation Research.

X	<p>The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.</p> <p>(A) In support of the NATEC Distribution Branch, the contractor will research all publications that are identified as “Out-Of-Stock (OOS),” and provide Out-of-Stock Report, Attachment (18), to Distribution Supervisor. Through this research, the contractor will determine the currency/obsolescence of the publications and the priority for scanning/reprinting. The contractor will load this information into the Technical Manual Application System Database. The contractor will also stage the publications for scanning/reprinting, and perform scanning on an emergency basis.</p> <p>1. The contractor will perform the following steps in performing this effort in support of the NATEC Distribution Branch:</p> <p>Step (1): Identify the source (s) that will be used to research publications and identify those publications that are out of stock.</p> <p>The contractor will support the NATEC Distribution Branch in its management and control of the “out of stock” process and Reprint Log. The contractor will assist the NATEC Distribution Division in researching the NLL and NAVICP to identify pubs that are out of stock.</p> <p>Step (2): Identify how the obsolescence/currency of the publications will be identified.</p> <p>The contractor will support the NATEC Distribution Branch throughout the “Out-Of-Stock (OOS)” process, as required, including the identification of the obsolescence/currency of the pubs.</p> <p>Step (3): Provide recommendations regarding the priority of the pubs for scanning/reprinting.</p> <p>The contractor in conjunction with the NATEC Distribution Branch will review demand data and recommend priorities based on either demand data (NLL, NAVICP, Defense Automated Addressing System (DAAS)), or special circumstances (availability [maintenance] impact to Fleet aircraft, “paying” customers, including Foreign Military Sales (FMS), and special interest programs).</p>
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	<p>When database access is authorized, the contractor will load all information researched into the Technical Manual Application System (TMAPS) Database on a regular basis as specified by the NATEC Distribution Branch.</p> <p>Step (4):        Stage the publications for scanning/reprinting.</p> <p>Since the scanning and reprinting functions are dependent upon the media in which the publications are received, the contractor will stage scanned pubs for scanning as they are received based on the priority of the platform as assigned by NATEC; reprinting is a function of demand and such items as NATOPS and colored print pubs will be staged for reprinting on demand and distribution.</p> <p>Actual publications or Master Data Packages (MDPs) on-site at NATEC will remain in their existing repository location until the day scheduled for the scanning operation. Following scanning and Quality Assurance (QA) of the scanned material, all materials will be returned to their repository location. If the publications or MDPs are not at NATEC, the contractor will contact the Technical Update Authority (TUA) for a complete copy. This copy will be held at scanning until the scanning and QA are complete at which time the contractor will deliver the copy for archiving at NATEC.</p> <p>The contractor will propose an electronic scanning workload management system that could be used to monitor changes in priorities. This type of system could be implemented with a simple work list, using EXCEL.</p> <p>Step (5):        Perform the scanning function (on an emergency basis).</p> <p>As required and if building access is authorized by NATEC, the contractor will coordinate with NATEC and DAPS and prioritize scanning efforts to meet “emergency” requirements and to perform the scanning function. As required for exceptionally high priority scanning requirements, the contractor will recommend contingency scanning arrangements to the NATEC Distribution Branch.</p>
	J. Relocation of data and satellite libraries.
	K. Data Dissemination.
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
	L. Mail Operations.
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery, and Message Dissemination System.

	<ul style="list-style-type: none"> <li>a. The Contractor shall receive, sort, process and deliver mail, guard mail and freight in accordance with OPNAVINST 5112.5A and DOD Postal Instruction 4525.6-M.</li> <li>b. Track and maintain cost accounting for Express Mail accounts and delivery receipts.</li> <li>c. Upon notification of equipment malfunctions the Contractor will provide minor maintenance to office equipment such as: copiers, fax machines, paper shredders and printers. If office equipment needs further maintenance, authorization to call outside sources shall be coordinated through NATEC Facilities Rep.</li> <li>d. Contractor will coordinate with the appropriate NATEC government representative to order office supplies such as: copier paper, computer printer ribbons/cartridges, and other general office supplies for support of local NATEC operations.</li> <li>e. Contractor must be able lift up to 50 pounds as required by the receipt and delivery of data, supplies, and freight of NATEC mailroom operations.</li> <li>f. Contractor will deliver copier paper in support of NATEC Building 2.</li> <li>g. Maintain and limit access to authorized personnel only in support of the NATEC Mailroom located in Building 90.</li> <li>h. Maintain the Mailroom in a neat, clean, and orderly manner.</li> <li>i. Contractor shall return mail as required.</li> <li>j. Contractor shall man the mailroom Monday through Friday from 7:00am to 3:30pm, not to include a half hour lunch break from 11:30am to 12:00pm.</li> <li>k. Contractor shall complete Attachments (19) and (20) and provide them to the NATEC COR by the 5<sup>th</sup> of each month.</li> </ul>
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts, which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.

## CONTRACT ADMINISTRATION DATA

### A. GENERAL:

US Citizenship is required. Work performance requires SECRET clearance. Each employee and appropriate corporate officer shall sign the Conflict of Interest and Non-Disclosure Statement, Attachment (21) and forward to the NATEC Security Officer.

The contractor shall include in the monthly report the metrics as shown in Attachment (22) as a Microsoft Excel attachment.

**ATTACHMENTS:**

1. Editing and Conversion Team Standard Operating Procedures current version
2. Editing and Conversion Team Checklist current version
3. PDF Upload Rejection Report.
4. Web Project team monthly production report
5. NATEC Standard Operating Procedures for Quality Assurance of Engineering Drawings, Current Version
6. Applying Data Markings to Unmarked Drawings Required for Parts Procurement.
7. JEDMICS PC Application Users Guide, current release
8. Web JEDMICS User's Guide, current release.
9. TD QA Report Form
10. NATEC Standard Operating Procedures for Scanners, current version
11. JEDMICS Input (SCAN) Subsystems User's Guide, current release
12. JEDMICS Output User Guide, current release
13. JEDMICS Data Analysis Report
14. JEDMICS Weekly Summary Report
15. TD Metrics Report
16. JEDMICS Tracking Report
17. FGIS Weekly Fiscal Year Status
18. Out-Of-Stock Report
19. Overnight Mail Log
20. Mailroom Assets List
21. Non-Disclosure Statement
22. Contractor's Progress-Status-Management Report

**CDRL PROFILE: KNOWN DELIVERABLES\***

<b>Deliverable</b>	<b>Furnish to:</b>	<b>Frequency:</b>
Weekly Out-of-Stock (OOS) Report	NATEC Distribution Supervisor	Weekly by 1200 Friday
JEDMICS Tracking Report	NATEC JEDMICS/FGIS Supervisor	Daily as Task Assignments Recorded
FGIS Weekly, Fiscal Year Status Report	NATEC JEDMICS /FGIS Supervisor	Weekly By 0900 Friday
JEDMICS Data Analysis Report	NATEC JEDMICS/FGIS Supervisor	Weekly By 1200 Monday
JEDMICS Weekly Summary Report	NATEC JEDMICS Supervisor	Weekly and Monthly
Technical Directives Tracker Message	NATEC TD Project Lead	Weekly by 1200 Tuesday (for the previous week's data)
Training/Cross Training Plan	NATEC COR	W/I 30 Days of award
Employee Check In/Out	NATEC COR	10 days after award and within one

		working day of new hire
Overnight Mail Log	NATEC COR	By the 5 <sup>th</sup> of each month
Mailroom Supply Inventory List	NATEC COR	By the 5 <sup>th</sup> of each month
Non-Disclosure Statement	NATEC Security Officer	Within 30 days of Contract Award
PDF Upload Rejection Report	NATEC Web Project Lead	Monthly
IRAC Tracker Message	NATEC Web Project Lead	Weekly
TD Metrics Report	NATEC TD Project Lead	Weekly By 1200 Monday
WEB Project Production Report	WEB Project Lead	Monthly
TD QA Report	NATEC TD Project Lead	Weekly By 1200 Monday
JEDMICS Applying Data Markings to Unmarked Drawings Required for Parts Procurement	NATEC JEDMICS/FGIS Supervisor	Weekly By 1200 Monday

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0132</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Nov 21</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY					25. TOTAL	\$1,034,590.00
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED							26. DIFFERENCES			
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Amount</u></b>
0017	Services as specified in Task Order 0132 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	19,200	HRS	Est Cost:	\$960,622.00
				Fixed Fee:	\$73,968.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$1,034,590.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$979,067.00**. The allotted funding will cover approximately **95%** of the total effort. The balance to fully the task order is **\$55,523.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 19,200 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Computer Programmer/Analyst	b(4)
Computer Systems Designer	
Sr. Information Resource Manager	
Systems Administrator	
Logistics Analyst	
Sr. Functional Systems Analyst	
Computer Operator Journeyman	
Technical Publication Writer/Editor	
<b>Total</b>	<b>19,200</b>

#### V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

#### VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 December 2006 to 30 November 2007.

#### VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C

NAWCAD

22477 Peary Road, Bldg. 516

Patuxent River, MD 20670

(301) 757-1046

E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Michael Nguyen  
 NATEC  
 Bldg. 90, NAS North Island  
 POB 357031  
 San Diego, CA 92135-7031  
 Phone: (619) 545-3879  
 E-mail: [michael.t.nguyen@navy.mil](mailto:michael.t.nguyen@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4A 252 00019 0 050119 2D 000000  
 COST CODE: 000001603700  
 AMOUNT: \$887,000.00  
 CIN 001019412400001: \$887,000.00

AB: 1771804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30F51121J  
 AMOUNT: \$92,067.00  
 CIN 001019430900001: \$92,067.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$909,069.00
CLIN 0017-- Fixed Fee	\$69,998.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$979,067.00</b>

X. This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	China Lake, CA	1	1	3
San Diego, CA	Port Hueneme, CA	1	1	3
San Diego, CA	Lemoore, CA	1	1	3
San Diego, CA	Patuxent River, MD	1	1	4
San Diego, CA	Jacksonville, FL	1	1	4
San Diego, CA	Cherry Point, NC	1	1	4
San Diego, CA	Lakehurst, NJ	1	1	4
San Diego, CA	Whidbey Island, WA	1	1	4
San Diego, CA	Point Mugu, CA	1	1	3
San Diego, CA	Crane, IL	1	1	4
San Diego, CA	McLean, VA	1	1	4

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0132 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$960,622.00
				FIXED FEE	\$73,968.00
				TOTAL MAX COST + FEE	<u>\$1,034,590.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010194124	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001019412400001				\$887,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001702 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N6312607P7ZZ5PL PURCHASE REQUEST NUMBER: 0010194309	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001019430900001				\$92,067.00

Section C - Descriptions and Specifications

SOW

**TO 0132 CSS REF 5205**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor shall perform the following technical and business reengineering tasks in the training, support, programming and documentation of TMAPS Program and required sub-systems. Perform the technical and business reengineering tasks on the ETS Local Assistance Request (ELAR), Personnel/ Staffing (PERS) program and required sub-systems. The Business Reengineering Program tasking will be in coordination with NAVAIR 6.0 Competencies; PEOs, PMAs, FSTs, IPTs, LEMs, and other POCs as may be identified by the Navy. Assist the NATEC Network Administrator in all aspects of design and implementation in order to upgrade the existing NATEC network to the Windows 2003 environment. Update existing security, accreditation and system documentation as required meeting ongoing requirements.

ALL PERSONNEL WORKING ON THIS TASK ORDER MUST HAVE A SECRET CLEARANCE.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK</i>  <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i></li> </ul>
	<p><b>3. CODE 6.8 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging</p>

	levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The contractor shall provide requirements analysis, programming, documentation and training for the NATEC TMAPS and ELAR sub-system to the NATEC web-page applications. The following tasks may be required as defined in individual task orders:
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.</p> <p>A. The contractor shall perform the following technical and process reengineering tasks in the areas of training, programming and documentation of the TMAPS and ELAR, PERS and ETS of the TMAPS and ELAR Programs and related sub-systems.</p> <ol style="list-style-type: none"> <li>1) The contractor shall provide on-site training to FST/IPTs. Training shall include information on the Users' Guide, Source Data Module, Pub Plans, Enhanced Library Management System and other aspects of TMAPS. Training shall be tailored for Data Managers, Logistics Element Managers, and other designated personnel as so identified by the TPOC.</li> <li>2) The contractor shall analyze and document all required enhancement to the ELAR, PERS and ETS system, including database, query and reporting enhancement.</li> <li>3) The contractor shall update and maintain the TMAPS Users Guide and Handbook to provide guidance to FST/IPTs, DMs, LEM's, and users. The task will include the modification/update of the Users Guide and Handbook to include development of new sub-applications in TMAPS and changes / enhancements of existing applications.</li> <li>4) The contractor shall prepare, update and maintain the ELAR User Guide and Handbook to provide to all ELAR users and managers. The task will include the modification/ update of the User Guide and Handbook to include development of new sub-application in ELAR, PERS and ETS and changes/ enhancement of existing applications</li> <li>5) The contractor shall update syllabus and training aides to provide instruction on the usage of the TMAPS Users Guide, Handbook, Source Data Module, Pub Plans and ELMS</li> <li>6) The contractor shall instruct government and contract support personnel on populating the Source Data Module and Central Repositories with Meta-data updating the NATEC Web site using TMAPS. Instruction shall also be provided on data integrity for Pub Plans, ELMS and other TMAPS sub-modules as required. .</li> <li>7) The contractor shall instruct government and contractor support personnel on populating the ELAR, PERS, and ETS sub-system. Instruction shall also be provided on data integrity for the ELAR, PERS, and ETS sub-system as required.</li> <li>8) The contractor shall travel to NAVAIR facilities and DoD Contract Support facilities in support of the above requirements.</li> <li>9) The contractor will provide APML Training as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes.</li> <li>10) The contractor shall furnish a TMAPS and ELAR monthly report detailing progress, accomplishments, barriers/challenges, future plans, and recommendations.</li> <li>11) The contractor will develop documentation specific in nature to Software and Systems Applications for TMAPS, ELAR, PERS, and ETS configurations including ELMS and other TMAPS, ELAR sub-modules as required.</li> <li>12) The contractor shall support the NATEC technical data web site by continuing to develop system and application flow diagrams that depict database table relationships including indices, keys and the applications that access the tables, detailed functional program operation specifications. Above documentation shall be provided for TMAPS, ELAR, PERS, and ETS and various sub-modules including</li> </ol>

SDM, Pub Plans and ELMS.

- 13) The contractor will provide website development for software applications enhancements such as HTML, SQL 7.0, ASP, .NET for NATEC Information Technology Programs. Contractor support will include analysis, design and web programming of assigned modules for TMAPS, ELAR, PERS, and ETS. The task will include modification of existing applications in TMAPS, ELAR, PERS, and ETS and/or development of new applications as required.
- 14) The contractor shall provide all aspects of systems administration including system reboot, trouble shooting system hardware, software and network problems, system / data backups and other support as required. The contractor shall be assigned as systems administrator for the JEDMICS system, the JCALS server array and the Content@ Content Management System. The JEDMICS consists of an ORACLE data base management system, and applications that support storage and retrieval of over nine million engineering drawings on RAID magnetic storage drives. Security for the system is controlled by username and password and encryption of files via CRYPTEC security hardware. Currently the system support more than 8200 users

Duties of the JEDMICS system administrator include, but are not limited to the following:

1. Daily monitoring of system functions to ensure all facets of the system are operational
2. Rebooting the system as required due to maintenance or system failures
3. Troubleshooting system hardware and software to resolve problems with system functionality or user access
4. Ensuring daily and weekly backups are performed and run to successful completion
5. Responding to user questions and problems and resolving their issues
6. Advising management on hardware and software related issues including suggested upgrades
7. Resolving problems with database corruption as it occurs

Installing IAVA security patches as required to maintain a secure system environment

8. Proactively suggest and participate in process improvements as required to improve support initiatives and/or achieve cost and time savings

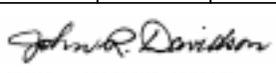
- 15) The contractor shall participate directly in developing improved methods by assisting subject matter experts, programmers, systems analyst and system administrators in highly specialized and functional areas.
- 16) The contractor shall assist in permissions and role assignments for the CONTENT@ Content Management System, and the contractor access to the NATEC website.
- 17) The contractor shall assist in permission and role assignment for the ELAR, PERS, and ETS sub-systems.

B. Additional travel contemplated under this Task Order will be coordinated with the TPOC and Site Leads at each facility. The primary justification for travel is to provide updated training, resolve issues peculiar to a site/user, and improve the continuity of TMAPS/SDM/ELAR. In addition, travel will be required for the implementation, rollout, testing and training of ELMS and JEDMICS.

C. NATEC 6.8 requires contractor support for updating the documentation of the NATEC technical data web site including system enhancements and new applications such as the Source Data Module, ELMS, ELAR, PERS, and ETS sub-systems.

All written documentation shall be provided in Microsoft Word format. Flow charts shall be provided in VISIO format. Plan of Action and Milestone shall be report in MS Project.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0133</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Nov 06</b>		4. REQ./ PURCH. REQUEST NO. <b>0010196945</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8541 EMAIL: john.r.davidson@navy.mil BY: JOHN R DAVIDSON						25. TOTAL		\$456,889.00			
26. DIFFERENCES															
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL															
31. PAYMENT															
34. CHECK NUMBER															
35. BILL OF LADING NO.															
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0133 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	14,508	HRS	Est Cost:	\$424,224.00
				Fixed Fee:	\$32,665.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$456,889.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$455,650.00**. The allotted funding will cover approximately **99.7%** of the total effort. The balance to fully the task order is **\$1,239.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 14,508 direct labor hours. The estimated composition of hours is as follows:

ALUTHQ	
CATEGORY	HOURS
Configuration Management Specialist	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     b(4)                 </div>
Data Technician	
Library Technician (Journeyman)	
Logistics Analyst	
Senior Program/Project Control Specialist	
<b>Total</b>	<b>14,508</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 6 November 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Merry Marthlamb  
Naval Air Depot North Island  
Code 6.8.5.3, Bldg. 90-1  
P.O. Box 357058  
San Diego, CA 92135-7058  
Phone: (619) 545-3897  
E-mail: [merry.marthlamb@navy.mil](mailto:merry.marthlamb@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 97X4930 NA2B 000 77777 0 065888 2F 8E0022  
COST CODE: 613ECKR33000  
AMOUNT: \$455,650.00  
CIN 001019694500001: \$455,650.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$423,073.00
CLIN 0017-- Fixed Fee	\$32,577.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$455,650.00</b>

X. This order is severable, recurring and is non-A&AS.

#### XI. TRAVEL

There is no travel contemplated under this task order.

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0133 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$424,224.00
				FIXED FEE	\$32,665.00
				TOTAL MAX COST + FEE	<u>\$456,889.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010196945	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001019694500001				\$455,650.00

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS IWP 5311/Task Order 0133  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

- 1. The Contractor shall provide Customer Service, Technical Data Distribution and Technical Data Support for the Technical Data Libraries of NADEP North Island in accordance with the following Task Profile. All services are to be performed in NADEP North Island facilities on NAS North Island, MCAS Miramar, or Camp Pendleton. The contractor shall not require access to classified technical data.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including</p>

	correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be

	performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.
X	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to

	and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	<b>C. Data/Media Management.</b>
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and

	customer researchable characteristics for access and retrievability.
	(3) The Contractor shall maintain and update project support documentation including military specifications, standards, Data Item Descriptions (DID), and security instructions in hard copy or electronic media. The Contractor shall purchase or request, through government technical data distribution centers or vendor designated distributor, required support documentation. The Contractor shall maintain and update such documentation.
X	(4) The Contractor shall provide data conversion from electronic media to hardcopy or electronic distribution via a file server (government or contractor-provided as specified in Task Order) when required for data/media distribution/access.
X	(5) For automated library database information systems, the contractor shall perform periodic (e.g., daily) backups and polish to the Library database system to maintain database information integrity. The Contractor shall provide a periodic disaster backup file and store at a mutually agreed upon back-up site approved by the Government.
	(6) The Contractor shall be responsible for database system administration by providing software integrity validation management, implementing of software changes and modifications, software version updating, and ensuring multi-user interfaces.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	<b>D. Inventory</b>
X	(1) The Contractor shall perform a joint (Contractor/Government) random inventory of all active documents. A periodic database inventory report will be generated and inventory format shall be barcode driven. In addition, a self-sighting SECRET inventory report by users shall be sent to all local engineering community personnel as copies identify as "borrowed" active (on-loan). Database inventory reporting shall reflect the joint sighting and any discrepancies shall be reported in accordance with current security regulations and requirements.
	(2) The Contractor shall maintain a complete and up-to-date listing, SECRET Log (SECRET Baseline Document) of all SECRET data/items including all copies received and reproduced, every transaction that has occurred to each SECRET data item, check-in/out, destruction, archiving, etc.)
	<b>E. Data Reproduction.</b>
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	<b>F. Data Acquisition and retrieval support.</b>
	(1) The Contractor shall ensure that all project related data/media is requested through the Project Data Manager or designated Government representative using the appropriate Work Order Request Form.
	(2) The Contractor shall acquire, control, and manage a complete set of Data Item Description (DIDs) in support of government access to current contract preparation and contract technical reviewing requirements. The Contractor shall utilize the DOD on-line DODISS system for current DIDs and Specifications or other resource as identified in Task Order. The Contractor

	shall prepare the documentation to provide or purchase new, superseded or obsolete technical data/media needed at the site, i.e., Data Item Descriptions, Military Standards and Technical Manuals, operator manuals, and other instructions and technical data, both in hard copy and automated media such as microfilm/microfiche, CD-ROM, etc.
	(3) The Contractor shall periodically review acquired data/media to determine their current status, i.e., currency of DIDs, Standards, etc. Upon written approval by the Government, the Contractor shall order and update files or make distribution.
	<b>G. Management of Master Data Packages or Master Files.</b>
	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
	<b>H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.</b>
	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
	<b>I. Technical Documentation Research.</b>
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>J. Relocation of data and satellite libraries.</b>
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M.
X	(2) The Contractor shall notify the COR/Task order Manager when the site is inadequate in terms of insufficient storage space for the quantity of data to be stored. The Government shall identify and furnish additional space or facilities, if required, for the purpose of establishing a new satellite library. With prior written Government approval, the Contractor is authorized to lease temporary or permanent facilities for the purpose of establishing these new libraries.
	<b>K. Data Dissemination</b>
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required

	data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
	(4) The Contractor shall, with the approval of the government, transmit classified project or business sensitive data via secure electronic file server or secure facsimile machine.
X	(5) The Contractor shall provide courier service on a pre-approved schedule, to assist in data dissemination between libraries, other support offices such as the Post Office, Mail Room, other government data centers, etc.
	<b>L. Mail Operations .</b>
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.
	<b>M. Hours of operation.</b>
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
	(2) The Contractor may not provide data management services outside the normal working hours without prior written or verbal approval of the PCO.
	(3) The Contractor shall prepare and submit a Request for Overtime Form for approval/disapproval by government. The Request for Overtime Form shall contain, at a minimum, the name of requester, task order number, employee name, labor category, and justification as to the need for additional hours, date(s) when the work is to be performed, and approving agents signature. The Contractor shall be responsible for ensuring that the Task Order Manager/COR has written or verbal approval from the PCO prior to the Contractor working outside the normal working hours.
	<b>N. Travel/mileage.</b>
	(1) Mileage is authorized for the courier service, as specified in Task Orders. The courier service shall be on a route specified in Task Orders. The Contractor shall report and submit to the Government all local travel, excluding the courier, on a "Mileage Reimbursement Record" (MRR). The MRR shall contain, as a minimum, name of traveler, date and time of travel, total number of miles traveled, identification of starting and ending geographical points, and total costs to be completed in accordance with the Joint Travel Regulation.
	(2) Local mileage is authorized in the coordination of shipping and receiving of data/media.
	<b>O. Supplies, material, equipment, and facilities</b>
	(1) The Contractor is also authorized, with prior written approval from the PCO, to procure from GSA or other sources such supplies, materials, and equipment that are essential to the delivery of the services rendered to the Government under this contract when they are unavailable from other Government supply sources.

	(2) The Contractor is authorized to lease or buy reproduction equipment, binding and shredding machines, temporary facilities, and equipment necessary to maintain operation of current and newly established libraries, if specified in the Task Order. The PCO will provide appropriate approvals prior to the procurement of this equipment/facilities.
	(3) The Contractor is responsible for the control and maintenance of all designated Government Furnished Property (GFP) and Equipment. The Contractor shall ensure that all equipment within the library is maintained in good working condition. It is the Contractor's responsibility to notify the Task Order Manager of maintenance requirements for GFP. All GFP and all property acquired by the Contractor in support of this contract shall be returned to the Government upon completion of the contract.
	P. Contractor furnished equipment.
	The Contractor shall provide transportation for the courier service.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
X	The government shall provide to the Contractor, as appropriate, necessary personal protective equipment (PPE) when use of PPE is required to enter industrial facility spaces to perform duties.
	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	S. Distribution statements.
X	As appropriate, library data/media shall have distribution statements affixed to them.
	A. DOD 5230.24 governs requirements for distribution statements. At minimum, CD-ROMs distributed to off-site customers or field service personnel shall contain Distribution Statement D.

## **SECTION D - PACKAGING AND MARKING**

Packaging: Technical data produced for remote sites shall be packaged in a manner to prevent damage to the data during transit.

Marking: Packages shall be marked with the Command return address as well as the ship to address.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by 6.8.5.3 (333). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Code 6.8.5.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Code 6.8.5.3. The proper Mailing Address is:

Commanding Officer  
Naval Air Depot  
Attn; Code 6.8.5.3 (3.3.3)/Merry Marthlamb, Bldg. 90-1  
P. O. Box 357058  
San Diego, CA 92135-7058

Completion Date of all items: 360 days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

Code 6.8.5.3 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**C. ACCOUNTING DATA:**

**SECTION H – SPECIAL CONTRACT REQUIREMENTS: N/A**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0134</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Dec 22</b>		4. REQ./ PURCH. REQUEST NO. <b>0010193770</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15	
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>		17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>		18. ITEM NO.	
19. SCHEDULE OF SUPPLIES/ SERVICES <b>SEE SCHEDULE</b>		20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY		25. TOTAL <b>\$58,156.69</b>		26. DIFFERENCES		27. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>Henry G Kelley</i>		28. SHIP NO.	
29. DO VOUCHER NO.		30. INITIALS		31. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
34. CHECK NUMBER		35. BILL OF LADING NO.		36. I certify this account is correct and proper for payment. a. DATE (YYYYMMDD) b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		37. RECEIVED AT		38. RECEIVED BY	
39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format		Pages	\$48.16	\$0.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	167	Pages	\$48.16	\$8,042.72
0022AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$79.67	\$0.00
0022AD	Output of Portable Document Format (PDF) Files	2165	Pages	\$7.27	\$15,739.55
0023AA	Conv of HC to master rev text in MS Word		Pages	\$15.87	\$0.00
0023AB	Conv of HC to master rev text in Interleaf	2166	Pages	\$15.87	\$34,374.42
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.73	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
<b>TOTAL</b>					<b>\$58,156.69</b>

**II. SCOPE**

Prepare Revisions/Changes or digitization for ACE Common Component technical manuals, using Interleaf and master digital files (when available). Incorporate source data as listed in Section H of the Statement of Work. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD).

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from Task Order Award through 30 June 2007.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents

executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

William Pfeiffer  
Naval Aviation Depot  
NAS North Island  
P.O. Box 357058, Bldg 334-1  
San Diego, CA 92135-7058  
(619) 545-3900

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA183  
AMOUNT: \$58,156.69  
CIN 001019377000001: \$58,156.69

This task order is 100% fully funded.



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023AB	Conversion of Hard Copy FFP to Master Revisable Text Files in Interleaf Format FOB: Destination PURCHASE REQUEST NUMBER: 0010193770	2,166	Page	\$15.87	\$34,374.42
	CIN: 001019377000001		ACRN AA	FUNDED AMOUNT	\$34,374.42

## Section C - Descriptions and Specifications

SOW3.3 Technical/Management Logistics Support Services

Alutiq-N68936-04-D-0008

TO 0099

WRNI-06-XXX

### 3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

**SCOPE PROFILE:**

Prepare Revision/Changes or digitization for ACE Common Component technical manuals listed below using Interleaf and master digital files (when available). Incorporate source data as listed in Section H. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD).

**TASK PROFILE:**

## SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

## C.1 STATEMENT OF WORK

## Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<b>3.2</b> General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .

X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders. a. Foldout pages shall be delivered as a single page and a single digital file. Delivery of truncated pages or multiple segments of foldout pages (with the intent to assemble as a single page at the printer's facility) shall not be permitted. Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-

	furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
X	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be

	considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may

	require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	C. Computer Graphics Metafile (CGM)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

## SCHEDULE

Following publications are submitted for this work order:

### Part 1.

Technical Manual Contract Requirement Work Statement

### SCHEDULE Part 2.

Delivery schedule to be approximately 2000 pages per month commencing 60 days after task order award date.

PUB NO	PG COUNT	F/O Equiv	F/O	0023B	0022AB	0022D	MCR	TPDR	IRAC	Source Data
16-35IP1263-1	256	4	16	272	69	272		3		1
16-35RT1194-1	520	0	0	520	73	520	1	14		
16-35SM511-1	528	0	0	528	7	528		2		
16-35SM511-2	114	0	0	114	7	114		2		
17-15KB-10	40	0	0	40	0	40				
17-15KB-9	46	4	9	62	0	62				
AE-060QA-MIB-010	446	184	46	630	11	630		2		

Totals      1950      216      54      2166      167      2166

Task Description:

(A) To be Furnished:

X	1. <u>  1  </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>  1  </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>  1  </u> copy(s) of the Validation Certificate.
X	4. Original and <u>  1  </u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>  1  </u> copy(s) of DD Form 250.
X	6. Original and <u>  1  </u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Questions which arise in relation to technical manual content shall be presented to: William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot NAS North Island P.O. Box 357058, Bldg 334-1 ATTN: William Pfeiffer, Code 3.3.1 San Diego, CA 92135-7058
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to Commanding Officer, Naval Air technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031 DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Existing style and format.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Interleaf IDU files, CD shall include readme file with file name as written to CD and corresponding publication number with basic and change date if applicable.
X	7. All new illustrations will be in the form of line drawings.

X	8. Questions which arise in relation to technical manual content shall be presented to William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA. for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number /Delivery Order Number.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### SECTION F - DELIVERY OR PERFORMANCE

1. Delivery of items to be furnished shall be as follows:  
Deliveries to commence NLT 60 days from award of contract.
2. Completion date of all items: 180 days after date of order.

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR NORTHISLAND, 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR NORTH ISLAND, 3.3.1 . The proper Mailing Address is:

Commanding Officer  
Naval Air Depot  
NAS North Island  
P.O. Box 357058, Bldg 334-1  
San Diego, CA 92135-7058

ATTN: William Pfeiffer, Code 3.3.1

Completion Date of all items: \_\_\_\_180\_\_\_\_ days after date of order.

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

### B. COGNIZANT FIELD ACTIVITY:

NAVAL AVIATION DEPOT, NORTH ISLAND, Code 3.3.1 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### C. ACCOUNTING DATA:

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

Incorporate 23 TPDR,s  
1 MCR and Supplied Source Data Approx 55 Pgs

Assumptions:

- Original documents will contain no less than a size 8 font
- Original documents will be provided by the TPOC in good condition
- Upon completion of documents, deliver PDF and Interleaf IDU files on CD-ROM according to the approved delivery.
- Delivery schedule is dependent upon source data being supplied to the Subcontractor in a timely manner.

Exceptions/Concerns:

## SCHEDULE Part 2.

Delivery schedule to be  
approximately 2000 pages per month  
commencing 60 days after task order award date.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0136</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Nov 30</b>		4. REQ./ PURCH. REQUEST NO. <b>0010196413</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL <b>\$478,244.00</b>		
								26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0136 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6,470	HRS	Est Cost:	\$444,052.00
				Fixed Fee:	\$34,192.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$478,244.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$209,959.00**. The allotted funding will cover approximately **44%** of the total effort. The balance to fully the task order is **\$268,285.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 6,470 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Program Manager	[b(4)]
Senior Logistician	
Senior Applications Programmer	
<b>Total</b>	<b>6,470</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 30 November 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Chuck Pearson  
AIR 6.8.3.2  
47038 McLeod Rd Rm 001B  
Patuxent River, MD  
Phone: (301) 757-1014  
E-mail: [chuck.pearson@navy.mil](mailto:chuck.pearson@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A6A 251 00019 0 050119 2D 000000  
COST CODE: A60SSFAA5I00  
AMOUNT: \$209,959.00  
CIN 001019641300001: \$209,959.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$194,948.00  
CLIN 0017-- Fixed Fee \$15,011.00  
**TOTAL FUNDED AMOUNT \$209,959.00**

**X.** This order is severable, recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Jacksonville, FL	Patuxent River, MD	1	1	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
as specified in Task Order 0136 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work					
FOB: Destination					
MAX COST					\$444,052.00
FIXED FEE					\$34,192.00
TOTAL MAX COST + FEE					<u>\$478,244.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
FOB: Destination					
MILSTRIP: N0001907P5PS002					
PURCHASE REQUEST NUMBER: 0010196413					
MAX COST					UNDEFINED
FIXED FEE					UNDEFINED
TOTAL MAX COST + FEE					<u>UNDEFINED</u>
ACRN AA					\$209,959.00
CIN: 001019641300001					

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**TO 136/CSSREF 4716 IWP APPROVAL 206091410094716**

**3.0 TEAM Logistics Task Order (TO)**

**Statement of Work (SOW)**

**SCOPE PROFILE:**

Contractor shall analyze Kit and TD transaction data and ensure accuracy of data.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

- (A) The contractor shall monitor data transactions including inputs, outputs and reports generated by the Technical Directive Status Accounting (TDSA) system and the Kit Management Information System (KITMIS) to ensure database integrity and data accuracy.
- (B) Contractor shall provide TD kit and TD Status accounting metrics to track approved ECP implementation milestones. Contractor shall prepare reports in electronic format.
- (C) Contractor shall monitor ERP, Navy and other DoD data system consolidation initiatives to ensure data requirements of KITMIS and TDSA are aligned and accommodated. Contractor will make recommendations to NAVAIR regarding these initiatives.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.
X	(4) Provide system information and reports as requested by the Program Management Office, or other designated activity.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 6.8.3.2/6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (AIR 6.8.3.2/AIR 6.8.5) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (AIR 6.8.3.2/AIR6.8.5. The proper Mailing Address is:

Attn: Chuck Pearson  
 Commander, Naval Air Systems Command  
 47038 McLeod Rd Unit 8 Rm 001B  
 Patuxent River, MD 20670

Completion Date of all items: IAW CDRL

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

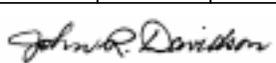
<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
TD and Kit Status Technical Report for each PMA	Semi-Annually	Agency, code AIR-6.8.5/6.8.3.2
CKA Retrofit Kit Assembly Status Report	Qtrly	Agency, code AIR-6.8.3.2

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0137</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 07</b>		4. REQ./ PURCH. REQUEST NO. <b>0010195922-0001</b>		5. PRIORITY							
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651									
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8541 EMAIL: john.r.davidson@navy.mil BY: JOHN R DAVIDSON						25. TOTAL		\$328,984.92			
26. DIFFERENCES															
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL															
31. PAYMENT															
34. CHECK NUMBER															
35. BILL OF LADING NO.															
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format		Pages	\$49.61	\$0.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format		Pages	\$49.61	\$0.00
0022AC	New Pages in existing Technical Manuals -- Digital Format	3932	Pages	\$82.06	\$322,659.92
0022AD	Output of Portable Document Format (PDF) Files	500	Pages	\$7.48	\$3,740.00
0023AA	Conv of HC to master rev text in MS Word		Pages	\$16.35	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$16.35	\$0.00
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.87	\$0.00
0023AD	Conv of HC to PDF	500	Pages	\$5.17	\$2,585.00
0024AA	HC drawing to digital/CALS C4		Images	\$13.05	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$13.05	\$0.00
<b>TOTAL</b>					<b>\$328,984.92</b>

**II. SCOPE**

The Contractor shall provide services to the F/A-18 Technical Data Logistics Element Managers in support of the Blue Angels transition from the F/A-18A to the F/A-18C by developing a Supplemental Maintenance Manual. This task shall include both the development of material provided from existing Product Specifications, FST Jacksonville Smoke Generation System ECP, and observations of the maintenance practices of the Blue Angels Squadron.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 31 December 2008.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the

Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Rocky R. Hessen, Code 6.8.5.1  
NAS North Island, Bldg 90  
San Diego, CA 92135-7031  
(619) 545-4770  
(480) 540-5746 (cell)

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 Y5C8 252 00019 0 050119 2D 000000  
COST CODE: PMA265AA16A1  
AMOUNT: \$328,984.92  
CIN 001019592200002: \$328,984.92

This task order is 100% fully funded.



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023AD EXERCISED OPTION	Conversion of HC to PDF FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010195922-0001	500	Page	\$5.17	\$2,585.00
	CIN: 001019592200002		ACRN AA	FUNDED AMOUNT	\$2,585.00

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**Task Order 0137  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

Brief description of program/project. Highlights of program development expected to occur during the period of performance that will be covered by this SOW.

1. The Contractor shall provide services to the F/A-18 Technical Data Logistics Element Managers in support of the Blue Angels transition from the F/A-18 A to the F/A-18C by developing a Supplemental Maintenance Manual. This task shall include both the development of material provided from existing Product Specifications, FST Jacksonville Smoke Generation System ECP, and observations of the maintenance practices of the Blue Angels Squadron. Due to the source material development requirements the contractor shall be required to be familiar with Naval Aviation Maintenance practices, the F/A-18 AME system, and LEAN process development. The final supplemental manual for this effort shall include the maintenance tasks associated with the Smoke Generation System ECP and up to 15 additional tasks (no more than 500 pages of total content).

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics

	<p>Support.</p> <p>(a) Provide technical support in the analysis of Maintenance practices of the Blue Angels Squadron for documentation and capture in support of the development of a Supplemental Maintenance Manual. This process capture shall include LEAN analysis and recommendations</p> <p>(b) The Contractor shall host at least two In Process Reviews during the development of the Blue Angels Supplemental Maintenance Manual.</p> <p>(c) The Contractor shall provide pre-draft copies for government Subject Matter Expert Review during the development of each task within the supplemental manual prior to the IPR on an as available basis. Each task will be provided to the government SME up to three times beyond the IPR and Draft delivery for ECP based content and up to 6 times for content using Contractor developed source data.</p>
X	<p>2. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.</p> <p>(a) The Contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The Contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting.</p>
X	<p>6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p> <p>(a)The Contractor shall develop and provide the government a project plan for the development of the Blue Angels Supplemental Maintenance Manual ensure the government's goal of providing the manual for use during the Smoke Generation System ECP implementation NLT December 2008.</p>
X	<p>9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.</p>
	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>2. The Contractor shall provide a Blue Angels Supplemental Maintenance Manual in MS Word and PDF formats that includes the following:</p> <p>a. The Smoke Generation System ECP</p>

	<p>b. Theory of Operations and additional Front Matter</p> <p>c. Between 10 and 15 additional diagnostic or corrective tasks</p> <p>3. The Contractor shall provide JPEG or SVG graphic files for all included images</p>
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	E. Data Reproduction.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
	I. Technical Documentation Research.
X	<p>The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.</p> <p>(a) The Contractor shall integrate the GFE provided PS Reports and Smoke Generation System ECP with the data captured by the Blue Angels Maintenance practices observations in authoring the Blue Angels Supplemental Manual.</p>
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.

**SCHEDULE****Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code 6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA 6.8.5.1). The proper Mailing Address is:

Rocky R. Hessen Code 6.8.5.1  
NAS North Island, Bldg.90  
**San Diego, CA 92135-7031**

Detailed CDRL list provided as an attachment:

- A001 – IPR Review Outputs
- A002 – Converted Graphic files
- A003 – Additional Supplemental Tasks Requirements Report/
- A004 – Monthly Report – Project Status
- A005 – Draft Blue Angels Supplemental Maintenance Manual
- A006 – Final Blue Angels Supplemental Maintenance Manual
- A007 – XML DTD used to generate PDF

Completion Date of all items: 30 December 2008

**SECTION G - CONTRACT ADMINISTRATION DATA****A. GENERAL:**

This task is UNCLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

(CFA 6.8.5.1), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

CDRLS

<b>CONTRACT DATA REQUIREMENTS LIST</b>						FORM APPROVED OMB No.0700-0188							
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to, Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1200, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0700-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contract Office for the Contract/PR No. listed in Block E.													
<b>A. CONTRACT LINE ITEM NO.</b> 0001		<b>B. EXHIBIT</b> A		<b>C. CATEGORY</b> TDP _____ TM _____ OTHER_MISC _____									
<b>D. SYSTEM/ITEM</b> Blue Angels Supplemental TM			<b>E. CONTRACTOR/PR NO.</b>		<b>F CONTRACTOR</b>								
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Technical Report				3. SUBTITLE IPR Review Outputs								
4. AUTHORITY (DATA ACQUISITION DOCUMENT NO.)			5. CONTRACT REFERENCE SOO PARA 1.1.1 & 1.1.2			6. REQUIRING OFFICE PMA 265							
7. DD 250 REQ No	9. DIST STATEMENT REQUIRED SEE 16		10. FREQUENCY SEE 16	12 DATE OF FIRST SUBMISSION SEE 16		<b>14. DISTRIBUTION</b>							
8. APP CODE A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE 16		a. ADDRESSEE	b. COPIES						
							FINAL						
						Draft	Reg	Repr o					
<b>16. REMARKS</b> Produce a summary report capture the meeting minutes and action items from all held IPRs. These IPRs shall be scheduled by joint agreement of the Project Manager and TPOC.  BLK 4: Contractor format is authorized provided the DID is used as guidance  BLK 9: Distribution authorized to Department of Defense and DoD contractor only in accordance with DoDD 5230.24  BLK 14: PMA 265 letter of transmittal only. In addition to the hardcopy submit final via e-mail to COR in MS Word, if available.						F/A-18 A-D Technical Data LEM SEE 16	1	1					
						<b>15. TOTAL</b>						1	1
<b>G. PREPARED BY</b>			<b>H. DATE</b>		<b>I. APPROVED BY</b>			<b>J. DATE</b>					

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

<b>CONTRACT DATA REQUIREMENTS LIST</b>						FORM APPROVED OMB No.0700-0188								
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to, Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1200, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0700-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contract Office for the Contract/PR No. listed in Block E.														
<b>A. CONTRACT LINE ITEM NO.</b> 0002		<b>B. EXHIBIT</b> A		<b>C. CATEGORY</b> TDP _____ TM _____ OTHER_MISC _____										
<b>D. SYSTEM/ITEM</b> Blue Angels Supplemental TM			<b>E. CONTRACTOR/PR NO.</b>		<b>F CONTRACTOR</b>									
1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Converted TM Graphic Files				3. SUBTITLE JPEG and SVG Graphics files									
4. AUTHORITY (DATA ACQUISITION DOCUMENT NO.)			5. CONTRACT REFERENCE SOO PARA 1.1.1 & 1.1.3			6. REQUIRING OFFICE PMA 265								
7. DD 250 REQ Yes	9. DIST STATEMENT REQUIRED SEE 16		10. FREQUENCY SEE 16	12 DATE OF FIRST SUBMISSION SEE 16		<b>14. DISTRIBUTION</b>								
8. APP CODE A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE 16					a. ADDRESSEE	b. COPIES				
							FINAL							
						Draft	Reg	Repro						
<b>16. REMARKS</b> JPEG and SVG Graphics files generated from each converted TM. All files shall be named in accordance with conventions defined in the LRIP Conversion Plan.  BLK 4: Contractor format is authorized provided the DID is used as guidance  BLK 8: The Government shall have 15 days to review and approve or disapprove. If disapproved, contractor to incorporate Government comments within 15 days of receipt. Government to approve or disapprove revised copy within 15 days of receipt.  BLK 9: Distribution authorized to Department of Defense and DoD contractor only in accordance with DoDD 5230.24  BLK 14: PMA 265 letter of transmittal only. In addition to the hardcopy submit final via e-mail to COR in MS Word, if available.						F/A-18 A-D Technical Data LEM SEE 16	1	1						
												<b>15.TOTAL</b>	1	1
<b>G. PREPARED BY</b>			<b>H. DATE</b>		<b>I. APPROVED BY</b>			<b>J. DATE</b>						

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE







<b>CONTRACT DATA REQUIREMENTS LIST</b>						FORM APPROVED OMB No.0700-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to, Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1200, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0700-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contract Office for the Contract/PR No. listed in Block E.									
<b>A. CONTRACT LINE ITEM NO.</b> 0004		<b>B. EXHIBIT</b> A		<b>C. CATEGORY</b> TDP _____ TM _____ OTHER_MISC _____					
<b>D. SYSTEM/ITEM</b> Blue Angels Supplemental TM			<b>E. CONTRACTOR/PR NO.</b>		<b>F CONTRACTOR</b>				
1. DATA ITEM NO. A006	2. TITLE OF DATA ITEM Draft Blue Angels Supplemental TM				3. SUBTITLE Final				
4. AUTHORITY (DATA ACQUISITION DOCUMENT NO.)			5. CONTRACT REFERENCE SOO PARA 1.1.1 & 1.1.2			6. REQUIRING OFFICE PMA 265			
7. DD 250 REQ Yes	9. DIST STATEMENT REQUIRED SEE 16		10. FREQUENCY 1	12 DATE OF FIRST SUBMISSION SEE		<b>14. DISTRIBUTION</b>			
8. APP CODE A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION N/A		a. ADDRESSEE	b. COPIES		
				FINAL			Draft	Reg	Repro
<b>16. REMARKS</b> This shall be the final Blue Angels Supplemental Technical Manual (TM).  BLK 4: Contractor format is authorized provided the DID is used as guidance  BLK 9: Distribution authorized to Department of Defense and DoD contractor only in accordance with DoDD 5230.24  BLKS 10, 12 & 13: Initial submission NLT then 16 months after contract award. The government shall have 30 days to review provide content.  BLK 14: PMA 265 letter of transmittal only. In addition to the hardcopy submit final via e-mail to COR in MS Word, if available.						F/A-18 A-D Technical Data LEM SEE 16	1	1	
<b>G. PREPARED BY</b>			<b>H. DATE</b>		<b>I. APPROVED BY</b>			<b>J. DATE</b>	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

<b>CONTRACT DATA REQUIREMENTS LIST</b>						FORM APPROVED OMB No.0700-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to, Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1200, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0700-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contract Office for the Contract/PR No. listed in Block E.								
<b>A. CONTRACT LINE ITEM NO.</b> 0002		<b>B. EXHIBIT</b> A		<b>C. CATEGORY</b> TDP _____ TM _____ OTHER_MISC _____				
<b>D. SYSTEM/ITEM</b> F/A-18 I Level LRIP Digitization			<b>E. CONTRACTOR/PR NO.</b>		<b>F CONTRACTOR</b>			
1. DATA ITEM NO. A007	2. TITLE OF DATA ITEM XML DTD				3. SUBTITLE Blue Angels Supplemental Manual			
4. AUTHORITY (DATA ACQUISITION DOCUMENT NO.)			5. CONTRACT REFERENCE SOO PARA 1.1.1 & 1.1.2			6. REQUIRING OFFICE PMA 265		
7. DD 250 REQ No	9. DIST STATEMENT REQUIRED SEE 16	10. FREQUENCY 1	12 DATE OF FIRST SUBMISSION 45 days after contract award		<b>14. DISTRIBUTION</b>			
8. APP CODE		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION N/A		a. ADDRESSEE	b. COPIES		
						FINAL		
					Draft	Reg	Repro	
<b>16. REMARKS</b> This be the XML schema, DTD, FO, for FOSE used to generate the Blue Angels Supplemental Manual PDF.  BLK 4: Contractor format is authorized provided the DID is used as guidance  BLK 9: Distribution authorized to Department of Defense and DoD contractor only in accordance with DoDD 5230.24  BLK 14: PMA 265 letter of transmittal only. In addition to the hardcopy submit final via e-mail to COR in MS Word, if available.					F/A-18 A-D Technical Data LEM SEE 16	1	1	
<b>G. PREPARED BY</b>			<b>H. DATE</b>		<b>I. APPROVED BY</b>			<b>J. DATE</b>

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0138</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Dec 20</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$560,383.00	
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
										35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0138 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	15,556	HRS	Est Cost:	\$520,319.00
				Fixed Fee:	\$40,064.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$560,383.00</b>

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of \$498,770.00. The allotted funding will cover approximately 89% of the total effort. The balance to fully the task order is \$61,613.00.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 15,556 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Configuration Management Specialist	[b(4)]
Logistics Manager	
Data Management Specialist	
Program Manager	
<b>Total</b>	<b>15,556</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 19 December 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Patrick Montgomery  
Naval Air Systems Command  
47038 McLeod Road  
Bldg 448, Room 205  
Patuxent River, MD 20670-1629  
Phone: (301) 757-2311  
E-mail: [patrick.montgomery@navy.mil](mailto:patrick.montgomery@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30F51126N  
AMOUNT: \$110,000.00  
CIN 001019747200100: \$110,000.00

AB: 1771804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30F511251  
 AMOUNT: \$55,000.00  
 CIN 001019747300100: \$55,000.00

AC: 1771804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30F5113CE  
 AMOUNT: \$80,290.00  
 CIN 001019917600001: \$80,290.00

AD: 1771804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30F51128N  
 AMOUNT: \$134,480.00  
 CIN 001020157700001: \$134,480.00

AE: 1771804 4D4D 251 00019 0 050119 2D 000000  
 COST CODE: AIR30J25A1G0  
 AMOUNT: \$119,000.00  
 CIN 001019838400001: \$119,000.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$463,111.00
CLIN 0017-- Fixed Fee	\$35,659.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$498,770.00</b>

**X.** This order is non-severable, recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	Norfolk, VA	1	1	5
San Diego, CA	Yuma, AZ	1	1	5
San Diego, CA	Jacksonville, FL	1	1	5
San Diego, CA	Patuxent River, MD	1	1	5
San Diego, CA	Bremerton, WA	1	1	5
San Diego, CA	Kaneohe Bay, HI	1	1	5
San Diego, CA	Yokosuka, JP	1	1	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	Services CPFF as specified in Task Order 0138 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$520,319.00
				FIXED FEE	\$40,064.00
				TOTAL MAX COST + FEE	<u>\$560,383.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N0001907P7ZZ4ML PURCHASE REQUEST NUMBER: 0010197472	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001019747200100				\$110,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001702 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N0001907P7ZZ5ML PURCHASE REQUEST NUMBER: 0010197473	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001019747300100				\$55,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001703 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N6312607P7ZZ112 PURCHASE REQUEST NUMBER: 0010199176	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC CIN: 001019917600001				\$80,290.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001704 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N6893607P7ZZJB1 PURCHASE REQUEST NUMBER: 0010201577	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AD CIN: 001020157700001				\$134,480.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001705 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010198384	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AE CIN: 001019838400001				\$119,000.00

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**ATCM Data Management/Help Desk/CMIS-OOMA-NALDA  
Functional Support**

**6.8.4 TEAM Logistics Task Order 0138**

**Statement of Work (SOW)**

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**THIS TASK IS BROKEN INTO THREE AREAS:**

a. The contractor shall support the AIR 6.8 Consolidated Help Desk (hours of operations are five days a week 0600 to 1800 eastern standard time) to facilitate resolution of problems encountered in the development, maintenance, or use of OOMA and CMIS baselines.

- To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the data systems and sources:
  - Automated Help Desk Software
  - NALDA/NAVICP/HAYSTACK/FEDLOG/NATEC/OOMA Server Access
  - Provide individual support in government spaces to the Consolidated Help Desk team in answering the incoming calls supporting the following applications: LMDSS, DECKPLATE, AIRRS, AEMS, AV3M Reports, CMIS, eRIIP Slice 1 and 3, and TDSA, also help users with connectivity issues, setup problems, and query development. Maintain all call and email problems in the current chat tracking system; identify application, problem/request, resolution and time expended on issue.
  - Provide ID/Password security control for the above systems, using current process and ITIM, also provide email status reports weekly on number and type of access granted, (i.e. New Access or Reset) broken down by system

b. The contractor shall provide qualified staffs to review, collate, transpose and convert rework data reported on PMIC and other related source documents and enter the information into ATCM as required by the NAMP. The contractor shall conduct data entry to ensure all required information is entered into ATCM in a timely manner. The contractor shall conduct audits, as directed by the TCOR, to ensure the accuracy

and quality of data entry and collect information related to error rates, non-compliant source data, and complete time cycle analysis to establish standards for data entry. The contractor shall periodically measure and report the efficiency of data entry to acceptable standards. The contractor shall recorded Data entry metrics in the Monthly Progress Report.

- c. The contractor shall provide an OOMA Weapons Specialist to be present when SPAWAR installs its upgraded version of OOMA to perform the following tasks:
  - Ensure weapons interests are functionality established, properly recorded, and connected
  - Ensure OOMA is correctly installed and functional prior to use by the Weapons Departments
  - Assist when software is loaded by SPAWAR, specifically in unique areas where weapon activity is associated with data entry or collection
  - Prepare a System Operational Verification Test (SOVT) message to include a statement that OOMA Weapons was also tested and functional.

**CC.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Othe Rééquipements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.6</b></p>
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES.</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p>

	<ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b><i>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</i></b>
	<b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner. <b>SPECIFIC TASKING FOR THE OOMA/CMIS BASELINE HELPDESK</b> <ul style="list-style-type: none"> <li>• <b>The contractor shall receive, research, and reply to fleet Baseline Trouble Reports (BTRs).</b></li> <li>• <b>The contractor shall maintain the OOMA/CMIS baseline Trouble Report Tracking Program.</b></li> <li>• <b>The contractor shall provide weekly updates to the Monthly OOMA Baseline Status Report.</b></li> <li>• <b>The contractor shall post Weekly Summary of Baseline Changes as directed.</b></li> <li>• <b>The contractor shall post daily BTRs as directed.</b></li> <li>• <b>The contractor shall assist in developing and maintaining a Technical Data Repository for all affected Type Model Series aircraft.</b></li> <li>• <b>The contractor shall assist BLMs in researching technical data required to resolve BTRs.</b></li> <li>• <b>The contractor shall provide functional testing as required in support of baseline development and sustainment.</b></li> <li>• <b>The contractor shall assist the OOMA BLM Training Coordinator in developing and implementing a Training Plan.</b></li> <li>• <b>The contractor shall assist in the development of web-based discrepancy report</b></li> </ul>

	<p><b>tracking.</b></p> <ul style="list-style-type: none"> <li>• <b>The contractor workweek shall encompass Monday through Friday and Work Hours 0800-1630 (not to exceed 40 hours per week).</b></li> </ul> <p><b>SPECIFIC TASKING FOR THE CMIS/NALCOMIS/NALDA FUNCTIONAL ANALYST:</b></p> <ul style="list-style-type: none"> <li>• <b>Review, research and reply to fleet issues with respect to CMIS/NALCOMIS/NALDA applications in coordination with AIR 6.8.4.</b></li> <li>• <b>Assist in conduct of beta testing of Fleet maintenance/operations processes related to CMIS/NALCOMIS/NALDA operations.</b></li> <li>• <b>Assist in development and coordination of NAMP changes related to CMIS/NALCOMIS/NALDA applications.</b></li> <li>• <b>Assist OOMA/CMIS Baseline managers in development and sustainment of assigned Type/Model/Series (TMS) baselines in coordination with AIR 6.8.5.2 Baseline Quality Assurance Staff.</b></li> </ul> <p><b>Assist NALCOMIS Function Manager and NALCOMIS Development Test Director in coordination of specific tests and Fleet design Team activity/meetings with respect to CNAF staff.</b></p>

**SECTION D - PACKAGING AND MARKING – None required**

**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code: NA). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control are the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code: NA) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA: NA). The proper Mailing Address is:

Attn: Patrick Montgomery  
Naval Air Systems command  
47038 McLeod Road  
STE 200A, Bldg 448,  
Patuxent River, Mad 20670-1626

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA: NA), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS -None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0139</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2006 Dec 13</b>		4. REQ./ PURCH. REQUEST NO. <b>0010196215</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				CODE <b>HQ0338</b>  <b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL	\$169,557.00	
										26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
								<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0139 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3,310	HRS	Est Cost:	\$157,435.00
				Fixed Fee:	\$12,122.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$169,557.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$85,257.00**. The allotted funding will cover approximately **50%** of the total effort. The balance to fully fund the effort is **\$84,300.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 3,310 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Program Manager	[b(4)]
Technical Publications Writer/Editor	
<b>Total</b>	<b>3,310</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 12 December 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Gary Sunderland  
NAWC AD 6.8.5  
47042 Tate Rd, Hgr 301, Rm 215R  
Patuxent River, MD 20670  
Phone: (301) 342-6931  
E-mail: [gary.sunderland@navy.mil](mailto:gary.sunderland@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4D4D 251 00019 0 050119 2D 000000  
COST CODE: AIR30J212D00  
AMOUNT: \$85,257.00  
CIN 001019621500001: \$85,257.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$79,162.00  
CLIN 0017-- Fixed Fee \$6,095.00  
**TOTAL FUNDED AMOUNT \$85,257.00**

**X.** This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Patuxent River, MD	Hunt Valley, MD	1	2	2

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0139 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$157,435.00
				FIXED FEE	\$12,122.00
				TOTAL MAX COST + FEE	<u>\$169,557.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF  FOB: Destination MILSTRIP: N0001907P2TK2D7 PURCHASE REQUEST NUMBER: 0010196215	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001019621500001				\$85,257.00

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

**CSS IWP REF 5213/Task Order 0139**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The effort required by this Statement of work (SOW) will provide Technical Manuals to the Pioneer Fleet Support Team (FST). The contractor shall generate Technical Manuals formatted in accordance with governing regulations. The contractor will incorporate required changes to the assigned technical manuals and/or develop new manuals from government provided source data, and will maintain internal configuration control of these documents.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor

	plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files.
X	Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are

	<p>not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p> <p>a. The contractor shall continue to update the existing Pioneer UAV publication master files in XML using Arbortext editor and associated software. In cases where the master file is in MS Word format, the contractor will convert the file to XML with Arbortext, or continue to update the files in MS Word format, depending on the government requirements.</p>
X	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.</p>
	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the</p>

X	government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	C. Computer Graphics Metafile (CGM)
X	D. CAL5 Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

X	5.The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### Task Description:

- (A) The contractor shall determine and implement requirements necessary for updating, development, configuration control, and digitization of the Pioneer technical and associated manuals.

The contractor shall utilize all means necessary, as agreed to by the government, to determine requirements including audits, technical data, and technical drawings. The contractor shall utilize these data elements as necessary for the updates, development, revision, and internal configuration control of aviation system operations and maintenance technical manuals. The contractor shall ensure that that digitized drawings and illustrations reflect the current configuration of the items they support.

X	1. <u>  2  </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>  1  </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	4. Original and <u>  0  </u> copy(s) of Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

#### (B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Pioneer UAV FST, Patuxent River, MD
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT &lt;insert alpha number&gt;. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: &lt;insert address&gt;.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-STD-3001 requirements.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Provide 1 copy of all files related to the TM on CD ROM including all Graphics files, all XML files (including DTD, and FOSI, style sheets). Also, provide a consolidated PDF file of the manual(s). Interim deliveries of the technical manual prior to final delivery may be posted to the government IDE website as defined by the TOCOR (to be provided after contract award).
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Gary Sunderland, Pioneer UAV FST, Technical Data Logistics Manager.

## SECTION D - PACKAGING AND MARKING

Packaging: Best commercial practice

Marking: Best commercial practice

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) NAWC AD 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Pioneer UAV FST, Attn: Gary Sunderland shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Pioneer UAV FST. The proper Mailing Address is:

Pioneer UAV FST  
Hgr 301, Rm 215R  
Attn; Code 6.8.5/Gary Sunderland  
47042 Tate Road  
PATUXENT RIVER, MD 20670

example:

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, North Island, Code 3.3.1 and one copy to NATSF Code 2.6.4

Completion Date of all items: \_(to be specified at the time of each task)\_ days after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Pioneer UAV FST, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

(insert table if necessary)

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0140</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 May 16</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: L. DAVIS (760) 939-8197 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651							
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		12. DISCOUNT TERMS				13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-5927 EMAIL: jean.mcbride@navy.mil BY: JEAN F. MCBRIDE				<i>Jean McBride</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$34,025.64		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.													
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER											
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER			
										35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		UNDEFINED		\$0.00	UNDEFINED
	Ordering Period II- Technical manual preparation and publishing performed IAW Statement of Work-Attachment 1 FOB: Destination FFP				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB		596	Page	\$49.61	\$29,567.56
	Ordering Period II-Page Change to Existing TM digital to digital Ordering Period 12 Jan 07 – 11 Jan 08 FOB: Destination FFP MILSTRIP: N0001907P7CF157				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD		596	Page	\$7.48	\$4,458.08
	Ordering Period II- Output of Portable Document Format (PDF) Files Ordering Period 12 Jan 07 – 11 Jan 08 FOB: Destination FFP MILSTRIP: N0001907P7CF157				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		UNDEFINED		\$0.00	UNDEFINED
	For Navy Accounting Purposes Only				
	FFP				
	FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201		UNDEFINED		UNDEFINED	UNDEFINED
	This CLIN is provided to provide funding to pay for CLIN 0001AB				
	FOB: Destination				
	FFP				
	MILSTRIP: N0001907P5AZ097				
	PURCHASE REQUEST NUMBER: 0010212260				

CIN: 001021226000001	ACRN AA	FUNDED AMOUNT	\$19,311.02
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000202		UNDEFINED		UNDEFINED	UNDEFINED
	This CLIN is provided to provide funding to pay for CLIN 0001AB				
	FOB: Destination				
	FFP				
	MILSTRIP: N0001907P7CF157				
	PURCHASE REQUEST NUMBER: 0010209680				

CIN: 001020968000001	ACRN AB	FUNDED AMOUNT	\$10,256.54
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000203		UNDEFINED		UNDEFINED	UNDEFINED
	This CLIN is provided to provide funding to pay for CLIN 0001AD				
	FOB: Destination				
	FFP				
	MILSTRIP: N0001907P7CF157				
	PURCHASE REQUEST NUMBER: 0010209680				

CIN: 001020968000001	ACRN AB	FUNDED AMOUNT	\$4,458.08
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Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771506 J7C5 252 00019 0 050119 2D 000000

COST CODE: PMA201C31AA5

AMOUNT: \$19,311.02

CIN 001021226000001: \$19,311.02

AB: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA173

AMOUNT: \$14,712.62

CIN 001020968000001: \$14,714.62

Section J – List of Documents, Exhibits and Other Attachments

Attachment 1, Statement of Work

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0141</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 28</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
16. TYPE OF ORDER		DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.											
		PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:											
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8982 EMAIL: patrice.melanson@navy.mil BY: PATRICE E MELANSON				<i>Patrice Melanson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$140,059.25		26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

## Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0141 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	01	LOT*	Est Cost:	\$2,707.00
				Fixed Fee:	\$208.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$2,915.00</b>

\* Travel associated with Task Order 0141

<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0022AA	Page Changes to existing Technical Manuals	700	Pages	\$49.61	\$34,727.00
0022AB	Page Changes to existing Technical Manuals	500	Pages	\$49.61	\$24,805.00
0022AC	New Pages in existing Technical Manuals -- D	300	Pages	\$82.06	\$24,618.00
0022AD	Output of Portable Document Format (PDF) F	1500	Pages	\$7.48	\$11,220.00
0023AA	Conv of HC to master rev text in MS Word		Pages	\$16.35	\$0.00
0023AB	Conv of HC to master rev text in Interleaf	2555	Pages	\$16.35	\$41,774.25
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.87	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.17	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$13.05	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$13.05	\$0.00
<b>Total FFP</b>					<b>\$137,144.25</b>
<b>TOTAL CPFF + FFP</b>					<b>\$140,059.25</b>

## II. SCOPE

Prepare changes for the ACE Components/EW technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is expected for one publication review.

## III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

#### IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 31 December 2007.

#### V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD ,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Mary Harness, Code 3.3.1  
Naval Air Depot  
6206 Aviation Ave., Cecil Commerce Center  
Jacksonville, FL 32221-8112  
(904) 317-1786

VI. This order is non-severable and is non-A&AS.

#### VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA183  
AMOUNT: \$57,040.00  
CIN 001019383500001: \$57,040.00

AB: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL29L1

AMOUNT: \$83,019.25

CIN 001020028700001: \$71,365.25

CIN 001020028700002: \$11,654.00

This task order is 100% fully funded.

Travel for this task order is as follows:

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Cherry Point, NC	Whidbey Island, WA	1	1	12

## Section C - Descriptions and Specifications

SOW

**Task Order 0141**  
**JAX-06-001**  
**6.8 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

Prepare changes for the ACE Components/EW technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is expected for one publication review.

Technical Manual No.	Title	Basic Date	Change No.	Change Date
05-20QA-61	Intermediate Maintenance Attitude Indicator	2/1/1992	1	11/1/2003
05-20XAA-4	Maintenance Manual with Illustrated Parts Breakdown (IPB) Amplifier	7/15/1973	1	3/1/1976
16-30ARN87-3	IPB Radio Navigation Set	11/1/1978	1	3/1/2005
16-39APN194-4	Intermediate and Depot Maintenance W/IPB, Receiver Transmitter	10/1/1985	3	8/1/2005
16-30ASW25-3	Intermediate Maintenance Communication Set Digital Data	12/15/1970	6	11/1/2005
16-30APM403-1	Operation Instructions and Intermediate Maintenance W/IPB Altimeter Set Test Set	11/1/1980	2	8/1/2005
16-30USA-6-501	Handbook Operation and Service Instructions with IPB, Frequency Converter	10/1/1958		
16-35CPU140-2	CPI-140A Central Processor Unit Overhaul Instructions	NEW BASIC		
16-35CPU140-3	Test Procedures Manual FCPU 140/A Central Processor Unit	NEW BASIC		
16-35CPU140-4	CPU-140/A Central Processor Unit	NEW BASIC		

	IPB			
16-35CU2275-2	Antenna Coupler Intermediate Maintenance Manual Instructions	6/1/1989	4	6/1/1991
16-35CU2275-3	Antenna Coupler Overhaul Instructions	8/1/1986	4	6/1/1991
16-35CU2275-4	Antenna Coupler IPB	6/1/1989	2	6/1/1991
16-35CU351-502	Handbook Service Instructions Antenna Coupler	3/15/1956	6	11/1/1983
16-35CU351-503	Handbook Overhaul Instructions Antenna Coupler	3/15/1983	5	11/1/1983
16-35CU351-504	IPB Antenna Coupler	5/1/1972	2	3/1/1982
16-35F1535-1	Band Pass Filter, Intermediate Maintenance	10/1/1986	1	6/1/1989
16-35OF31-1	Technical Manual Operation and Service Instructions with IPB, Adapter Group, Test Set	10/23/1973	3	3/10/1977
16-35TS268-2	Maintenance Instructions – Crystal Rectifier	4/1/1951	1	9/19/1959
17-15CX-10	Operations and Maintenance Instructions with IPB, Test Set, Electronic Subassembly	2/1/1971	1	9/15/1980
17-15CX-13	Operations and Maintenance Instructions W/IPB, Altimeter Test Set	2/1/1971	4	9/15/1980
17-15CX-14	Operations and Maintenance Instructions with IPB, Altimeter Switching Unit Test Set	2/16/1971	1	9/15/1980
17-15CX-16	Operations and Maintenance Instructions with IPB, Temperature Chamber	2/16/1971	1	9/15/1980

05-15-102	Maintenance Instructions Depot	5/1/1964	4	9/30/1992
05-20NE-2				
05-40BH-8	Overhaul Instructions W/IPB Temperature Indicator	8/25/1976		
05-45CFA-6	I/D Maintenance W/IPB Electronic Control Amplifier	12/1/1981	3	8/1/2005
16-35J3781-1.2	Intermediate Maintenance W/IPB Interconnecting Box	8/1/2003		
16-30AAR47-2	Organizational Maintenance W/IPB Missile Warning Set	1/1/2006	1	6/1/2006
16-30ALE47-1	Organizational Maintenance Instructions W/IPB Countermeasures	1/1/2006		
16-30ALQ157A-1	Intermediate Maintenance W/IPB Countermeasures Set	6/1/2005	IRAC	7/13/2006
16-30ALE43-1	Operation and Maintenance for Chaff Countermeasures Dispensing Sets	8/29/1984	2	8/1/1994
16-30ALM230-1	Countermeasures Dispensing Test Set	New Basic		
16-30CY7978A-1	O/I Maintenance W/IPB, POD,	9/15/2002	1	9/1/2005

	Countermeasure Dispensing			
16-35J6011-1	Intermediate Maintenance W/IPB Interconnecting Box	11/1/1995	1	12/30/2000
16-30ALM291-1	Intermediate Maintenance W/IPB Countermeasure Dispensing System Test Set	9/15/2002		
16-30ALM70-1	Operation and Service Instructions W/IPB Intermediate Countermeasure Dispenser Test Set	9/1/1971	3	1/15/2003
16-30USM392-1.1	Digital Module Test Intermediate Maintenance W/IPB	7/1/1978	2	6/3/1991
16-30USM458-3	I/D Maintenance W/IPB Countermeasures Test Set	1/15/1990	5	12/15/2002
16-35AS3190-1	Intermediate Maintenance W/IPB Antenna Unit 4	7/30/1992	3	1/1/2006
16-35CP1293-1	Intermediate Maintenance W/IPB Countermeasures Computer Unit 1	4/15/1985	3	7/15/1991
16-35CP1293-2	Intermediate Maintenance W/IPB Countermeasures Computer Unit 1	7/30/1992	2	7/30/2002
16-35J3781-1.1	Intermediate Maintenance W/IPB Interconnecting Box J	8/1/2003		
16-35J4301-1.1	Intermediate Maintenance W/IPB Interconnect Box J	1/20/1989	6	10/31/2002
16-35J4301-1.2	Intermediate Maintenance W/IPB Interconnect Box J	1/20/1989	6	10/31/2002
16-35ON528-1	Intermediate Maintenance W/IPB Operational Test Program Set	6/16/2001		
16-35R2148-1	Intermediate Maintenance W/IPB Receiver, Radar, Unit 6	7/30/1992		

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT****HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
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Attendance/participation in IPR	Whidbey Island, WA (2 Weeks) PMA 272 Effort
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## TASK PROFILE:

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not

	limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

**(A) To be Furnished:**

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
05-20QA-61	Change	TPDR
05-20XAA-4	Change	TPDR
16-30ARN87-3	Change	TPDR
16-39APN194-4	N/A	N/A
16-30ASW25-3	N/A	N/A
16-30APM403-1	N/A	N/A
16-30USA-6-501	N/A	N/A
16-35CPU140-2	N/A	N/A
16-35CPU140-3	N/A	N/A
16-35CPU140-4	N/A	N/A
16-35CU2275-2	N/A	N/A
16-35CU2275-3	N/A	N/A
16-35CU2275-4	N/A	N/A
16-35CU351-502	N/A	N/A
16-35CU351-503	N/A	N/A
16-35CU351-504	N/A	N/A
16-35F1535-1	N/A	N/A
16-35OF31-1	N/A	N/A
16-35TS268-2	N/A	N/A
17-15CX-10	N/A	N/A
17-15CX-13	N/A	N/A
17-15CX-14	N/A	N/A
17-15CX-16	N/A	N/A
05-15-102	Change	TPDR
05-20NE-2	Change	TPDR
05-40BH-8	Change	TPDR
05-45CFA-6	Change	TPDR
16-35J3781-1.2	Change	TPDR
16-30AAR47-2	Change	TPDR
16-30ALE47-1	Change	TPDR
16-30ALQ157A-1	Change	TPDR

16-30ALE43-1	Change	TPDR
16-30ALM230-1	Change	TPDR
16-30CY7978A-1	Change	TPDR
16-35J6011-1	Change	TPDR
16-30ALM291-1	Change	TPDR
16-30ALM70-1	Change	TPDR
16-30USM392-1.1	Change	TPDR
16-30USM458-3	Change	TPDR
16-35AS3190-1	Change	TPDR
16-35CP1293-1	Change	TPDR
16-35CP1293-2	Change	TPDR
16-35J3781-1.1	Change	TPDR
16-35J4301-1.1	Change	TPDR
16-35J4301-1.2	Change	TPDR
16-35ON528-1	Change	TPDR
16-35R2148-1	Change	TPDR

1. One set(s) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverables are changed/corrected.

2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy(s) of the Validation Certificate.

4. Original and one copy(s) of Record of Source Data Incorporation.

5. Original and one copy(s) of DD Form 250.

6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).

7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for ACE Component/EW FST's, NADEP Jacksonville, FL.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p><u>DISTRIBUTION STATEMENT C.</u> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031..</p> <p><u>DESTRUCTION NOTICE:</u> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p> <p><u>COGNIZANT FIELD ACTIVITY:</u> NAVAL AIR DEPOT (Code 6.8.5.1) Naval Air Station Jacksonville, FL 32212-0016</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Mary Harness, NADEP Jacksonville, FL, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Mary Harness, NADEP Jacksonville, FL, Code 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by ACE Component/EW Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Mary Harness, ACE Component/EW Data Manager, FST, NADEP Jacksonville, FL, Code 6.8.5.1, telephone (904) 317-1550, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is ACE Component/EW Data Manager, FST, NADEP Jacksonville, FL, Code 6.8.5.1. The proper Mailing Address is:

Naval Air Depot  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Mary Harness, Code 6.8.5.1  
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval

Aviation Depot, Jacksonville, Code 6.8.5.1.
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Completion Date of all items: 10 months after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### A. GENERAL:

This task is UNCLASSIFIED.

### B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville and ACE FST PAX have been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### C. ACCOUNTING DATA:

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0142</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 22</b>		4. REQ./ PURCH. REQUEST NO. <b>0010203498</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8982 EMAIL: patrice.melanson@navy.mil BY: PATRICE E MELANSON				<i>Patrice Melanson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL		\$325,876.00			
26. DIFFERENCES															
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

## Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0142 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6,849	HRS	Est Cost:	\$306,244.00
				Fixed Fee:	\$19,632.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$325,876.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$302,239.00**. The allotted funding will cover approximately **93%** of the total effort. The balance to fully the task order is **\$23,637.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 6,846 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
CATEGORY	HOURS
Logistics Analyst	b(4)
Computer Operator III	
Computer Systems Analyst	
Senior Program /Project Control Specialist	
<b>GDIT</b>	
CATEGORY	
Data Management Specialist	
Data Entry Clerk	
<b>PRECISE SYSTEMS</b>	
CATEGORY	
Senior Program /Project Control Specialist	
<b>Total</b>	<b>6,849</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 21 February 2008.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
 NAWCAD  
 22477 Peary Road, Bldg. 516  
 Patuxent River, MD 20670  
 (301) 757-1046  
 E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR (TOCOR) is:**

Rocky R. Hessen, Code 6.8.5.1  
 NAS North Island, Bldg. 90  
 San Diego, CA 92135-7031  
 Phone: (619) 545-4770  
 E-mail: [rocky.hessen@navy.mil](mailto:rocky.hessen@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771506 Y1CF 252 00019 0 050119 2D 000000  
 COST CODE: PMA265DA1123  
 AMOUNT: \$302,239.00  
 CIN 001020349800001: \$302,239.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$284,031.00
CLIN 0017-- Fixed Fee	\$18,208.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$302,239.00</b>

X. This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Company	Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Alutiiq	San Diego, CA	St. Louis, MO	2	1	5
Alutiiq	San Diego, CA	St. Louis, MO	1	1	15
Alutiiq	San Diego, CA	Patuxent River, MD	2	1	5
GDIT	San Diego, CA	Patuxent River, MD	1	1	4
GDIT	San Diego, CA	St. Louis, MO	1	1	4
Precise Systems	Patuxent River, MD	St. Louis, MO	1	3	5

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

**CSS IWP REF (TBD)/Task Order 0142**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

Brief description of program/project. Highlights of program development expected to occur during the period of performance that will be covered by this SOW.

1. The Contractor shall provide services to the F/A-18 Technical Data Logistics Element Managers in support of the F/A-18A-F air vehicles, subsystems, armament, engines, airborne weapons and support equipment (SE) in the following areas: Program Management, Engineering Support, Logistics, Financial, Training, and Configuration Management. Additionally, support of technical data development, print and distribution requirements for F/A-18 Technical Manuals. Includes NATEC Website monitoring and metric/report derivation. Includes response to customer queries and coordination of data reproduction at the defense automated production service. Includes maintenance of required files to track distribution and associated funding. Includes support in the transition and conversion of Intermediate Level Technical Manuals from various Vendors to Government activities. Includes sustainment support of the F/A-18 Production Line Data Transition Website and processing support of all F/A-18 Technical Directives.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	<ol style="list-style-type: none"> <li>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</li> <li>2. (a) Provide technical support in the review of contractual documents (e.g., Statements of Work, CDRLs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.</li> </ol>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.

	4. (a) The Contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The Contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The Contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all <i>incoming</i> Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <p>(1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.</p> <p>(2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.</p> <p>(3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system.</p> <p>(4) Prepare TDs requiring NAVAIR approval for shipment.</p> <p>(b) The Contractor shall process all <i>completed</i> Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution</p>

	<p>date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.</p> <p>(c) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.</p> <p>(d) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>(e) The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning preparation, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	<p>5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.</p> <p>(a). Technical Support to include data entry, security updates, and configuration management of the F/A-18 Production Line Transition (PLT) website is required.</p>

X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPTRCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

X	1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
X	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
X	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0143</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 08</b>		4. REQ./ PURCH. REQUEST NO. <b>0010203317</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8541 EMAIL: john.r.davidson@navy.mil BY: JOHN R DAVIDSON			25. TOTAL \$106,356.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

**SCHEDULE**

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0143 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$98,752.00
				Fixed Fee:	\$7,604.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$106,356.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$106,356.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Logistics Manager	[b(4)]
<b>Total</b>	[b(4)]

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2007.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Vanessa Lindsay  
Code 6.8.5.1  
Box 357031 Bldg. 90  
San Diego, CA 92135-7031  
Phone: (619) 545-1999  
E-mail: [vanessa.lindsay@navy.mil](mailto:vanessa.lindsay@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL1136  
AMOUNT: \$106,356.00  
CIN 001020331700004: \$106,356.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$98,752.00
CLIN 0017-- Fixed Fee	\$7,604.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$106,356.00</b>

X. This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	St. Louis, MO	1	3	5
San Diego, CA	Cherry Point, NC	1	2	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF as specified in Task Order 0103 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination MILSTRIP: N0001907P2PF061 PURCHASE REQUEST NUMBER: 0010203317	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$98,752.00
				FIXED FEE	\$7,604.00
				TOTAL MAX COST + FEE	<hr/> \$106,356.00
	ACRN AA CIN: 001020331700004				\$106,356.00

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**CSS IWP REF 6364/Task Order 0143  
3.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

Brief description of program/project. Highlights of program development expected to occur during the period of performance that will be covered by this SOW.

The Contractor shall provide services to the AV-8B Technical Data Logistics Element Managers in support of the AV-8B air vehicles, subsystems, armament, engines, airborne weapons and support equipment (SE) in the following areas: Program Management, Engineering Support, Logistics, Financial, Training, and Configuration Management. Additionally, support of technical data development, print and distribution requirements for AV-8B Technical Manuals. Includes NATEC Website monitoring and metric/report derivation. Includes response to customer queries and coordination of data reproduction at the defense automated production service. Includes maintenance of required files to track distribution and associated funding. Includes support in the transition of Intermediate/Operational Level Technical Manuals from various Vendors to Government activities. Includes sustainment support of all AV-8B Technical Directives.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering

	<p>changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>(a) Provide technical support in the review of contractual documents (e.g., Statements of Work, CDRLs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
X	<p>4 The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.</p> <p>(a) The Contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The Contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting, when required.</p>
X	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p>
X	<p>6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.</p>
X	<p>7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p>
X	<p>9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.</p>
	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>

X

1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
    - (a) The Contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all *incoming* Technical Directives (TD). This includes a multitude of tasks, which may include:
      - (1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.
      - (2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.
      - (3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system.
      - (4) Prepare TDs requiring NAVAIR approval for shipment.
    - (b) The Contractor shall process all *completed* Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.
    - (c) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.
- The Contractor shall provide general clerical duties in maintaining AV-8B files in the master TD repository, which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Track and maintain TD scanning status;

	Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository as required
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly. Contractor shall monitor sponsor approval requests for approval/dis-approval by Government Representative.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	<b>A. Data/Media receipt, review and entry.</b>
X	2. The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per SOP requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	<b>B. Data/Media Control.</b>
X	6. The Contractor shall also perform data entry to update and maintain data base tracking (e.g., MS Access database)
X	The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
	<b>E. Data Reproduction.</b>
X	1. The contractor shall process data/media for reproduction based upon direction for the Government Representative. The contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	2. The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the work

	Order Request.
	<b>I. Technical Documentation Research.</b>
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>K. Data Dissemination</b>
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	<b>L. Mail Operations.</b>
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination system.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	<b>3.6 General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES.</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b>1. Data Identification.</b>
X	As specified by task order, the Contractor shall conduct an analysis of contractos and SOWs to identify and document potential data requirements. The Contractor shall request data requirements form all program participants via data call, compile received data requirements, participate in data requirements review, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	<b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b>

	The contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, conversion, and Integration – The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a <b>SECRET</b> level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
X	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
X	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (NATC LEM Code) **6.8.5.1**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, the **NATEC LEM 6.8.5.1** shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA 6.8.5.1). The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
Attn; Code 6.8.5.1/Vanessa Lindsay, Bldg. 90  
P. O. Box 357058  
**SAN DIEGO, CA 92135-7058**

Completion Date of all items: 30 November 2007.

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

### B. COGNIZANT FIELD ACTIVITY:

**Boeing/FST-CHPT**, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### C. ACCOUNTING DATA:

## SECTION H - SPECIAL CONTRACT REQUIREMENTS - None

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0144</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Apr 10</b>		4. REQ./ PURCH. REQUEST NO. <b>0010209751</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: ronald.horne@navy.mil BY: Ronald Horne		<i>Ronald W. Horne</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$115,896.00
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0144 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2,114	HRS	Est Cost:	\$107,610.00
				Fixed Fee:	\$8,286.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$115,896.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$95,205.00**. The allotted funding will cover approximately **82%** of the total effort. The balance to fully the task order is **\$20,691.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 2,114 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Logistics Analyst (regular time)	b(4)
Logistics Analyst (overtime)	
Sr. Program/Project Control Specialist	
<b>Total</b>	<b>2,114</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 10 April 2008.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Betty C. Morris  
NATEC  
Code 6.8.5.1  
Box 357031 NASNI  
San Diego, CA 92135-7031  
Phone: (619) 545-2004  
E-mail: [betty.morris@navy.mil](mailto:betty.morris@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771506 U14B 251 00019 0 050119 2D 000000  
COST CODE: PMA276A101N1  
AMOUNT: \$95,205.00  
CIN 001020975100002: \$95,205.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$88,398.00  
CLIN 0017-- Fixed Fee \$6,807.00  
**TOTAL FUNDED AMOUNT \$95,205.00**

**X.** This order is severable, recurring and is non-A&AS.

**XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
San Diego, CA	Camp Pendleton, CA	1	1	81
San Diego, CA	Camp Pendleton, CA	1	1	2

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

**CSS-IWP Ref # 5458/Task Order # 0144**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SOW PROFILE:****SCOPE PROFILE:**

1. Attend on-site USG Verification effort at Camp Pendleton, CA. Prepare Technical Manual Evaluation Record (TMER) for all manual technical data presented for USG Verification. Projected: 110 technical manuals. Record each comment using USG provided electronic TMER form. Consolidate comments for each individual manual. Projected: 1,000 TMER forms.
2. Prepare minutes for all teleconferences, on-site meetings, and off-site meetings where participation is required. Projected: Three (3) on-site meetings and 76 teleconferences.
3. Perform review of technical manual technical data for compliance to military specifications and standards. Perform review for consistency, usability, and accuracy of data. Projected: 110 technical manuals.
4. Perform review, assignment of tracking numbers, distribution, and database control of TDRRs. Perform cancellation, re-issue, and re-distribution actions. Maintain database integrity. Projected: 1,000 TDRRs. Provide monthly (first working Monday of each calendar month) reports. Projected: Twelve (12) monthly reports.
5. Perform receipt, review, coding, and elimination of duplicate comments for CTS database. Maintain database integrity. Projected: 500 comments.
6. Perform administrative duties of answering phones and recording messages; prepare file folders; copy files; file data; duplicate disks and CDs; and, mail data. Prepare and monitor Electronic Publication Order Sheet (EPOS). Projected: 110 EPOS sheets.
7. Perform Verification Plan research, documentation, updates, and implementation. Maintain master copy integrity.

**TASK PROFILE:**

- Prepare, record, consolidate Verification TMER comments

- Review technical data
- Review, assign, and control TDRRs number for database integrity
- Review, assign, and control CTS database for database integrity
- Perform various administrative functions
- Perform Verification Planning

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
X	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p style="padding-left: 40px;">a. The Contractor shall be responsible for receiving, evaluating, assigning sequential</p>

	<p>numbers, processing, distributing, tracking and preparing monthly status reports for Technical Disposition Request Records (TDRR) received from Fleet Support Team. Contractor shall be familiar with work packages military specifications and standards, i.e, MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p> <p>b. The Contractor shall be responsible for performing technical publication review for OEM compliance with contracted military specifications, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p>
X	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p> <p>a. The Contractor shall be responsible for preparing monthly reports regarding current status for received and processed TDRRs.</p> <p>b. The Contractor shall be responsible for documenting, cataloging, and distributing Verification comments to a predetermined distribution list. The Contractor shall be responsible for on-site Verification support at Camp Pendleton, CA to properly record Technical Manual Evaluation Records for Verification comments generated as a result of tabletop and on-aircraft verification of technical manual. TMER records shall be prepared by work package. Each set of work package TMERs shall be consolidated into a “by manual” report.</p> <p>c. The Contractor shall be responsible for receiving, reviewing, and maintaining a Comment Tracking System (CTS). The Contractor shall receive comments from team members for traceability of technical manual review. Comments shall be reviewed for duplication, coding, and distribution to a predetermined distribution list. The Contractor shall monitor the CTS database</p>
X	<p><b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
X	<p>3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.</p>

	<p>a. The Contractor shall have working knowledge of AL-855TM-GYD-000 to assist Logistics Element Manager with the preparation and execution of the H-1 Upgrade Verification Plan. The Contractor shall be responsible for managing, updating, and distributing the draft and completed plan to a predetermined distribution list.</p>
X	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p> <p>Refer to Scope Profile, para. 3</p> <p>a. The Contractor shall have working knowledge of military specifications, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A to perform technical data review of OEM submitted data.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p> <p>a. The Contractor shall be responsible for documenting, cataloging, and distributing Verification comments to a predetermined distribution list. The Contractor shall be responsible for on-site Verification support at Camp Pendleton, CA to properly record Technical Manual Evaluation Records for Verification comments generated as a result of tabletop and on-aircraft verification of technical manual. TMER records shall be prepared by work package. Each set of work package TMERs shall be consolidated into a "by manual" report.</p>

X	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders..
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>Refer to Scope Profile, para. 6.</p> <p>a. The Contractor shall prepare and process an Electronic Publications Order Sheet (EPOS) for each technical manual. The Contractor is responsible for tracking and monitoring the process from origination of EPOS to distribution of the technical manual to a predetermined distribution list.</p>
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
X	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
X	5. The contractor shall perform the following technical tasks as defined in individual delivery orders.
X	A. Data/Media receipt, review and entry.
X	<p>Refer to Scope Profile, paras. 3, 4, and 5.</p> <p>(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.</p>
X	B. Data/Media Control.
X	<p>(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.</p> <p>Refer to Scope Profile, paras. 1, 4, and 5.</p>

	a. The Contractor shall ensure database integrity for TDRR, TMER, and CTS.
X	G. Management of Master Data Packages or Master Files.
X	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.  Refer to Scope Profile, paras. 1, 4, and 5.
X	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.  Refer to Scope Profile, paras. 1, 3, 4, and 7.
X	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
X	3.6
X	<b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted</li> </ul>

	<p>to the Government for approval</p> <ul style="list-style-type: none"> <li>Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
X	<b>2. Data Acquisition.</b>
X	<p>A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.</p> <p>Refer to Scope Profile, para. 3.</p> <p>a. The Contractor shall perform technical data review based on military specifications and standards, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p>
X	<b>3. Data Tracking.</b>
X	<p>As specified by task order, the Contractor shall receive and record data on both management and engineering documents. The Contractor shall be responsible for the maintenance of the data management tracking system as specified in the task order.</p> <p>Refer to Scope Profile, paras. 1, 2, 3, 4, 5, 6, and 7.</p>
X	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	<p>1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.</p> <p>a. The Contractor shall possess a current Secret clearance. Classified data does not currently exit on this program; however, there is the possibility of classified data in the future. Contractor personnel will have access to the prime contractor's sensitive, proprietary, and confidential information.</p>
X	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description: \_\_\_\_\_

**(A) To be Furnished:**

<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
Verification Technical Manual Evaluation Record (TMER) Comments	Ten (10) working days after completion of Verification Effort of each Technical Manual	NATEC, 6.8.5.1
Teleconference, on-site meeting, and local Conference minutes	Draft five (5) working days after conclusion of meeting; final five (5) working days after USG approval	NATEC, 6.8.5.1
Technical Data Review	Ten (10) working days after receipt	NATEC, 6.8.5.1
Technical Data Request/Response (TDRR) Database Report	First working Monday of each calendar month	NATEC, 6.8.5.1
Comment Tracking System (CTS) Database Report	Three (3) working days after receipt of IPT comments	NATEC, 6.8.5.1

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: H-1 Upgrade Program
X	8. Questions which arise in relation to technical manual content shall be presented to: Betty C. Morris, H-1 Upgrade LEM
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Betty C. Morris, H-1 Upgrade LEM, for resolution.

**SECTION D - PACKAGING AND MARKING: NA**

**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by H-1 Upgrade LEM, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Quality Assurance shall be completed in accordance with MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA 00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, H-1 Upgrade LEM, Code 6.8.5.1) shall be notified immediately via formal contract letter of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is H-1 Upgrade LEM, Code 6.8.5.1. The proper Mailing Address is:

Commanding Officer  
NATEC  
Attn: Betty Morris, Code 6.8.5.1  
P. O. Box 357031, NASNI  
San Diego, CA 92135-7031

Completion Date of all items: 365 (three hundred sixty five) days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA****A. GENERAL:**

This task is CLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

H-1 Upgrade LEM, Code 6.8.5.1, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**C. ACCOUNTING DATA:****SECTION H – SPECIAL CONTRACT REQUIREMENTS: NA**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0145</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 26</b>		4. REQ./ PURCH. REQUEST NO. <b>0010207403</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE <b>S5111A</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (805) 989-8982 EMAIL: patrice.melanson@navy.mil BY: PATRICE E MELANSON					<i>Patrice Melanson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$125,782.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
										35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0145 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1,958	HRS	Est Cost:	\$116,789.00
				Fixed Fee:	\$8,993.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$125,782.00</b>

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$122,669.00**. The allotted funding will cover approximately **98%** of the total effort. The balance to fully the task order is **\$3,113.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,958 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Sr. Program/Project Control Specialist	
<b>Total</b>	<b>1,958</b>

## V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

## VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

## VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 22 February 2008.

## VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

### **The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

### **The Task Order COR is:**

Alberto Miranda  
NATEC  
Box 357031 Bldg. 90  
San Diego, CA 92135-7031  
Phone: (619) 545-4683  
E-mail: [alberto.miranda@navy.mil](mailto:alberto.miranda@navy.mil)

## IX. ACCOUNTING AND APPROPRIATION DATA

AA: 5773010 1174 720 10V02 2 000000 00 000000 000503000F03 000FSR013779

AMOUNT: \$122,669.00

CIN 001020740300001: \$122,669.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$113,899.00
CLIN 0017-- Fixed Fee	\$8,770.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$122,669.00</b>

X. This order is severable, recurring and is non-A&AS.

#### XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
New River, NC	Patuxent River, MD	1	2	5
New River, NC	Amarillo, TX	1	2	5
New River, NC	Ft. Worth, TX	1	3	5
New River, NC	Philadelphia, PA	1	3	5
New River, NC	Lakehurst, NJ	1	2	5
New River, NC	Edwards AFB, CA	1	3	5
New River, NC	Kirtland AFB, NM	1	2	5
New River, NC	Hurlburt AFB, FL	1	1	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0145 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$116,789.00
				FIXED FEE	\$8,993.00
				TOTAL MAX COST + FEE	<u>\$125,782.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010207403				
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA				\$122,669.00
	CIN: 001020740300001				

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**Task Order 0145**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

The contractor shall provide guidance and support as Naval Air Technical Data and Engineering Service Command (NATEC) Quality Assurance (QA) representative to assure the quality of Technical Manuals through application of effective Quality Assurance (QA) provisions. A technical manual QA program must be maintained to assure adequate, accurate and usability of technical documentation in the development and sustainment to support the V-22 Tilt rotor Program. Task will also include data management support for the V-22 Technical Data, as well as aircraft and support equipment maintenance engineering and logistics support services. The contractor shall provide technical manual management, technical and analytical support for NAVAIR technical manual (TMs) program includes both traditional paper publications and emerging levels of V-22 Interactive Electronic Technical Manuals (IETM). This task order is to be performed at V-22 FST Detachment MCAS New River, NC as NATEC QA representatives. The contractors shall be required to travel as necessary to fulfill contractual requirements.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US. Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests,</p>

	Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of

	the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p>

	<p>1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected.</p> <p>2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system.</p> <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action

	Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>K. Data Dissemination</b>
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	<b>L. Mail Operations.</b>
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	<b>3.6</b>
	<b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b>1. Data Identification.</b>
X	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	<b>2. Data Acquisition.</b>
X	A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding

	Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.
X	B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows, based on elements and principles expressed in <b>EIA Standard 649</b> : <ul style="list-style-type: none"> <li>• Document identification</li> <li>• Data status level management</li> <li>• Data and product configuration relationships</li> <li>• Data version control &amp; management of review, comment, annotation, &amp; disposition</li> <li>• Digital data transmittal</li> <li>• Data access control.</li> </ul>
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	<b>3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.</b>
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	<b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b> Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of

	confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.

X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b>

	<p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p>
	<p>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</p>
	<p><b>MANUAL OUTLINE.</b> Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</p>
	<p><b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall</p>

	<p>be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
	<p><b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
	<p><b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.</p>
	<p><b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.</p>
	<p><b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).</p>
	<p><b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.</p>
	<p><b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.</p>
	<p><b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.</p>
	<p><b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source</p>

	<p>data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.</p>
	<p><b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals. <b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.</p>
	<p><b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.</p>
	<p>a.Types of pages are defined as follows:</p>
	<p>1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.</p>
	<p>2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.</p>
	<p>3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.</p>
	<p><b>TEXT.</b> Text is defined as all technical manual written material and entries including front matter.</p>
	<p><b>ILLUSTRATIONS .</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.</p>
	<p><b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).</p>
	<p><b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed</p>

	60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change dated ____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <p>3. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change</p>

	<p>Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected.</p> <p>4. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system.</p> <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination

X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	1. Data Identification.
X	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	2. Data Acquisition.
X	A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.
X	B. The contractor shall participate in actions required to define digital data for delivery to or

	access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	<p>C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows, based on elements and principles expressed in <b>EIA Standard 649</b>:</p> <ul style="list-style-type: none"> <li>• Document identification</li> <li>• Data status level management</li> <li>• Data and product configuration relationships</li> <li>• Data version control &amp; management of review, comment, annotation, &amp; disposition</li> <li>• Digital data transmittal</li> <li>• Data access control.</li> </ul>
	<b>4. Technical Data Maintenance.</b>
	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	<b>3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.</b>
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	<b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b> Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface

	requirements with technical information systems to ensure maximum benefit to the user.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0146</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 12</b>		4. REQ./ PURCH. REQUEST NO. <b>0010198215</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8982 EMAIL: patrice.melanson@navy.mil BY: PATRICE E MELANSON				<i>Patrice Melanson</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$394,964.00		26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0146 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	11,743	HRS	Est Cost:	\$366,726.00
				Fixed Fee:	\$28,238.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$394,964.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$339,254.00**. The allotted funding will cover approximately **86%** of the total effort. The balance to fully the task order is **\$55,710.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 11,743 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Data Technician	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     b(4)                 </div>
Senior Program/Project Control Specialist	
Jr. Draftsman	
Sr. Analyst	
Data Entry Clerk	
<b>Total</b>	<b>11,743</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 11 February 2008.

**VIII. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order Contracting Officer's Representative is:**

Lucy Daniels  
Code 6.8.5.1  
Naval Air Depot  
PSC Box 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5516  
E-mail: [lucy.daniels@navy.mil](mailto:lucy.daniels@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRL1239  
AMOUNT: \$339,254.00  
CIN 001019821500001: \$339,254.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$314,999.00
CLIN 0017-- Fixed Fee	\$24,255.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$339,254.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

There is no travel contemplated under this task order.

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0146 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$366,726.00
				FIXED FEE	\$28,238.00
				TOTAL MAX COST + FEE	<u>\$394,964.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N0001907P3PE008 PURCHASE REQUEST NUMBER: 0010198215	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001019821500001				\$339,254.00

Section C - Descriptions and Specifications

SOW

**6.8.5 (3.3) Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**Task Order 0146**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions in support of the H-53 program (delineated in TMCR section), and provide 2 fully qualified Data Management Specialist for In-house (Gov't Site) Data Management support for the H-53 technical publications team.

Provide 4475 hrs of (contractor site) support for preparation of PDF updates to NATEC postings, based on publication changes/IRACs as required. Perform, scanning and conversion of documents to PDF format compatible with NATEC website requirements, hyperlink PDF manuals as required, and provide electronic scanning and archiving of program data as required.

Provide two people with sufficient hours to provide Data Management support at the government site for 365 days. These individuals will perform as members of the technical publications data management team and perform the tasks identified in the TMCR.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>

X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p> <p>a. Attachment B-2 does not adequately address card decks. All PDF conversions of card decks IAW MIL-DTL-23618H will be 5 x 8”.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p> <p>a. All text will be in MSWord. Card decks will be in portrait mode in standard 8.5x11” format.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the</p>

	documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**Task Description:** Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes and revisions will be in the same style and format as the original manuals unless otherwise identified. In addition to the changes and revisions, the contractor will provide two fully qualified data management specialists to work within the H-53 technical publications team, within the government facility for a period of 365 days from award. Technical requirements for the data manager are listed below.

Contractor will provide two fully qualified Data Managers, for one work year, to augment the H-53 Data Management team. The individuals will work as an integral part of the technical publications team and perform Data Management functions/tasks following ISO and H-53 peculiar procedures for assigned technical publications. The individual's work schedule will coincide with the Data Management and dress requirements will match those required for NADEP employees in an office environment. Breaks and lunch hours will be scheduled to align with NADEP CP requirements. Duties will include but not be limited to:

Constructs, verifies the content, and manages the complete master technical data package for an assigned weapons system and all its peculiar components. Maintains master data packages (MDP) in a manner, which will facilitate accurate and expedient publication updates and revisions. MDP include electronic media in MS Word and graphics.

Researches, answers, and processes Technical Publication Deficiency Reports using background materials such as blueprints, schematics, supply and logistics data. Consults with cognizant engineers or manufacturing representatives before modifying the technical data package.

Prepares Manual Change Releases to locally change a technical manual to enhance in-house production efforts until a formal manual change can be issued.

Must be knowledgeable of and apply aspects of the governing specifications and policy as required in the manuals, technical manual plan, and the technical manual in-process review, validation and verification plans.

Must be knowledgeable of and apply computer skills for desk top computers and peripheral devices using MS Office, Adobe Acrobat software and email.

May be required to respond to telephone requests on the status of the assigned program; therefore the incumbent must possess oral communication skills and be able to communicate effectively with a wide range of persons to convey complex technical data program requirements in a clear, understandable fashion.

Assists the lead data manager by identifying the manuals that require updates, estimating the number of pages affected. Establish manual update schedules and update priority based upon outstanding source data.

Assists in developing and reviewing source data packages, prescribed format, style, number of pages, etc. for the manuals to be updated.

The incumbent reviews and approves the finished Direct Image Copy prior to forwarding the Defense Automated Printing Service Office.

Assists in the writing of Interim Rapid Action Changes to correct technical publication problems that affect safety of flight and personnel.

<u>MANUAL</u>	<u>A &amp; B-PAGES</u>	<u>C-PAGES</u>
03-90-15	6	1
17-1H53-114	15	2
19-105B-42	30	6
AG-900PA-MRC-300	6	0
AN-350PA-140-000	32	10
A1-H53BE-MIB-000	59	19
A1-H53CE-GAI-000	42	15
A1-H53CE-GSE-400	3	2
A1-H53CE-IPB-450	194	17
A1-H53CE-MRC-000	11	2
A1-H53CE-MRC-200	23	1
A1-H53CE-MRC-300	39	1
A1-H53CE-SRM-000	32	18
A1-H53CE-SRM-010	66	1
A1-H53CE-VIB-000	9	1
A1-H53CE-110-000	12	10
A1-H53CE-110-200	18	0
A1-H53CE-110-400	27	4
A1-H53CE-130-200	28	0
A1-H53CE-140-000	192	20
A1-H53CE-150-000	18	3
A1-H53CE-400-200	22	2
A1-H53CE-450-100	10	0
A1-H53CE-450-400	19	1
A1-H53CE-570-200	47	0
A1-210PA-420-000	15	0
A1-447PB-450-000	13	0
A1-768PA-290-000	31	5
A1-864PA-260-000	6	1
03-25EQ-10	12	0
03-70AB-17	12	4
03-95-2	24	4
03-95B-94	21	4
03-95B-96	84	86
03-95B-98	15	20
03-95B-100	17	4
03-95B-101	17	6
05-70SKY-3	12	6
05-70SKY-6	9	4
19-1-554	23	0
19-105B-40	144	44
AE-170PB-720-000	20	2
AG-520PA-570-000	17	2
AN-330PA-570-100	21	2
AN-900PA-120-000	22	0

A1-H53BE-CLG-000	33	2
A1-H53BE-CLG-500	14	2
A1-H53BE-WCR-000	63	0
A1-H53BE-WDM-000	72	0
A1-H53CE-140-400	13	1
A1-H53CE-420-200	24	0
A1-H53CE-420-400	20	1
A1-H53CE-460-200	42	2
A1-H53CE-460-210	40	0
A1-H53CE-570-000	13	2
A1-H53CE-570-100	6	18
A1-H53CE-570-400	7	1
A1-H53CE-600-400	24	1
A1-H53CE-700-400	15	0
A1-H53ME-CLG-500	33	4
A1-H53ME-WCR-000	12	4
A1-H53ME-WDM-000	23	0
A1-216PB-600-000	12	1
A1-220PA-140-000	19	9
A1-220PA-140-100	20	1
A1-220PA-140-200	20	6
A1-220PA-140-300	16	5
A1-220PA-140-350	33	14
A1-220PA-140-550	28	2
A1-422PA-130-000	13	0
A1-422PA-130-300	17	0
A1-426PA-130-100	12	0
A1-429PA-130-000	13	0
A1-441PA-450-000	12	0
A1-471PA-460-000	28	2
A1-482PA-120-400	10	8
A1-700PA-290-000	50	0
A1-861PA-150-300	94	13
A1-861PA-150-400	35	2
A1-861PA-150-600	98	11
A1-861PB-150-000	50	4
A1-862PA-260-200	7	4
A1-862PA-260-300	18	7
A1-866PA-260-100	24	5
A1-866PA-260-200	106	31
A1-866PA-260-400	13	6
A1-866PA-260-800	25	12
A1-866PA-260-850	11	7
A1-866PA-260-950	57	9
01-230HM-8	0	0
03-1-200	6	0
03-5AA-576	0	0

03-5CFA-13	4	2
03-10EB-38	4	1
03-25ABB-2	5	0
03-25HA-7	3	0
03-30AW-3	4	0
03-30GF-12	4	0
03-30SKY-61	4	1
03-30SKY-513	4	0
03-70DE-5	5	0
03-95B-103	6	0
03-95B-106	6	0
05-70SKY-4	4	4
17-15BA-216	10	0
AG-230SL-MME-000	0	0
AG-520PA-570-100	9	0
AN-345PA-570-000	6	1
AN-350PA-140-100	8	1
A1-216PA-460-000	10	0
A1-218PB-490-000	8	1
A1-420PA-130-200	4	2
A1-422PA-130-400	6	0
A1-422PA-130-500	5	0
A1-444PB-450-000	5	2
A1-477PA-460-200	5	1
A1-580PA-290-300	5	2
A1-861PA-150-500	8	2
A1-866PA-260-000	5	0
A1-866PA-260-300	7	0
A1-866PA-260-600	7	0
A1-868PA-150-200	6	1

**(A) To be Furnished:**

X	1. ___Two (2)___ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. ___One (1)___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ___None___ copy(s) of the Validation Certificate.
X	4. Original and ___One (1)___ copy(s) of Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : H-53 ISST, NAVAIR Depot Cherry Point NC

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, NAVAIRDEPOT, Code H-53 ISST (AIR-6.8.5.1), PSC Box 8021, Cherry Point, NC 28533-0021.  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807, MIL-DTL-81929
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11, 11 x 14, 11 x 17 and 11 x 26 as indicated in task order in MSWord with embedded graphics in Bitmap format..
X	7. All new illustrations will be in the form of line drawings. Smaller than 11 x 17 in Bitmap format, larger than 11 x 17 will be converted to 11 x 17 in Bitmap format.
X	8. Questions which arise in relation to technical manual content shall be presented to: H-53ISST.11/6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-53ISST.11/6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

## SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) H-53 ISST.11/Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA Code H-53 ISST/6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA Code H-53 ISST/6.8.5.1). The proper Mailing Address is:

Commanding Officer  
NAVAIR Depot, Code 6.8.5.1  
PSC Box 8021  
CHERRY POINT, NC 28533-0021

A1	Incremental deliveries commencing 60 days after receipt of source data. All A1 deliveries complete 10 months days after date of order. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor within 30 days after receipt. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
A2	All A2 deliveries completed 10 months after date of order. One (1) DIC of each manual, One (1) CD ROM containing MS Word files, with graphics in Bitmap, and PDF files (ISO 9660) will be delivered.
A3 through A4	Concurrent with completion of Item A2, these items shall be forwarded to NAVAIR Depot, Cherry Point, NC, Code 6.8.5.1
A7	Concurrent with completion of Contractor Assistance. Original to NAVAIR Depot, Cherry Point, NC, Code 6.8.5.1

Completion Date of all items: 12 months after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA**A. GENERAL:

This task is UNCLASSIFIED.

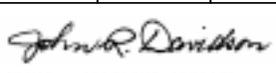
B. COGNIZANT FIELD ACTIVITY:

CFA NAVAIR Depot, Cherry Point, NC, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

None

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0147</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 08</b>		4. REQ./ PURCH. REQUEST NO. <b>0010202063</b>		5. PRIORITY				
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651						
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>				
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8541 EMAIL: john.r.davidson@navy.mil BY: JOHN R DAVIDSON						25. TOTAL \$354,000.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0147 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3,640	HRS	Est Cost:	\$328,691.00
				Fixed Fee:	\$25,309.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$354,000.00</b>

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of \$68,669.00. The allotted funding will cover approximately 19% of the total effort. The balance to fully the task order is \$285,331.00.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 3,640 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Program Manager	b(4)
Senior Analyst	
Computer Programmer/Analyst (J)	
Technical Writer	
Technical Publication Writer/Editor	
<b>Total</b>	<b>3,640</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 30 November 2007.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Robert Sharrer  
47060 McLeod Road  
Bldg 448  
Patuxent River, MD 20670  
Phone: (301- 757-8813  
E-mail: [robert.sharrer@navy.mil](mailto:robert.sharrer@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30F51114J  
AMOUNT: \$68,669.00  
CIN 001020206300001: \$68,669.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$63,759.00  
CLIN 0017-- Fixed Fee \$4,910.00  
**TOTAL FUNDED AMOUNT \$68,669.00**

**X.** This order is severable, non-recurring and is non-A&AS.

#### **XI. TRAVEL**

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
West Creek, NJ	Bremerton, WA	2	1	5
West Creek, NJ	Honolulu, HI	1	1	5
West Creek, NJ	Patuxent River, MD	1	6	5
West Creek, NJ	San Diego, CA	1	2	5

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPFF  as specified in Task Order 0147 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$328,691.00
				FIXED FEE	\$25,309.00
				TOTAL MAX COST + FEE	<u>\$354,000.00</u>

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPFF FOB: Destination MILSTRIP: N6312607P7ZZ65L PURCHASE REQUEST NUMBER: 0010202063	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	<u>UNDEFINED</u>
	ACRN AA CIN: 001020206300001				\$68,669.00

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services**

Alutiiq – N68936-04-D-0008 CSS IWP #'s 7374

**Task Order 0147**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**

**SCOPE PROFILE:**

	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
X	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

## Task Description:

**3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.** The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

**3.1.2 General Task 3.3A-2 Requirements Analysis**

1. The contractor will develop and author the following work packages for the NAVAIR 00-25-604 manual:

WP 003 – Acquisition

WP 012 – Quality Assurance (QA)

WP 014 – FMS

The content authored will include but not be limited to:

- a) acquisition business rules for implementing S1000D requirements,
- b) TMCR remplate(s) and program acquisition checklists,
- c) Quality Assurance (QA) procedures and checklists for both paper based and electronic display of IETM data, and
- d) Data module tagging guidelines for FMS requirements.

To accomplish this task the contractor will coordinate all requirements with NAVAIR personnel at NAVAIR HQ, NATEC, NAVICP, and possibly other competencies and agencies.

The language used in the development/authoring of these requirements will be suitable for incorporation into the NAVSEA SMART-T system if NAVAIR should choose to do so.

2. The contractor will update the MIL-STD-3001 Document Type Definition (DTD) and Formatting Output Specification Instance (FOSI) to support the legacy requirements for the Maintenance Requirements Cards and Wiring Diagram Manuals as identified by the AV-8B program. The contractor will support the AV-8B program via technical interchange and review teleconferences.
3. The contractor will support the E-2 program as technical consultant during the program's technical data conversion to/from MIL-STD-3001 effort. Support will be provided via teleconferences and at some Technical Interchange Meetings and In-Process Reviews.

**(A) To be Furnished:**

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.

**SECTION D - PACKAGING AND MARKING**

Packaging: None

Marking: None

**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
PATUXENT RIVER, MD 20670

Completion Date of all items: 270 days after date of order.

#### **SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

#### **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

None

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0148		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Jul 17		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY																																							
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)																																									
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS																																									
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15																																													
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">16. TYPE OF ORDER</td> <td style="width: 10%;">DELIVERY/ CALL</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="7">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.</td> </tr> <tr> <td></td> <td>PURCHASE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="7">Reference your quote dated</td> </tr> <tr> <td colspan="3"></td> <td colspan="7">Furnish the following on terms specified herein. REF:</td> </tr> </table> <p style="text-align: center;">ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">NAME OF CONTRACTOR</td> <td style="width: 30%;">SIGNATURE</td> <td style="width: 30%;">TYPED NAME AND TITLE</td> <td style="width: 10%;">DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td><input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1</td> <td></td> <td></td> <td></td> </tr> </table>										16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								PURCHASE	<input type="checkbox"/>	Reference your quote dated										Furnish the following on terms specified herein. REF:							NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)	<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1			
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	PURCHASE	<input type="checkbox"/>	Reference your quote dated																																												
			Furnish the following on terms specified herein. REF:																																												
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)																																												
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1																																															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																																															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT																																						
<b>SEE SCHEDULE</b>																																															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL		\$37,151.59																																							
				CONTRACTING / ORDERING OFFICER		26. DIFFERENCES																																									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																																															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE																																									
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS																																								
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR																																								
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER																																								
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.																																								
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.																																								

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II - Technical manual FFP preparation and publishing performed IAW Section C - Statement of Work. This task order is Non-Severable. FOB: Destination				
0001AA	Page changes for existing technical FFP manuals-hardcopy to digital format. (Contract CLIN 0022AE) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	100	Page	\$49.61	\$4,961.00
0001AB	Page changes to existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AF) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	100	Page	\$49.61	\$4,961.00
0001AC	New pages in existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AG) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	256	Page	\$82.06	\$21,007.36

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	Output of Portable Document Format FFP (PDF) Files. (Contract CLIN 0022AH) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	256	Page	\$7.48	\$1,914.88

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Ordering Period II - Technical manuals/ FFP technical data package conversion performed IAW Section C - Statement of Work. FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA	Conversion of hardcopy to FFP master revisable text files in Microsoft Word format. (Contract CLIN 0023AE) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	256	Page	\$16.35	\$4,185.60

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB	Conversion of hardcopy digital FFP text or illustrations to tagged image file format (TIF) files. (Contract CLIN 0023AG) Ordering Period 12 Jan 07 - 11 Jan 08	25	Page	\$4.87	\$121.75

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0003	For Navy Accounting Purposes Only Provides funding for 0001 and 0002.	

CIN: 001022102500001	ACRN AE	\$19,151.59
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PURCHASE REQUEST NUMBER: 0010221025

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0004	For Navy Accounting Purposes Only Provides funding for 0001 and 0002.	

CIN: 001021892300001	ACRN AB	\$6,000.00
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PURCHASE REQUEST NUMBER: 0010218923

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0005	For Navy Accounting Purposes Only Provides funding for 0001 and 0002.	

CIN: 001021892300002	ACRN AC	\$6,000.00
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PURCHASE REQUEST NUMBER: 0010218923

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0006	For Navy Accounting Purposes Only Provides funding for 0001 and 0002.	

CIN: 001021550700001	ACRN AD	\$6,000.00
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PURCHASE REQUEST NUMBER: 0010215507

## Section C - Descriptions and Specifications

STATEMENT OF WORK**SOW PROFILE:**

Platform/Project:	AG-830AC-MEB-000 and AG-830FC-MEB-000
Place(s) of Performance other than travel locations.	Contractor's location
Will contractor need assigned government spaces?	No
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-3424720, to maintain on file if requested.</b>	Maria Cofey, NATEC HQ, Code 6.8.5.1, (619) 545-2066
<b>TOCOR Mailing address:</b>	NATEC NAS North Island P.O. Box 357031, Building 90-1 San Diego, CA 92135-7031 (ATTN: Maria Cofey)
<b>TOCOR Email:</b>	maria.cofey@navy.mil
<b>TOCOR Fax:</b>	(619) 545-2276/1883
Task Order Effort Security Classification:	UNCLASSIFIED
General Level of Effort Expected	See Section B
List all Funding Appn/Yrs to be used:	Funded by NAVICP (APN-1, OM&N)
Prior Support provided by:	Alutiiq – N68936-04-D-0008 (HKA)
Prior support expiration date	6/27/07

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for  
No

bidding purposes? If the answer is yes-**please send to the following address,  
after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)**

Alutiiq

737 Volvo Parkway, Suite 120

Chesapeake, VA 23320-4039

Attn: N68936-04-D-0008

FAX:

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
N/A	

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

XX	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
Proof Copy	180 days after date of order, one (1) proof copy delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted will be returned to the contractor. Corrected proof copy is required each time the deliverable product is resubmitted for final acceptance until approved.	Mark Dickens, NAVICP 0771.14, 700 Robbins Avenue, Philadelphia, PA 19111
Two (2) CD ROM (ISO 9660) with editable digital –Word 97 copy of change(s) and PDF copy with change(s) collated into the completed manuals and one (1) direct image copy of the change(s) for the completed	240 days after date of order, with government approval	Maria Cofey, Code 6.8.5.1, NATEC, NAS North Island, P.O. Box 357031 Building 90-1, San Diego, CA 92135-7031

manuals listed under Task Description

Original and one (1) copy of DD Form 250	240 days after date of order	Maria Cofey, Code 6.8.5.1, NATEC, NAS North Island, P.O. Box 357031 Building 90-1, San Diego, CA 92135- 7031
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## **ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**

N/A

## **SCOPE PROFILE:**

The contractor will update technical manual AG-830AC-MEB-000 and AG-830FCMEB-000, developing technical manual work packages covering the maintenance of one (1) aluminum container each for the H-60 aircraft platform (FLIR container), the F/A-18 aircraft platform (AESA container), the F/A-18 aircraft platform (four (4) F414 engine containers), and the Aerial Refueling (ARS) container developed from engineering drawings and provisioning data. Specification references for AG-830AC-MEB-000 and AG-830FC-MEB-000, H-60 FLIR container, F/A-18 AESA container, F/A-18 F414 engine containers, and ARS container work packages, shall be updated. These work packages will become part of the content and will follow the same Style and Format as in technical manual AG-830AC-MEB-000 and AG-830FC-MEB-000.

## **TASK PROFILE:**

### **SECTION C -DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

#### **C.1 STATEMENT OF WORK**

##### **Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2)
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.

	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b>  The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in</p>
	Attachment D.
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>

X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or

	Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	<b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made
	available to the contractor by the government.
X	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
X	<b>2.Change Page:</b> Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

**(B) Descriptions and Specifications:**

X	1. ____ One _____ set(s) of proof copies of manuals change pages for review in Word 97. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. _Two (2)___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
	3. Original and _____ copy(s) of the Validation Certificate.
	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	5. Original and _One (1)_____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for NATEC HQ (Code 6.8.5.1).
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (SAME AS EXISTING COPY). Other requests for this document shall be referred to Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with EXISTING STYLE AND FORMAT.
X	5. Proof copy shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: PDF AND WORD 97
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: MARK DICKENS, NAVICP, (215) 697-2706/DSN 442
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to MARIA COFEY, NATEC HQ, Code 6.8.5.1, (619) 545-2066/DSN 735 for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0001AA	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0001AB	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0001AC	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0001AD	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0002	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0002AA	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	
0002AB	POP 17-JUL-2007 TO 14-MAR-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AB: 97X4930 NH2C 252 77777 0 054219 2F 000000  
COST CODE: 6P00185BA100  
AMOUNT: \$6,000.00  
CIN 001021892300001: \$6,000.00

AC: 97X4930 NC1C 310 03111 2 3GGA25 16 33181N 003917RCGG00 8  
AMOUNT: \$6,000.00  
CIN 001021892300002: \$6,000.00

AD: 1771506 Y1CF 252 00019 0 050119 2D 000000  
COST CODE: PMA265HA4610  
AMOUNT: \$6,000.00  
CIN 001021550700001: \$6,000.00

AE: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRL29J3  
AMOUNT: \$19,151.59  
CIN 001022102500001: \$19,151.59

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0149</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Apr 23</b>		4. REQ./ PURCH. REQUEST NO. <b>0010205830</b>		5. PRIORITY																					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)																							
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS																							
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15																											
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">16. TYPE OF ORDER</td> <td style="width: 10%;">DELIVERY/ CALL</td> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="7">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.</td> </tr> <tr> <td></td> <td>PURCHASE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="7">Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____</td> </tr> </table>										16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____						
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																										
	PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____																										
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>																													
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)																					
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____																													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																													
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT																				
<b>SEE SCHEDULE</b>																													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: ronald.horne@navy.mil BY: Ronald Horne			<i>Ronald W. Horne</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$284,188.08		26. DIFFERENCES																		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE																						
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS																						
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR																					
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER																					
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.																				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.																					

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	500	Pages	\$49.61	\$24,805.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	3828	Pages	\$49.61	\$189,907.08
0022AC	New Pages in existing Technical Manuals -- Digital Format	400	Pages	\$82.06	\$32,824.00
0022AD	Output of Portable Document Format (PDF) Files	4900	Pages	\$7.48	\$36,652.00
0023AA	Conv of HC to master rev text in MS Word		Pages	\$16.35	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$16.35	\$0.00
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.87	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.17	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$13.05	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$13.05	\$0.00
<b>TOTAL</b>					<b>\$284,188.08</b>

**II. SCOPE**

Provide technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but are not limited to research of Master Data Packages, including TPDR, TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format (PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 19 April 2007 to 19 June 2008.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification,

change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,  
NAWCAD,  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Wayne Pasanen  
Naval Air Depot  
6206 Aviation Ave. (Bldg 6202, Rm B-6)  
Cecil Commerce Center  
Jacksonville, FL 32221-8112  
(904) 317-1786

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL19A3  
AMOUNT: \$284,188.08  
CIN 001020583000001: \$284,188.08

This task order is 100% fully funded.



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AC		400	Page	\$82.06	\$32,824.00
EXERCISED OPTION	New Pages FFP Digital Format FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AD		4,900	Page	\$7.48	\$36,652.00
EXERCISED OPTION	Output of PDF Files FFP FOB: Destination				

FUNDED AMOUNT

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**Task Order 0149**

**3.0 TEAM Logistics Task Order (TO)**

**Statement of Work (SOW)**

**SCOPE PROFILE:**

**Contract N68936-04-D-0008**

**Part (1) Statement of Work for PRB-XXX**

Scope: The P-3 programs require technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but are not limited to research of Master Data Packages , including TPDR,TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format (PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

The P-3 LEM located at NATEC San Diego, CA., requires contractor support to manage the P-3 pubs suite. Travel for contractor support at this site is anticipated at this time.

This delivery order is required for completion of the FY-07 Pubs Plan. It is not a follow-on effort of an FY-06 task.

CSS IWP reference number is not applicable.

**3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.**

The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task

orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manual.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering

Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

In support of the pub update process at NADEPJAX, the contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Update tech manuals using government furnished source data.
- Include a signed Validation Certificate (VAL CERT), Record of Source Data Incorporation (ROSDI) and a Print Sequence Sheet (PSS) for each delivered tech manual update.
- Validate all LOEPs and correct all deficiencies even if the deficiencies are not associated with the updated section(s) of the manual. Ensure total number of pages on the LOEP pages are correct. Additionally, a total page count for changes and RACs shall be provided.
- Provide technical manual updates as required to correct valid technical publications deficiency reports and to maintain tech manual configuration.
- Digital files, when available, will be provided as Government Furnished Source Data, GFI). Digital files will usually be Word, Quicksilver, AutoCADD, Adobe Illustrator, Paint Shop Pro, and Adobe PDF format. For those manuals, the deliverable shall an updated, collated digital Quicksilver and Adobe PDF file of the complete manual. In addition, an updated, collated digital Adobe PDF of the change or RAC, including backup pages, shall also be provided.

- When digital files are not available as GFI, the contractor shall deliver an updated collated digital Quicksilver and Adobe PDF of the change (including backup pages).
- The contractor shall provide all Quicksilver deliverable files in IDU format. The Quicksilver files in the IDU file will be in proper order and will be neatly arranged. All excess files shall be deleted prior to conversion to IDU. Adobe PDF files will be formatted to NATEC standards as outlined in the current NATEC Technical Manual Conversion Guidelines manual.
- All changes shall be formatted to the existing style and format of the existing manuals, unless otherwise specified.
- All interim and final deliverables shall have a complete quality assurance review prior to delivery to ensure 100% accuracy for work performed.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete

technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

**3.3 General Task 3.3C TECHNICAL DATA CONVERSION.** The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

**4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.** The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security

Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

#### **4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.**

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## **SCHEDULE**

### **Technical Manual Contract Requirement Work Statement**

#### **PRB XXX, Task Order XXX**

#### **Task Description:**

##### **(A) To be Furnished:**

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.

5. Original and one (1) copy of DD Form 250.

##### **(B) Descriptions and Specifications:**

1. Task will be performed for: NAVAL AIR DEPOT, JACKSONVILLE, P-3 Technical Publications FST, Code 3.3.1H

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

**DISTRIBUTION STATEMENT (as required)**. Distribution authorized to U.S. Government agencies only and their contractors to protect publications required for official use or for administrative or operational purposes only (as required). Other requests for this document shall be referred to Commander, Naval Air Systems Command (PMA-290), RADM William A Moffett Bldg, 47123 Buse Rd Bldg 2272, Patuxent River, MD 20670-1547.

**DESTRUCTION NOTICE:** For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

7. All new illustrations will be in the form of vector art.

## **SECTION D - PACKAGING AND MARKING**

### **Packaging:**

### **Marking**

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by Naval Air Jacksonville, P-3 Publications FST (W. Pasanen), Code 3.3.1H. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Jacksonville, P-3 FST Technical Publications, Code 3.3.1H shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Jacksonville, P-3 FST Technical Publications, Code 3.3.1H. The proper Mailing address is:

Commanding Officer  
Naval Air Depot  
6206 Aviation Avenue  
Attn: Code 6.8.5.1/Wayne Pasanen  
Cecil Commerce Center  
Jacksonville, FL 32221-8112

Completion Date of all items: 14 months after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA****A. GENERAL:**

This task is UNCLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

NAVAL AIR DEPOT JACKSONVILLE, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Section E - Inspection and Acceptance

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0022	N/A	N/A	N/A	N/A
002201	N/A	N/A	N/A	N/A
0022AA	N/A	N/A	N/A	Government
0022AB	N/A	N/A	N/A	Government
0022AC	N/A	N/A	N/A	Government
0022AD	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

**DELIVERY INFORMATION**

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0022	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
002201	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AA	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AB	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AC	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AD	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0150		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 May 11		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS				
		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.						
16. TYPE OF ORDER										
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY			25. TOTAL \$69,012.07		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Logistics Support Services CPFF	2,030	Hours		
In accordance with Section J, Attachment 1. This Task Order is Severable. FOB: Destination					
ESTIMATED COST					\$64,078.06
FIXED FEE					\$4,934.01
TOTAL EST COST + FEE					<u>\$69,012.07</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001021468500001	ACRN AA	\$11,844.00
PURCHASE REQUEST NUMBER: 0010214685		

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000102	For Navy Accounting Purposes Only	
CIN: 001021468500002	ACRN AB	\$16,833.07
PURCHASE REQUEST NUMBER: 0010214685		

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000103	For Navy Accounting Purposes Only	
CIN: 001021124500001	ACRN AC	\$5,620.00
PURCHASE REQUEST NUMBER: 0010211245		

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000104	For Navy Accounting Purposes Only	

CIN: 001021362800001	ACRN AD	\$22,880.00
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PURCHASE REQUEST NUMBER: 0010213628

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000105	For Navy Accounting Purposes Only	

CIN: 001020879400001	ACRN AE	\$11,835.00
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PURCHASE REQUEST NUMBER: 0010208794

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 12-MAY-2007 TO 11-MAY-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
000103	N/A	N/A	N/A	N/A
000104	N/A	N/A	N/A	N/A
000105	N/A	N/A	N/A	N/A

## Section G - Contract Administration Data

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

## ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL29J3  
AMOUNT: \$11,844.00  
CIN 001021468500001: \$11,844.00

AB: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL29H3  
AMOUNT: \$16,833.07  
CIN 001021468500002: \$16,833.07

AC: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2636  
AMOUNT: \$5,620.00  
CIN 001021124500001: \$5,620.00

AD: 1771506 Y1CF 251 00019 0 050119 2D 000000  
COST CODE: PMA265DA1122  
AMOUNT: \$22,880.00  
CIN 001021362800001: \$22,880.00

AE: 1771804 4RZ3 252 00019 0 050119 2D 000000  
COST CODE: 5000921EA311  
AMOUNT: \$11,835.00  
CIN 001020879400001: \$11,835.00

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

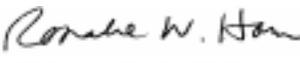
APR 1984

Section J - List of Documents, Exhibits and Other Attachments

SECTION J

Attachment 1: Statement of Work

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0151</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Apr 19</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY							
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651									
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:												
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: ronald.horne@navy.mil BY: Ronald Horne						25. TOTAL		\$179,734.50			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	0	Pages	\$49.61	\$0.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	2450	Pages	\$49.61	\$121,544.50
0022AC	New Pages in existing Technical Manuals -- Digital Format	700	Pages	\$82.06	\$57,442.00
0022AD	Output of Portable Document Format (PDF) Files	100	Pages	\$7.48	\$748.00
0023AA	Conv of HC to master rev text in MS Word		Pages	\$16.35	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$16.35	\$0.00
0023AC	Conv of HC/Digital text to tif files		Pages	\$4.87	\$0.00
0023AD	Conv of HC to PDF		Pages	\$5.17	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$13.05	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$13.05	\$0.00
<b>TOTAL</b>					<b>\$179,734.50</b>

**II. SCOPE**

Prepare either a Change or Revision for CASS technical manuals using Interleaf software and CASS Work Package IDU files, incorporating source data. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. Sanitize, update, and revise Interleaf Publisher Files for FMS Requirements as directed by the FST.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from task order award to 18 April 2008.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering

Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C  
 NAWCAD  
 22477 Peary Road, Bldg. 516  
 Patuxent River, MD 20670  
 (301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Dean Nelson  
 NADEP NI  
 P. O. Box 357058  
 San Diego, CA 92135  
 (619) 545-4625

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30PRLA303  
 AMOUNT: \$99,852.50  
 CIN 001020820600001: \$99,852.50

AB: 1771506 47C2 252 00019 0 050119 2D 000000  
 COST CODE: PMA260ABAB5C  
 AMOUNT: \$79,882.00  
 CIN 001020752000001: \$79,882.00

This task order is 100% fully funded.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period II- Technical manual preparation and publishing performed IAW Statement of Work-Attachment 1 FFP FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002201	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010208206				
	CIN: 001020820600001		ACRN AA	FUNDED AMOUNT	\$99,852.50

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002202	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FFP FOB: Destination MILSTRIP: N6893607P7AT016 PURCHASE REQUEST NUMBER: 0010207520				
	CIN: 001020752000001		ACRN AB	FUNDED AMOUNT	\$79,882.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AB	Page Changes	2,450	Page	\$49.61	\$121,544.50
EXERCISED OPTION	FFP Digital to Digital Format FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AC	New Pages	700	Page	\$82.06	\$57,442.00
EXERCISED OPTION	FFP Digital Format FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AD EXERCISED OPTION	Output of PDF Files FFP FOB: Destination	100	Page	\$7.48	\$748.00

FUNDED AMOUNT

## Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services Alutiiq –  
N68936-04-D-0008****Task Order 0151 NORIS-07-001****3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)****SCOPE PROFILE:**

Prepare either a Change or Revision for the CASS technical manuals listed below using Interleaf software and CASS Work Package IDU files. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. Sanitize, update, and revise Interleaf Publisher Files for FMS Requirements as directed by the FST.

<b>Publication No.</b>	<b>Manual Title</b>
16-35OP188-1	Operation and Maintenance with Illustrated Parts Breakdown for High Power Device Test Subsystem OP188/USM-636 (V).
16-30USM636-1-1	OPERATOR'S INSTRUCTIONS NUMERICAL INDEX OF EFFECTIVE WORK PACKAGES ELECTRICAL EQUIPMENT TEST SETS AN/USM636A(V)1-8
16-30USM636-2-2	INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN SHOP REPLACEABLE ASSEMBLIES
16-30USM636-3-1	TECHNICAL MANUAL SELF-MAINTENANCE SUPPORT EQUIPMENT

<b>Publication No.</b>	<b>Manual Title</b>
	CONSOLIDATED AUTOMATED SUPPORT SYSTEM (CASS) OQ-529/USM-636(V)
16-30USM636-3-2	TECHNICAL MANUAL CONSOLIDATED AUTOMATED SUPPORT SYSTEM (CASS) CALIBRATION SUPPORT EQUIPMENT OQ-531/USM-636(V)

16-35USM636-403-1	16-35ON403-1 TECHNICAL MANUAL INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN COMMON INTERFACE DEVICE SET ON-403/USM-636(V)
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## SECTION C -DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

### C.1 STATEMENT OF WORK

	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur.</p>
	<p>If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>

X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual

	Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the
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	operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### Task Description:

- 1 Replace Bitmap graphics imbedded in Interleaf Publisher files with Vector graphics files provided by government Fleet Support Team (FST) for CASS System technical manual listed below. Incorporate source data as listed in Section H. Change Top level Reference Designators to Courier font and all other text in Illustrations to Helvetica.
- 2 Merge the 16-35OP188-1 MANUAL into the CASS Station manuals to be specified and provided at the start of this task. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. All illustrations shall be integrated with the test of the final editable copy.
- 3 Extract all Ancillary equipment from the existing CASS System Manuals and create a standalone Ancillary CASS Station manual.
- 4 Incorporate / update TMER action items into manuals.

Publication No.	Task	Estimated Pages
16-35OP188-1	1, 2	613 PAGES
NEW EXTRACTED ANCILLARY MANUAL	3	1500 PAGES
TMER Incorporation	4	1137 PAGES

#### (A) To be Furnished: (B) Descriptions and Specifications:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.

	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) for each manual

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Navair Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Navair Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. . DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS)
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU Format.
	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Navair Depot North Island Code 3.3.5/6.8.5.1
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Navair Depot North Island Code 3.3.5/6.8.5 for resolution.

X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are
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incorporated, a record of source data incorporation shall not be required.
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## **SECTION D - PACKAGING AND MARKING**

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1 Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island Code 3.3.5/6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island Code 3.3.5/6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island Code 3.3.5/6.8.5. The proper Mailing Address is:

Commanding Officer  
Navair Aviation Depot  
Attn; Code 6.8.5.1/Dean Nelson, Bldg. 334-1

P. O. Box 357058 San Diego, CA 92135-7058

Task-1	Replace Bitmap graphics imbedded in Interleaf Publisher files with Vector graphics files provided by government Fleet Support Team (FST) for CASS System technical manual listed below. Incorporate source data as listed in Section H. Change Top level Reference Designators to Courier font and all other text in Illustrations to Helvetica.
Task-2	Merge the 16-35OP188-1 MANUAL into the CASS Station manuals to be specified and provided at the start of this task
Task-3	Extract Ancillary Equipment Data from the CASS Station manuals to be specified and Merge extracted Ancillary Equipment Data into a new CASS Station manual to be specified. Data will be provided at the start of this task
Task-4	TMER incorporation / updates to manuals.

Completion Date of all items: 01 DECEMBER 07 after date of order.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

### **GOVERNMENT FURNISHED SOURCE DATA:**

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest Change	Source Data
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16-35OP188-1	Revision - 02 Jan 05		Interleaf Publisher file in IDU format.(.IDU)
16-35OP188-1	Revision – 02 Jan 05		Computer Meta Graphics Files (CGM)
16-35OP188-1	Revision – 02 Jan 05		MCR's and IRAC's for incorporation to bring manual up to date.
CASS Station manuals for Ancillary Equipment extraction, and Creation of new Ancillary Equipment manual.	Will become basic, first release.		Interleaf Publisher file in IDU format.(.IDU) Guidance Source Data for extraction, creation and update.
Ancillary Equipment manual Vector Graphics	Revision – 0 Basic		Computer Meta Graphics Files (CGM)

**Assumptions:**

- As a FFP PRB, no additional CDRLs are required
- Delivery schedule is dependent upon source data being supplied to the subcontractor by date of order.

**Exceptions:**

- If page counts or illustrations exceed those stated in PRB XXXX, Task Order XXXX, a modification will be issued to cover the cost of the additional pages produced.
- Any task requirements not stated in the SOW will be considered outside the SOW and will require a modification to cover the cost of the additional tasks requested

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

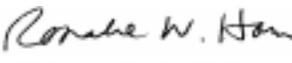
CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0022	N/A	N/A	N/A	N/A
002201	Destination	Government	Destination	Government
002202	N/A	N/A	N/A	N/A
0022AB	N/A	N/A	N/A	Government
0022AC	N/A	N/A	N/A	Government
0022AD	N/A	N/A	N/A	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0022	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
002201	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
002202	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AB	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AC	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	
0022AD	POP 19-APR-2007 TO 18-APR-2008	N/A	N/A FOB: Destination	

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0152</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 May 01</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY				
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651						
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS				13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-1943 EMAIL: ronald.horne@navy.mil BY: Ronald Horne						25. TOTAL \$76,652.72		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

SCHEDULE**I. SCHEDULE OF SUPPLIES/SERVICES**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	711	Pages	\$49.61	\$35,272.71
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	556	Pages	\$49.61	\$27,583.16
0022AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$82.06	\$0.00
0022AD	Output of Portable Document Format (PDF) Files	1267	Pages	\$7.48	\$9,477.16
0023AA	Conv of HC to master rev text in MS Word		Pages	\$16.35	\$0.00
0023AB	Conv of HC to master rev text in Interleaf		Pages	\$16.35	\$0.00
0023AC	Conv of HC/Digital text to tif files	887	Pages	\$4.87	\$4,319.69
0023AD	Conv of HC to PDF		Pages	\$5.17	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$13.05	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$13.05	\$0.00
<b>TOTAL</b>					<b>\$76,652.72</b>

**II. SCOPE**

Prepare changes for the T56 Engine technical manuals listed in the Statement of Work using Interleaf 7 software and master digital files provided. Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed.

**III. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**IV. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 30 April 2007 to 29 April 2008.

**V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the

Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Randy Fletcher, Code 6.8.5.1  
Naval Air Depot  
6206 Aviation Ave., Cecil Commerce Center  
Jacksonville, FL 32221-8112  
(904) 317-1786

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL19A3  
AMOUNT: \$22,229.00  
CIN 001020695100001: \$22,229.00

AB: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2636  
AMOUNT: \$19,163.00  
CIN 001020766000001: \$19,163.00

AC: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2136  
AMOUNT: \$13,798.00  
CIN 001020768100001: \$13,798.00

AD: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA173  
AMOUNT: \$21,462.72  
CIN 001020967600001: \$21,462.72

This task order is 100% fully funded.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period II- Technical manual FFP preparation and publishing performed IAW Statement of Work-Attachment 1 FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002201		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY FFP FOB: Destination MILSTRIP: N0001907P5AP151 PURCHASE REQUEST NUMBER: 0010206951				

CIN: 001020695100001	ACRN AA	FUNDED AMOUNT	\$22,229.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002202		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY FFP FOB: Destination MILSTRIP: N0001907P5PJ143 PURCHASE REQUEST NUMBER: 0010207660				

CIN: 001020766000001	ACRN AB	FUNDED AMOUNT	\$19,163.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002203		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY FFP FOB: Destination MILSTRIP: N0001907P5PJ144 PURCHASE REQUEST NUMBER: 0010207681				

CIN: 001020768100001	ACRN AC	FUNDED AMOUNT	\$13,798.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002204		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY				
	FFP				
	FOB: Destination				
	MILSTRIP: N0001907P7CF156				
	PURCHASE REQUEST NUMBER: 0010209676				
	CIN: 001020967600001		ACRN AD	FUNDED AMOUNT	\$21,462.72

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AA		711	Page	\$49.61	\$35,272.71
EXERCISED OPTION	Page Changes HC - Digital				
	FFP				
	FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AB		556	Page	\$49.61	\$27,583.16
EXERCISED OPTION	Page Changes Digital - Digital				
	FFP				
	FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AD		1,267	Page	\$7.48	\$9,477.16
EXERCISED OPTION	Output of PDF Files				
	FFP				
	FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023		UNDEFINED	Lot	\$0.00	UNDEFINED
EXERCISED OPTION	Option Period II- Technical manuals/ FFP technical data packageconversion performed IAW Statement of Work-Attachment 1 and task orders issued herein. FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023AC		887	Page	\$4.87	\$4,319.69
EXERCISED OPTION	Conv of HC/Digital text to tif files FFP FOB: Destination				

FUNDED AMOUNT

## Section C - Descriptions and Specifications

SOW

**JAX-07-XXX**  
**6.8.5 TEAM Logistics Task Order (TO 0152)**  
**(T-56 ENGINE PUBS- FUNDED BY 3 PMAs)**  
**PMA-290, PMA-207 AND PMA-231**  
**Statement of Work**

**SCOPE PROFILE:**

Prepare changes for the T56 Engine technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

Technical Manual No.	Title	Basic Date	Change No.	Change Date
02B-5DD-4	Illustrated Parts Breakdown Manual Turboprop Engine T56-A-14	15 OCT 98	5	TBD
02B-5DD-6-3	QECA Maintenance Requirements Cards T56 Engine (All Models)	01 SEP 02	4	TBD
02B-5DE-4	Illustrated Parts Breakdown Manual Turboprop Engine T56-A-16, T56-A-423	15 JUL 01	5	TBD
02B-5DF-4	Illustrated Parts Breakdown Manual Turboprop Engine T56-A-425	15 NOV 04	2	TBD
02B-5DF-6-1-1	Intermediate Maintenance Turboprop Engine Tubing, Cabling and Clamping T56-A-425	15 NOV 04	1	TBD
AE-AGT56-SUM-000	O & I Level Maintenance Manual Turboprop Engine Engine Monitoring System T56-A-427	01 FEB 93	3	TBD
02B-5DG-4	Illustrated Parts Breakdown Turboprop Engine T56-A-427	15 NOV 04	2	TBD
02B-5DG-6-1	Intermediate Maintenance Manual Turboprop Engine T56-A-427	15 NOV 04	2	TBD
02B-5DG-6-1-1	Intermediate Maintenance Turboprop Engine Tubing, Cabling and Clamping T56-A-427	15 NOV 04	2	TBD

02B-5DG-6-2	Depot Level Maintenance Manual Turboprop Engine T56-A-427	01 SEP 05	2	TBD
03-5AA-128	Overhaul Inst. With IPB Motor Generator PNs 181419 and 2718105	01 FEB 87		Digitize only
03-5CHX-24	Maint. Inst. With IPB Rotary Actuator Assy (Series 138) PNs 1034540, 103450-1 (BENDIX-PACIFIC)	01 JUL 87		Digitize only
03-5CHX-515	Overhaul Inst. With IPB Rotary Actuator Assy (Series 138) PNs 1009350, 1009350-1, 1009350-2 (BENDIX-ELECTRODYNAMICS)	15 JAN 84		Digitize only
03-5NA-32	Overhaul Inst. Ignition Unit Type TCN- 24 10-111160-1, -3, -6 used on Allison T56 Engines	01 MAR 80		Digitize only
03-5NA-33	IPB Ignition Unit Type TCN-24 10- 111160-1, -3, -6 used on Allison T56 Engines	01 NOV 03		Digitize only
03-110-14	Overhaul Inst. With IPB Speed Sensing Control Assy 6873465 AC PN (6404486), 6871121	01 APR 79		Digitize only
03-110-18	Overhaul Inst. Speed Sensitive Control Assy 6871122 and 6873466 (AC PN 6404487)	01 AUG 71		Change
03-110AAX-1	Turbine Engine Main Fuel Control Model AP-B3 PNs 330426-3A, 330426-4, 330507-2, 330507-3, 330693-3, 440378-1, 440378-2, 441024-1, 441024-2	15 SEP 72	7	Change
03-110AAX-2	IPB Main Fuel Control Model AP-B3 PNs 330426-3A, 330426-4, 330507-2, 330507-3, 330693-3, 440378-1 440378-2, 441024-1, 441024-2,	15 SEP 72		Digitize only
03-110FG-7	Overhaul Inst. With IPB Starting Fuel Enrichment Solenoid Valve Assy PN 190585-1	01 MAY 87		Digitize only
03-110FM-2	Overhaul Inst. Temperature Datum Valve Model PB-A3	01 MAY 94	1	Change
03-110FM-3	IPB Temperature Datum Valve Model PB-A3 Part Numbers Allison 6827239 (Bendix 330332-4)Allison 23030485 (Bendix (3303325)Allison 6809574 (Bendix 330508-1) Allison 23030484 (Bendix 330508-2)	01 MAY 94		Digitize only
03-110FR-2	Overhaul Inst. With IPB Solenoid Operated Shutoff Valve Assy Hydro- Aire Part No. 35055	01 MAR 73		Digitize only
03-110FT-1	Overhaul Inst. With IPB Paralleling Valve Part Number 190772-2	15 SEP 92		Digitize only
03-5NB-25	Overhaul Instruction, Ignition Exciter, Part Number 6805307 And 6887768			
03-5NB-26	Illustrated Parts Breakdown, Ignition Exciter, Part Number 6805307 And	1 NOV 80		

	6887768			
03-10R-2	Overhaul Instruction With Parts Breakdown, Differential Pressure Switch, Ad-2949-12			
03-110-19	Illustrated Parts Breakdown, Speed Sensitive Control Assembly, Part Number 6873466 And 6871122	1 AUG 71		TBD
03-110AAV-1	Turbine Engine Main Fuel Control Model Ap-B3 Part List Numbers 330043-7, 330043-8, 330648-2, 440042-1, 441108-1	15 DEC 70		TBD
03-110AAV-2	Technical Manual Illustrated Parts Breakdown Turbine Engine Main Fuel Control Model Ap-B3 Parts List Numbers 330043-7, 330043-8, 330648-2, 440042-1, 441108-1	15 APR 67		TBD
03-110DAA-14	Overhaul Instruction, Dual Gear And Booster Type Fuel Pump, Part Number 022489-005-02, 022489-054-03	15 JUN 80		
03-110DAA-15	Illustrated Parts Breakdown, Dual Gear And Booster Type Fuel Pump, Part Number 022489-005-02, 022489-054-03	15 JUN 80		
03-110FK-14	Overhaul Instruction With Parts Breakdown, Drain Valve Assembly, Part Number 41-2036-002, 41-2036-003, 41-2036-004	15 SEP 69		

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The contractor shall:

- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU **format** will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals.

**This SOW deals with page deliveries only, not CSS hours. It is not required to complete the CSS IWP process and will not have a CSS IWP approval number.**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
N/A	

**TASK PROFILE:**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>

X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the

	technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

**SCHEDULE**

**Technical Manual Contract Requirement Work Statement**

Task Description:

**(A) To be Furnished:**

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
02B-5DD-4	CHANGE	MCRs, TPDRs
02B-5DD-6-3	CHANGE	MCRs, TPDRs
02B-5DE-4	CHANGE	MCRs, TPDRs
02B-5DF-4	CHANGE	MCRs, TPDRs
02B-5DF-6-1-1	CHANGE	MCRs, TPDRs
AE-AGT56-SUM-000	CHANGE	MCRs, TPDRs
02B-5DG-4	CHANGE	MCRs, TPDRs
02B-5DG-6-1	CHANGE	MCRs, TPDRs
02B-5DG-6-1-1	CHANGE	MCRs, TPDRs
02B-5DG-6-2	CHANGE	MCRs, TPDRs

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy(s) of the Validation Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for T56 Engine FST, NADEP Jacksonville, FL.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C.. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Randy Fletcher, NADEP Jacksonville, FL, Code 3.3.1B.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Randy Fletcher, NADEP Jacksonville, FL, Code 3.1.2/6.8 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by T56 Engine Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 3.1.2/6.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date

of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, T56 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 3.3.1B, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is T56 Engine Data Manager, FST, NADEP Jacksonville, FL, **Code 6.8.5.1**.

The proper Mailing Address is:

Naval Air Depot  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Randy Fletcher, Code 6.8.5.1  
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 3.3.1B

Completion Date of all items: 360 days after date of order.

## SECTION G - CONTRACT ADMINISTRATION DATA

### A. GENERAL:

This task is UNCLASSIFIED.

### B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0022	N/A	N/A	N/A	N/A
002201	N/A	N/A	N/A	N/A
002202	N/A	N/A	N/A	N/A
002203	N/A	N/A	N/A	N/A
002204	N/A	N/A	N/A	N/A
0022AA	N/A	N/A	N/A	Government
0022AB	N/A	N/A	N/A	Government
0022AD	N/A	N/A	N/A	Government
0023	N/A	N/A	N/A	N/A
0023AC	N/A	N/A	N/A	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0022	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
002201	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
002202	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
002203	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
002204	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
0022AA	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
0022AB	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
0022AD	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
0023	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	
0023AC	POP 30-APR-2007 TO 29-APR-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL19A3  
AMOUNT: \$22,229.00  
CIN 001020695100001: \$22,229.00

AB: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2636  
AMOUNT: \$19,163.00  
CIN 001020766000001: \$19,163.00

AC: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2136  
AMOUNT: \$13,798.00  
CIN 001020768100001: \$13,798.00

AD: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA173  
AMOUNT: \$21,462.72  
CIN 001020967600001: \$21,462.72

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0154</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Feb 27</b>		4. REQ./ PURCH. REQUEST NO. <b>0010205425</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS				
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15										
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER										
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8982 EMAIL: patrice.melanson@navy.mil BY: PATRICE E MELANSON				25. TOTAL \$270,200.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER		35. BILL OF LADING NO.		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

Section B - Supplies or Services and Prices

**SCHEDULE**

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0154 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	7,617	HRS	Est Cost:	\$250,882.00
				Fixed Fee:	\$19,318.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$270,200.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$270,163.00**. The allotted funding will cover approximately **99.99%** of the total effort. The balance to fully the task order is **\$37.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 7,617 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Data Technician - Government Site	b(4)
Sr. Program/Project Control Specialist	
Technical Publication Writer/Editor	
Jr. Draftsman	
Data Technician - Contractor Site	
Data Entry Clerk	
<b>Total</b>	<b>7,617</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 2 March 2007 to 1 March 2008.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Jim Isenock  
Naval Air Depot  
Attn: Code H46FST Tech Data  
PSC 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5575  
E-mail: [james.isenock@navy.mil](mailto:james.isenock@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA273  
AMOUNT: \$169,039.00  
CIN 001020542500100: \$169,039.00

AB: 1771804 4A4N 252 00019 0 050119 2D 000000  
 COST CODE: AIR30PRLA293  
 AMOUNT: \$101,124.00  
 CIN 001020542500101: \$101,124.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$250,848.00
CLIN 0017-- Fixed Fee	\$19,315.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$270,163.00</b>

X. This order is non-severable, non-recurring and is non-A&AS.

#### XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

#### 3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

**FY-07/08 CSSIWP REF # 4806**

**FY-07/08 CSSIWP APPROVAL # 206091815094806**

### **3.0 TEAM Logistics Task Order (TO)**

#### **Statement of Work (SOW)**

#### **SOW 1 - Technical Manuals, Conversion, and TMCR**

#### **SCOPE PROFILE:**

To develop routine revisions, pick-up revisions and Type “B” IRAC’s to existing H-46 and T58 organizational, intermediate and depot level technical publications. To develop a T58 tooling manual for intermediate maintenance peculiar support equipment on the T58-GE-16/16A engine. The latest version of the H46/T58-TMG-01-CP shall be used for guidance in the development of all technical manuals and updates along with NATEC guidelines for PDF posting on the web site. Provide 2 personnel (1920 hrs each) for on-site technical manual management support for the H-46 Helicopter and T-58 Engine Programs, and their related components under the cognizance at the NAVAIRDEPOT Cherry Point. The inventory of technical manuals used to support these programs includes both paper and electronic copies.

#### **TASK PROFILE:**

##### **SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

##### **C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
X	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government

	provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor

	Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
<b>X</b>	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
	<p>5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.</p>
	<p>11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be</p>

	the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	<b>MANUAL OUTLINE.</b> Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of

	marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	<b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	<b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but

	not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. <b>New Page:</b> Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. <b>Change Page:</b> Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. <b>Unchanged/Renumbered Page:</b> Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	<b>TEXT.</b> Text is defined as all technical manual written material and entries including front matter.
X	<b>ILLUSTRATIONS.</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art, which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high-density tonal values.
X	<b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	<b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the

	cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	<b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	<b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment, which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometric. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks,

	symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.5. General Task 3.3/3.0JE SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential or secret material.
	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
	3. The Contractor shall have a Facilities Security Officer (FSO) to ensure security procedures and regulations are followed. The FSO shall have a working knowledge of applicable regulations and resolve security issues that may not be entirely covered by local SOPs, regulations or instructions.
	4. The Contractor shall train all employees in Information Security, Security Administration, and employee National Security responsibilities in accordance with the NISPOM DOD 5220.22-M. The Contractor shall provide security procedures and a daily check list to ensure the physical security Integrity of the library complies with security requirements.
	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled,

	discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

**SCHEDULE****Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description: To perform revision/pick-up revision on the H-46/T58 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-07 (15 Total). Incremental delivery of prepubs is IAW the COGNIZANT LEM/Data Managers' schedule.

**H-46**

A1-H46AE-750-000

A1-H46AE-MRC-000

A1-H46AE-260-000

A1-H46AE-760-000

A1-H46AE-140-000

A1-H46AE-IDX-000

NA 05-45BV-2

NA 03-5CFA-14

NA 03-5CH-202

NA 03-5CH-203

**T58**

NA 02B-105AHE-4  
NA 03-110FB-10

NA 03-5NA-59  
NA 03-110FB-12

NA 03-110AD-32

Task Description: Contractor shall provide 2 personnel (1920 hrs each) for technical manual management support for the H-46 helicopter, T-58 engine, and other related component programs. The inventory of technical manuals used to support these programs includes both traditional paper publications and emerging levels of electronic technical manuals. To accomplish the scope of work, required to adequately support these programs, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. In addition, the contractor must provide support in the development, review, and verification of source data packages from engineering data. Prepare draft manuscripts from engineering source data and existing technical manuals. Provide support to the Logistics Element Manager (LEM) and program data managers in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Tasks shall consist of, but is not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes, Manual Change Releases and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research, process documentation for engineering validation and answer CAT 1 and 2 type Technical Publication Deficiency Reports; review, edit and issue Manual Change Releases; research Engineering Investigations and Quality Deficiency Reports.

**(A) To be Furnished:**

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 2 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for <b>NAVAIRDEPOT CODE H46FST.7 Cherry Point, NC</b>
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: <b>DISTRIBUTION STATEMENT C.</b> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, PMA-226, PCS Box 8026 Cherry Point, NC 28533-8026. <b>DESTRUCTION NOTICE:</b> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. <b>NOTE:</b> The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: <b>SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</b>
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: <b>REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</b>
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: <b>THE COGNIZANT LEM/DATA MANAGER.</b>
X	9. Direct Image copy shall be prepared in accordance with <b>THE COGNIZANT LEM/DATA MANAGER/</b> Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to <b>THE COGNIZANT LEM/DATA MANAGER</b> for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## **SECTION D - PACKAGING AND MARKING**

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the **COGNIZANT LEM/PROGRAM DATA MANAGER** during start of work meeting.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by **COGNIZANT LEM/DATA MANAGER H46FST Tech Data**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days for PUBS and twenty (20) calendar days for IRAC's after receipt of delivered items. If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within fifteen (15) calendar days from the date of rejection for PUBS and ten (10) calendar days for IRAC's. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

4. Source Data delivered during pub updates that shall affect safety of flight will be given to the contractor to be incorporated in the update as long as it is before the delivery of the proof copy back to the contractor.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA NAVAIR DEPOT CP H46FST Tech Data) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA NAVAIR DEPOT CP H46FST Tech Data). The proper Mailing Address is:

COMMANDING OFFICER  
NAVAL AIR DEPOT  
ATTN; CODE H46FST Tech Data  
PSC 8021  
CHERRY POINT NC 28533-0021

Completion Date of all items: 01 March 2008

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Program engineering support has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

Contractor shall provide two fully qualified persons to work at the government location, full time, for the entire period of performance. Contractor personnel will be provided work via the H-46 Program Data Management Team. Contractor personnel core hours shall be aligned to provide maximum support during the normal workday for government employees and dress requirements will match those required for government employees in an office environment. Breaks and lunch hours will be scheduled to align with government requirements.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-46 government location, for two contractor personnel, with a desk, chair, telephone, computer and Internet access. The government also agrees to provide contractor personnel access to the use of other government equipment and software required for performing this task.

**(insert table if necessary)**



# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0155		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Feb 26		4. REQ./ PURCH. REQUEST NO. 0010203009		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (805) 989-8982 EMAIL: patrice.melanson@navy.mil BY: PATRICE E MELANSON				25. TOTAL \$161,000.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

SCHEDULE

<b>I. SCHEDULE OF SUPPLIES/SERVICES</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
0017	Services as specified in Task Order 0155 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	4,874	HRS	Est Cost:	\$149,489.00
				Fixed Fee:	\$11,511.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
<b>Total Cost Reimbursable</b>					<b>\$161,000.00</b>

**II. PAYMENT OF FEE**

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

**III. INCREMENTAL FUNDING:**

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$161,000.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

**IV. LEVEL OF EFFORT**

The level of effort for this task order is 4,874 direct labor hours. The estimated composition of hours is as follows:

<b>ALUTIIQ</b>	
<b>CATEGORY</b>	<b>HOURS</b>
Sr. Program/Project Control Specialist	b(4)
Technical Publication Writer/Editor	
Jr. Draftsman	
Data Technician	
Data Entry Clerk	
<b>Total</b>	<b>4,874</b>

**V. SCOPE**

The scope of this task order is contained in Section C - Statement of Work (SOW)

**VI. INSPECTION AND ACCEPTANCE**

Inspection and Acceptance will be performed at destination by the TOCOR.

**VII. PERIOD OF PERFORMANCE**

The period of performance for this task order is from 2 March 2007 to 1 March 2008.

**VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)**

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

**The Contract COR is:**

Susan McCollum, Code 3.0C  
NAWCAD  
22477 Peary Road, Bldg. 516  
Patuxent River, MD 20670  
(301) 757-1046  
E-mail: [susan.mccollum@navy.mil](mailto:susan.mccollum@navy.mil)

**The Task Order COR is:**

Jim Isennock  
Naval Air Depot  
Attn: Code H46FST Tech Data  
PSC 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5575  
E-mail: [james.isennock@navy.mil](mailto:james.isennock@navy.mil)

**IX. ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
COST CODE: AIR30PRLA273  
AMOUNT: \$161,000.00  
CIN 001020300901003: \$161,000.00

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$149,489.00
CLIN 0017-- Fixed Fee	\$11,511.00
<b>TOTAL FUNDED AMOUNT</b>	<b>\$161,000.00</b>

**X.** This order is non-severable, non-recurring and is non-A&AS.

**XI. TRAVEL**

No travel is contemplated under this task order

Section C - Descriptions and Specifications

SOW

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008**

**FY-07/08 CSSIWP REF # 7581**

**FY-07/08 CSSIWP APPROVAL # 207012213017581**

**3.0 TEAM Logistics Task Order (TO)**

**Statement of Work (SOW)**

**SOW 1 - Technical Manuals, Conversion, and TMCR**

**SCOPE PROFILE:**

To develop routine revisions to existing A1-H46AE-MRC-350 and A1-H46AE-MRC-400 technical publications. The latest version of the H46/T58-TMG-01-CP shall be used for guidance in the development of all technical manuals and updates along with NATEC guidelines for PDF posting on the web site.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
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X	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related

	configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
X	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall

	<p>have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a>.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
	<p>5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include:</p>

	Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.
	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work

	Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	<b>MANUAL OUTLINE.</b> Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	<b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	<b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10"

	including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.

X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art, which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high-density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be

	furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	<b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment, which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CAL5 Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometric. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.5. General Task 3.3/3.0JE SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential or secret material.
	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
	3. The Contractor shall have a Facilities Security Officer (FSO) to ensure security procedures and

	regulations are followed. The FSO shall have a working knowledge of applicable regulations and resolve security issues that may not be entirely covered by local SOPs, regulations or instructions.
	4. The Contractor shall train all employees in Information Security, Security Administration, and employee National Security responsibilities in accordance with the NISPOM DOD 5220.22-M. The Contractor shall provide security procedures and a daily check list to ensure the physical security Integrity of the library complies with security requirements.
	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description: To perform revision on the H-46 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-07 (2 Total). Incremental delivery of prepubs is IAW the COGNIZANT LEM/Data Managers' schedule.

#### **H-46**

A1-H46AE-MRC-350

A1-H46AE-MRC-400

**(A) To be Furnished:**

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 2 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for <b>NAVAIRDEPOT CODE H46FST Tech Data Cherry Point, NC</b>
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  <b>DISTRIBUTION STATEMENT C.</b> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, PMA-226, PCS Box 8026 Cherry Point, NC 28533-8026.  <b>DESTRUCTION NOTICE:</b> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  <b>NOTE:</b> The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	<p>4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: <b>SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</b></p>
X	<p>5. Proof copies shall be prepared in accordance with best commercial practices.</p>
X	<p>6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: <b>REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</b></p>
X	<p>7. All new illustrations will be in the form of line drawings.</p>
X	<p>8. Questions which arise in relation to technical manual content shall be presented to: <b>THE COGNIZANT LEM/DATA MANAGER.</b></p>
X	<p>9. Direct Image copy shall be prepared in accordance with <b>THE COGNIZANT LEM/DATA MANAGER/</b>Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.</p>
X	<p>10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to <b>THE COGNIZANT LEM/DATA MANAGER</b> for resolution.</p>
X	<p>11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.</p>

## **SECTION D - PACKAGING AND MARKING**

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the **COGNIZANT LEM/PROGRAM DATA MANAGER** during start of work meeting.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by **COGNIZANT LEM/DATA MANAGER H46FST Tech Data**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days for PUBS after receipt of delivered items. If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within fifteen (15) calendar days from the date of rejection for PUBS. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.
4. Source Data delivered during pub updates that shall affect safety of flight will be given to the contractor to be incorporated in the update as long as it is before the delivery of the proof copy back to the contractor.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (NAVAIR DEPOT CP H46FST TECH DATA) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (NAVAIR DEPOT CP H46FST TECH DATA). The proper Mailing Address is:

COMMANDING OFFICER  
NAVAL AIR DEPOT  
ATTN; CODE H46FST TECH DATA  
PSC 8021  
CHERRY POINT NC 28533-0021

Completion Date of all items: 01 March 2008.

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

Program engineering support has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

### **C. ACCOUNTING DATA:**

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**(insert table if necessary)**

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

FORM APPROVED <sup>0155</sup>  
Page 21 of 21  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA. 22202-4302 and to the office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please do not return your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0001		B. EXHIBIT A		C. CATEGORY TDP ___ TM <u>X</u> OTHER ___						
D. SYSTEM / ITEM Technical Data, Repositories and DCCs		E. CONTRACT / REF. NO <b>N68936-04-D-0008 / 7581</b>		F. CONTRACTOR ALUTIIQ						
1. DATA ITEM NO. A006		2. TITLE OF DATA ITEM Technical Manuals		3. SUBTITLE						
4. AUTHORITY (Data Acquisition Dcmt No.) TMCR - (See Block 5)		5. CONTRACT REFERENCE SOW Section - SCHEDULE		6. REQUIRING OFFICE TPOC: NAVAIR DEPOT CP H46FST						
7. DD-250 REQ. LT	9. DIST STATEMENT REQUIRED  C	11. FREQUENCY N/A	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION TPOC: NAVAIR DEPOT CP H46FST						
8. APP CODE N/A		10. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	b. COPIES					
16. REMARKS Blocks 12 and 13: Deliver H-46 and T58 O/I/D manual updates, in accordance with the following schedule:  (a). Proof copy: Deliver one hardcopy set of each technical manual listed in the SOW, using best commercial practices, in accordance with the delivery schedule approved by the TPOC. (b). Record of Source Data Incorporation Form: Cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation. Deliver concurrent with (a). (c). Electronic Publication Order Sheet: Deliver concurrent with (a). (d). Final Copies of Technical Manual: Deliver the following items, for each technical manual listed in the SOW, 15 calendar days after completion of Government Review: (1). One Direct Image Copy (DIC) of technical manual per MIL-P-38790A. (2). One CD-ROM Master with Editable Files and embedded graphics in Microsoft Word and PDF/POD Files. (3). One CD-ROM with Historical Data in PDF format and hyperlinks TOC. (e). Printing Sequence and Collation Record: Deliver one concurrent with (d).(1). (f). Signed copy of Validation Certificate: Deliver one concurrent with (d).(1).  Government will have 15 or 30 calendar days to review submission of items (a) - (c) above in accordance with the delivery schedule approved by the TPOC and return to the contractor for incorporation of defects. The contractor will have 15 calendar days to submit items (d).(1), (e), and (f). The contractor will deliver item (d).(2) and (d).(3). 7 calendar days after delivery of item (d).(1).				TPOC	1		1			
				15. TOTAL				1	0	1
				G. PREPARED BY	H. DATE		I. APPROVED BY		J. DATE	

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0156</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Aug 09</b>		4. REQ./ PURCH. REQUEST NO. <b>0010218215-0001</b>		5. PRIORITY										
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651												
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY <b>1Y0D7</b>		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED								
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>										
16. TYPE OF ORDER				<input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE		12. DISCOUNT TERMS						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15						
<p style="text-align: center;">ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">NAME OF CONTRACTOR</td> <td style="width: 30%; border: none;">SIGNATURE</td> <td style="width: 30%; border: none;">TYPED NAME AND TITLE</td> <td style="width: 10%; border: none;">DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td colspan="4" style="border: none;"> <input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b> </td> </tr> </table>											NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)	<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>			
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)															
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>																		
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																		
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT							
		<b>SEE SCHEDULE</b>																
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL		\$949,682.19								
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE												
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.	29. DO VOUCHER NO.		30. INITIALS									
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR								
36. I certify this account is correct and proper for payment.						31. PAYMENT				34. CHECK NUMBER								
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				35. BILL OF LADING NO.								
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.								

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Section C. This Task Order is Severable. FOB: Destination	30,702	Hours		
				ESTIMATED COST	\$881,784.76
				FIXED FEE	\$67,897.43
				TOTAL EST COST + FEE	<u>\$949,682.19</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001021821500004		ACRN AA \$949,682.19

PURCHASE REQUEST NUMBER: 0010218215-0001

## Section C - Descriptions and Specifications

STATEMENT OF WORK**SCOPE PROFILE:**

The contractor shall provide support to the AV8 Technical Publications Program, Naval Air Depot Cherry Point, NC. In support of this effort the contractor shall provide research, technical analyses, integration and subsequent delivery of technical documentation requirements using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. The contractor shall convert to editable format identified manuals. Deliveries will be made in MS Word or ARBORTEXT format (as required) with embedded graphics in the following format: PUBLICATIONS IN WORD FORMAT -- PCX format PUBLICATIONS IN ARBORTEXT -- PNG The contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft and/or final form for format and content. The Quality Assurance (QA) requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Publications will be delivered on CD-ROM in editable format and Portable Document Format (PDF) as detailed in the below statement of work.

**TASK PROFILE:****C.1 STATEMENT OF WORK**

	<p>STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2)</p>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>

	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as

	specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.

	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b></p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into</p>
	<p>government technical manuals.</p>

X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.</p>
X	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.</p>
	<p>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</p>

X	<p>PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work</p>
	<p>Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
X	<p>MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
X	<p>DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.</p>
X	<p>CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.</p>
X	<p>PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.</p>
X	<p>ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.</p>

X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
X	1.New Page: Any page that has not previously existed in the aeronautical technical manual
	being prepared/updated.
X	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).

X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and

	complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>	
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### Task Description:

1 The contractor shall scan and convert to editable format the manuals that require conversion (these pubs will be annotated accordingly). Deliveries are to be made in MS Word or ARBORTEXT (as required) format with embedded graphics in .PCX format for pubs in MIL-STD-81927 and .PNG format for pubs in MIL-STD-3001. Embedded graphics will also be saved as separate files for future editing. Illustrations up to and including 11x17 inches will be prepared in a non-proprietary .PCX/.PNG format. Illustrations over 11x17 inches will be converted to 11x17 size pages IAW NATEC Guidelines. Publications will be delivered on CD-ROM in editable format and Portable Document Format (PDF with bookmarks). The contractor shall provide incremental deliveries of the listed manuals commencing 90 days after award.

2 The contractor will deliver 1 CD ROM each with two separate Portable Document File (PDF) and XML files per change to publications. One file will collate the change into the existing basic publication, the other file will be a print ready change package (Front matter, all changed pages and associated back-up pages).

3 The contractor will provide a report with each publication delivered identifying the technical publication and the number of change pages, as well as the hours per labor category expended on each publication.

4 Government will provide the hard copy of publication for MS WORD or ARBORTEXT (as required) conversion for those publications that require it and provide on CD Rom existing publications already in MS Word, Arbortext and Portable Document Format (PDF) along with the following Source Data (IRAC's, MCR's, TPDR's, Source Data Markups (SDMU) and Technical Directives if applicable) for incorporation. Additional source data may be submitted during the contracting process. Inventory of source data will be provided when contract is awarded. In addition to source data provided, the contractor shall update all front matter, indexes and lists as required.

5 The below list of publications have been tentatively scheduled for FY 07/FY 08 update but are pending MATERIALS/Engineering review and total data changes have not been ID'd as of SOW submission. Also transition of in production publications may start in 1st/2nd QTR FY 08 and it is known these publications will need scheduling. It is not known which/how many pubs will fall in this category. These publications are identified as A1-AV8BX-XXX-XXX.

6 In addition, publications may be added or deleted from this list due to shifting priorities.

03-10FR-9 03-75-6

03-75-7 16-35ALM264-1

PubNbr
03-10FR-8

17-15A-32.1
A1-211VB-MDB-000
A1-211VB-MIB-040
A1-214VB-MIB-010
A1-216VB-MDB-000
A1-220VB-MDB-000
A1-220VB-MDB-010
A1-220VB-MDB-020
A1-412VB-MDB-000
A1-412VB-MDB-100
A1-412VB-MDB-200
A1-420VB-MDB-030
A1-422VB-MDB-000
A1-422VB-MDB-030
A1-422VB-MDB-040
A1-422VB-MDB-050
A1-423VB-MDB-010
A1-423VB-MDB-030
A1-423VB-MDB-100
A1-427VB-MDB-020
A1-427VB-MDB-030
A1-429VB-MDB-010
A1-441VB-MDB-000
A1-443VB-MDB-000
A1-443VB-MDB-010
A1-443VB-MDB-020
A1-443VB-MDB-030
A1-443VB-MDB-040
A1-443VB-MDB-050
A1-443VB-MDB-060
A1-443VB-MDB-070
A1-445BE-MDB-000
A1-445VB-MDB-000
A1-445VB-MDB-010
A1-445VB-MDB-020
A1-445VB-MDB-030
A1-445VB-MDB-040
A1-445VB-MDB-100
A1-446VB-MDB-000
A1-454VB-MDB-000
A1-460BE-MDB-000
A1-460BE-MDB-100
A1-470VB-MDB-010
A1-470VB-MDB-020
A1-471VB-MDB-000
A1-550BE-MDB-000
A1-550VB-MDB-000

A1-550VB-MDB-100
A1-550VB-MDB-200
A1-552BE-MDB-000
A1-553VB-MDB-010
A1-555VB-MDB-000
A1-555VB-MDB-100
A1-561VB-MDB-000
A1-561VB-MDB-020
A1-565BC-MDB-000
A1-565VB-MDB-000
A1-570BE-MDB-000
A1-572VB-MDB-000
A1-572VB-MDB-010
A1-573BE-MDB-000
A1-573BE-MDB-200
A1-573BE-MDB-400
A1-573VB-MDB-000
A1-573VB-MDB-010
A1-573VB-MDB-020
A1-573VB-MDB-030
A1-573VB-MDB-040
A1-580VB-IPB-400
A1-580VB-MDB-010
A1-580VB-MDB-020
A1-580VB-MIB-000
A1-580VB-MIB-020
A1-580VB-MIB-030
A1-580VB-MMD-300
A1-580VB-MMI-200
A1-700VB-MDB-000
A1-750VB-MDB-000
A1-760BP-MDB-000
A1-760FM-MDB-100
A1-760PL-MIB-000
A1-761VB-MDB-020
A1-762VB-MDB-000
A1-764BC-MDB-000
A1-764VB-MDB-000
A1-767VB-MDB-000
A1-767VB-MDB-100
A1-769BC-MDB-000
A1-769VB-MDB-000
A1-769VB-MDB-100
A1-771VB-MDB-100
A1-780VB-MDB-010
A1-780VB-MDB-020
A1-780VB-MDB-030

A1-792VB-MDB-000
A1-795VB-MDB-000
A1-AV8BB-SRM-600
A1-AV8BB-SRM-610
A1-F402B-IPB-400
A1-F402B-MMD-300
A1-F402B-MMD-310
A1-F402B-MMD-320
A1-F402B-MMD-330
A1-F402B-MMD-340
A1-F402B-MMI-200
A1-F402B-MMI-210
A1-F402B-MMI-220
A1-F402B-MMI-230
A1-F402B-MRC-200
A1-F402B-MRC-300
A1-F402B-SPM-000
AE-004VB-MDB-000
AE-020VB-MDB-000
AE-125VB-MIB-000
AE-214BD-MDB-000
AE-257VB-MDB-000
AE-257VB-MDB-010
AE-412VB-MDB-000
AE-610BD-MDB-050
AE-610BD-MDB-200
AE-610BE-MDB-000
AE-610VB-MDB-000
AE-610VB-MDB-010
AE-610VB-MDB-020
AE-610VB-MDB-030
AE-610VB-MDB-040
AE-610VB-MDB-050
AE-650VB-MDB-000
AE-679VB-MDB-000
AE-930VB-MDB-000
AE-930VB-MDB-010
AE-930VB-MDB-020
AE-930VB-MDB-100
AG-120VB-MIB-000
AG-140VB-MIB-000
AG-140VB-MIB-020
AG-140VB-MIB-030
AG-230VB-MRC-100
AG-230VB-MRC-200
AG-230VB-OMP-000
AG-420VB-OMP-000

AG-501VB-MEB-000
AG-501VB-MRC-100
AG-501VB-MRC-200
AG-501VB-OMP-010
AG-502VB-MEB-000
AG-502VB-MEB-200
AG-502VB-MIB-100
AG-505VB-MDB-000
AG-505VB-OMP-000
AG-505VB-OMP-010
AG-505VB-OMP-100
AG-507VB-OMP-000
AG-514VB-OMP-000
AG-515VB-MIB-000
AG-519VB-MEB-000
AG-519VB-MIB-000
AG-519VB-MIB-010
AG-519VB-MIB-020
AG-519VB-MIB-030
AG-519VB-MIB-040
AG-519VB-MIB-050
AG-519VB-MIB-060
AG-519VB-MIB-070
AG-519VB-MIB-080
AG-520VB-MIB-000

AG-520VB-MIB-100
AG-520VB-MIB-200
AG-640VB-OMP-000
AG-814VB-MRC-100
AG-814VB-MRC-200
AN-300VB-MDB-010
AN-345VB-MDB-000
AN-524VB-MDB-000
AN-570BD-MDB-000
AN-570VB-MDB-000
AN-570VB-MDB-010
AN-570VB-MDB-020
AN-570VB-MDB-030
AN-570VB-MDB-040
AN-570VB-MDB-050
AN-570VB-MDB-060
AN-570VB-MDB-070
AN-680VB-MDB-000
AS-730AV-MDB-000
AS-730AV-MDB-100
AS-730CB-MDB-000
AS-730CC-MDB-000
AS-730VB-MIB-000
AT-461VB-OMP-000
AT-822VB-MIB-100

A1-AV8BB-290-100
A1-AV8BB-290-200
A1-AV8BB-290-210
A1-AV8BB-290-300
A1-AV8BB-290-500
A1-AV8BD-290-100
A1-AV8BD-290-200
A1-AV8BD-290-210
A1-AV8BD-290-300
A1-AV8BD-290-310
A1-AV8BD-290-320
A1-AV8BD-290-500
A1-AV8BX-XXX
A1-700BD-QEC-000
A1-700VB-QEC-000
AT-840VB-MIB-000
AW-644CV-MIB-000
AW-644RP-MDB-000

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

1. **(A) To be Furnished:**
2. **(B) Descriptions and Specifications:**

X	1. ___1___ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. ___1___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ___2___ copy(s) of the Validation Certificate.
X	4. Original and ___2___ copy(s) of Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
	1. Task will be performed for :AV8FST.TD(6.8.5.1) COMMANDING OFFICER 6.8.5.1(AV8FST.TD) NAVAL AIR DEPOT CHERRY POINT PSC BOX 8021 CHERRY POINT NC 28533-0021
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: PMA-257. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with MIL-STD-3001 OR MIL-PRF-38807 AS REQUIRED
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Commanding Officer, Naval Air Depot, PSC 8021 Code 6.8.5.1(AV8FST.TD), Attn: Rick Holm, MCAS CHERRY POINT, NC 28533-0021
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations updated.
x	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to AV-8FST/6.8.5.1 Data Management Specialists for resolution.

X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
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Section D - Packaging and Marking

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

1 Inspection and acceptance of deliverable items will be performed by (CFA Code)\_6.8.5.1(AV8FST.TD). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Government	Government	Government	Government
000101	N/A	N/A	N/A	N/A

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 25-AUG-2007 TO 24-AUG-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA CODE 6.8.5.1(AV8FST.TD) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Completion Date of all items: 365 days after date of order.

Destination of all deliverables is CFA Code 6.8.5.1(AV8FST.TD), The proper Mailing Address is:

COMMANDING OFFICER  
CODE 6.8.5.1(AV8FST.TD))  
NAVAL AIR DEPOT CHERRY POINT  
PSC BOX 8021  
CHERRY POINT NC 28533-0021

A1	60 days after date of order
A2	60 - One (1) proof copy of each manual will be delivered. Forty five (45) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3, A4, A7	TBD days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL1139

AMOUNT: \$949,682.19

CIN 001021821500004: \$949,682.19

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

Section H - Special Contract Requirements

**SPECIAL TASK ORDER REQUIREMENTS**

1. The security level for contractor employees on this task order is: Unclassified.
2. Cognizant Field Activity: CFA IS NADEP CHERRY POINT, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).
3. The TOCOR is: Rick L. Holm, Code AIR-6.8.5.1  
NAVAL AIR DEPOT CHERRY POINT  
PSC BOX 8021  
Cherry Point, NC 28533-0021  
Phone: (252) 464-5513  
E-Mail: ricky.l.holm@navy.mil

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0157		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Jun 02		4. REQ./ PURCH. REQUEST NO. 0010213786-0001		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY 1Y0D7		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO <b>SEE SCHEDULE</b>			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>										
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL	\$185,779.19
26. DIFFERENCES										
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period-II Operational, CPFF managerial, analysis and technical support efforts IAW Section J, Statement of Work. This task order is severable. FOB: Destination	5,760	Hours		
				ESTIMATED COST	\$172,496.93
				FIXED FEE	\$13,282.26
				TOTAL EST COST + FEE	<u>\$185,779.19</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001021378600001	ACRN AA	\$185,779.19

PURCHASE REQUEST NUMBER: 0010213786-0001

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 02-JUN-2007 TO 01-JUN-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1136

AMOUNT: \$185,779.19

CIN 001021378600001: \$185,779.19

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

Section J - List of Documents, Exhibits and Other Attachments

SECTION J

Attachment 1: Statement of Work

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0158</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jun 14</b>		4. REQ./ PURCH. REQUEST NO. <b>0010208555</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL \$553,112.19	
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	CSE Technical Manual updates In Accordance with Section C This task order is severable	12,969	Hours	
			ESTIMATED COST	\$513,567.49
			FIXED FEE	\$39,544.70
			TOTAL EST COST + FEE	<u>\$553,112.19</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: 0010208555	
	ACRN AB CIN: 001020855500001	\$298,000.00

## Section C - Descriptions and Specifications

### 3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW) Task Order #0158/CSS REF #6466

**SOW PROFILE:**

Platform/Project:	FY07 CSE TECHNICAL MANUAL UPDATES
Initial Period of Performance:	See Section F
Place(s) of Performance other than travel locations.	Contractor's Site
Will contractor need assigned government spaces?	No
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.</b>	Karen Holland Code 6.6.4.9 Phone 732-323-7237
<b>TOCOR Mailing address:</b>	Naval Air Warfare Center Aircraft Division, Code 664900B596-2, Highway 547, Lakehurst, NJ 08733-5108
<b>TOCOR Email:</b>	Karen.holland@navy.mil
<b>TOCOR Fax:</b>	732-323-7402
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	5 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY07 O&M,N and APN
Recommended RFP Response time:	14 days
Prior Support provided by:	
Prior support expiration date	

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u></b> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
Post Award	Lakehurst, NJ
IPRs/Tech Reviews	Lakehurst, NJ

## CDRL PROFILE: KNOWN DELIVERABLES\*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

### Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Conference (TMER) minutes	1 week after conclusion of meeting	NAVAIRLKE, Code 664900B596-2:KH

## ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A.

## SCOPE PROFILE:

The technical manuals (Operation & Maintenance TMs, Periodic MRCs and Pre-Ops) shall be prepared in accordance with the latest date of the applicable specifications in effect at the time of initial preparation of the manuals. The manuals will be formatted to the NATEC QA Work Package Spec and include tagging and linking. Final manuals will be provided in Microsoft Word and pdf format.

Technical manual source data will be furnished to the contractor by the Cognizant Field Activity (CFA) (NAWCAD Lakehurst) for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis for the technical manual update. Source data may be a complete Technical Publication Deficiency Reports (TPDRs), engineering drawings, Technical Directives/Support Equipment Changes, Engineering Investigations, Quality Deficiency Reports, etc.

Further details of the task are as follows:

- For ROM purposes, an estimated page count including number of change pages are provided as an attachment and clean copies of each technical manual with associated Technical Publication Deficiency Reports (TPDRs) can be obtained from the TMAPS website.
- Estimate nine (9) three-day trips (9 IPR/Tech Reviews) to Lakehurst, NJ and one (1) five day trip (TM verification) to Oceana, VA. At the IPR/Tech Reviews and TM verification, contractor will provide 3 hard copies of technical manual and computer support to capture the changes and will, if appropriate, incorporate the changes as the discussion proceeds. Most manuals will only require a brief discussion/technical review with the APML and cognizant engineer to capture extent of the data changes.
- Draft and final reviews will be supported at contractor's home office.
- The recommended production process for each manual is as follows:
  - Scan and OCR paper manuals.
  - If foldout illustration changes are minor or "fairly minor", contractor will NOT vectorize entire foldout, but will generate "electronic overlays" for scanned foldouts. If changes are "major", contractor will vectorize entire foldout in CGM format. It is estimated 5% of foldouts will require major change.
  - 8 ½ X 11 illustrations requiring changes will be vectorized.

- Contractor will QC OCR'd files for accuracy prior to incorporating client changes.
- Contractor will convert each OCR'd manual to the same style, format and technical content specifications as the manual being changed. Contractor will support client reviews (draft and final) for each manual.
- Upon receipt of client "blessing" of each manual, contractor will prepare each for final delivery, which will be a hyperlinked PDF file (Class 1.5 IETM), appropriate for uploading to the NATEC website and capable of POD. (Contractor will specify any POD issues relative to foldouts and may need some technical feedback from NATEC on how to proceed, based on NATEC's current technical manual conversion guideline).
- Direct-image copy will not be required.
- Contractor will provide one (1) CD with PDF of manual and one (1) CD of Microsoft Word version along with 2 hard copies of each manual (hard-copies to be prepared as two-sided, "finished" books with foldouts incorporated).
- For technical manual updates processed as change pages, the contractor will provide a second CD with PDF of the manual which contains all changed pages and those back-up pages required to print the complete change.
- Period of performance for entire project is 12 months from contract start, with the caveat that the contractor will have all required materials at project start-up. Delays in acquiring data/materials and required changes for each manual will delay production of each manual, accordingly. Work on manuals will occur simultaneously as availability of materials dictates.

## **TASK PROFILE:**

### **SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

#### **C.1 STATEMENT OF WORK**

##### **Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
	5. The contractor shall formulate information and prepare complex correspondence, reports,

	memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types

	of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M,

	Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the

	contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
	E. Portable Document Format (PDF)
	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	G. Management of Master Data Packages or Master Files.
	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

X	1. _____3_____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are
---	---

	resubmitted for final acceptance until approved.
X	2. <u>2</u> CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	5. Original and _____ copy(s) of DD Form 250.
X	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NAWCADLKE 6.6.4.9; TPOC Karen Holland
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Systems Command, PMA-260, 47123 Buse RD, Patuxent River, MD, 20670. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SEE SCOPE PROFILE.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: SEE SCOPE PROFILE.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NAWCADLKE Code 6.6.4.9, Karen Holland.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations SEE SCOPE PROFILE.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NAWCADLKE Code 6.6.4.9, Karen Holland for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 18-JUN-2007 TO 17-JUN-2008	N/A	N/A FOB: Destination	
000101	POP 20-FEB-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AB: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA303

AMOUNT: \$298,000.00

CIN 001020855500001: \$298,000.00

## CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

## Section H - Special Contract Requirements

### 1. PACKAGING AND MARKING

Packaging: Best Commercial Practices

### 2. INSPECTION AND ACCEPTANCE

Inspection and acceptance of deliverable items will be performed by (CFA Code) NAWCADLKE Code 6.6.4.9. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

### 3. DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCADLKE Code 6.0A shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCADLKE Code 6.6.4.9. The proper Mailing Address is:

Commanding Officer  
Naval Air Warfare Center Aircraft Division  
Attn: Code 6.6.4.9/Karen Holland  
Highway 547  
Lakehurst, NJ 08733-5108

A1 Initial review of all manuals to be 90 days after date of order. Three (3) proof copies of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.

A2 365 days after date of order two (2) CD ROMS to be delivered, one (1) CD set for Microsoft Word and one (1) CD set for PDF plus two (2) hardcopies per task description.

A3 through A6 Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 6.0A.

A7 Concurrent with completion of Contractor Assistance. Original to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 6.0A

### 4. GENERAL:

This task is UNCLASSIFIED.

COGNIZANT FIELD ACTIVITY:

NAWCADLKE Code 6.6.4.9, has been assigned technical cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

See attached spreadsheet description of FY07 CSE Technical Manuals.

- A1 for all manuals is 90 days after date of order. - A.2 is 365 days after date of order.

Contractor assumes the following is intended:

- A1 Initial reviews to commence 90 days after date of order.- A.2, and A3 – A6 365 days after date of order.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0159</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jun 14</b>		4. REQ./ PURCH. REQUEST NO. <b>0010209412</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE <b>S5111A</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE <b>1Y0D7</b>		FACILITY <b>1Y0D7</b>		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL		\$12,988.29	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	EA6B J52 Engine Support CPFF	319	Hours		
	In accordance with Section C. This task order is Non-Severable.				
	FOB: Destination				
				ESTIMATED COST	\$12,108.70
				FIXED FEE	\$879.59
				TOTAL EST COST + FEE	<u>\$12,988.29</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001020941200001		ACRN AA \$7,500.00
PURCHASE REQUEST NUMBER: 0010209412		

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000102	For Navy Accounting Purposes Only	
CIN: 001020941200002		ACRN AB \$5,488.29
PURCHASE REQUEST NUMBER: 0010209412		

Section C - Descriptions and Specifications

SOW

Platform/Project: EA6B J52 ENGINE

Place(s) of Performance other than travel locations: NADEP JAX

Will contractor need assigned government spaces? No

Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.

Karen Doelling, 6.6.4.9, 732-323-7237

TOCOR Mailing address:

NAWCAD Bldg 5960002, Lakehurst NJ

08733-5060

TOCOR Email: karen.doelling@navy.mil

TOCOR Fax: 732-323-7233

Task Order Effort Security Classification: Unclassified

Prior Support provided by: N/A

Prior support expiration date: N/A

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes-please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Yes

Alutiiq

737 Volvo Parkway, Suite 120

Chesapeake, VA 23320-4039

Attn: N68936-04-D-0008

Travel Profile: Known Trips

**PURPOSE/LOCATION**

ILSMT (at start)/Hagerstown MD, or On Site (LKE)

IPR 90 Days

Hagerstown MD, or On Site (LKE)/Site Survey

CDRL Profile: Known Deliverables\*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

SCOPE Profile: HABCO Air Cart Manual Production  
Interframe Adapter Assembly (IFAA) manual

1.1 PURPOSE: This section establishes data review, assessment, analysis and verification requirements for the EA6B J52 Engine PSE Habco Air Vacuum Cart and for the IFAA manual.

1.1.1 APPLICATION: This document applies to PSE stated in Par 1.1 and all supporting elements thereof.

1.1.2 APPLICATION GUIDANCE: This document contains guidance regarding the J52 engine support products and IFAA products for which assessment, modification, implementation and delivery of program engineering data will be produced.

1.2 SCOPE: Requirements established herein are for implementation and management of Navy support equipment that will satisfy the objective of optimizing the Operational Availability of the software.

1.3 J52 DATA DELIVERABLES: The following J52 engineering data and IFAA data will be provided by the contractor.

1.3.1A: J52 ENGINE TECHNICAL DATA: The Contractor shall convert, develop, verify, and provide a technical data package IAW MIL-STD-3001 in digital format for the Habco Air Vacuum Cart and its adapters. The Contractor shall develop and produce MRC and PREOPS data IAW MIL-DTL 23618H for the PSE stated. After receipt of order, In Progress Reviews (IPRs) of the data development will be conducted as called out on page 1. Contractor shall revise the data accordingly after each review. The final copy of the technical data shall be produced and delivered in accordance with instructions called out in the following paragraphs. The Contractor shall grant the Government unlimited authority to reproduce, update, or change the technical data, contained therein, for Government use.

1.3.1B: IFAA Technical Data: The Contractor shall convert, develop, verify, and provide a technical data package IAW MIL-STD-3001 in digital format for the IFAA. After receipt of order, In Progress Reviews (IPRs) of the data development will be conducted as called out on page 1. Contractor shall revise the data accordingly after each review. The final copy of the technical data shall be produced and delivered in accordance with instructions called out in the following paragraphs. The Contractor shall grant the Government unlimited authority to reproduce, update, or change the technical data, contained therein, for Government use.

1.3.1.1 STYLE AND FORMAT: The data that is produced will support the equipment stated in Par 1.1. The technical data should be written to the requirements stated in Paragraph 1.3.1.and according to requirements and guidance given by the J52 LEM, NAWCLKE code 6.7.1.2.

1.4 INTEGRATED PROGRESS REVIEWS: As indicated in paragraph 1.3.1 of this SOW, IPRs for the technical data will be held at the 50% completion mark and again just prior to the final delivery each individual data package. The IPR meetings will be used to review the technical data and program progress status and to provide additional guidance when necessary.

1.5 POINTS OF CONTACT: All data-related questions should be addressed accordingly.

Mr. George Price  
Code 6.7.1.2.  
Naval Air Warfare Center Aircraft Division  
Lakehurst, NJ 08733-5108  
Phone 732-323-1807

IFAA POC:

Mr. Dan Rice  
Code 6.7.6.1  
Naval Air Warfare Center Aircraft Division  
Lakehurst, NJ 08733-5108  
Phone 732-323-2084

Note: Vendor/Contractor is hereby advised that only the Government Contracting Officer may direct changes involving cost, design or schedule.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 13-JUN-2007 TO 10-SEP-2007	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A

## Section G - Contract Administration Data

FUNDING

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

## ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH2A 252 77777 0 054219 2F 000000  
COST CODE: 011868400050  
AMOUNT: \$7,500.00  
CIN 001020941200001: \$7,500.00

AB: 97X4930 NH2A 252 77777 0 054219 2F 000000  
COST CODE: 011806620070  
AMOUNT: \$5,488.29  
CIN 001020941200002: \$5,488.29

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0160		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 May 11		4. REQ./ PURCH. REQUEST NO. 0010208131		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: L. DAVIS (760) 939-8197 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL	\$209,614.68		
						26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II - Technical manual preparation and publishing performed IAW Statement of Work-Section J, Attachment 1 FFP FOB: Destination	UNDEFINED		\$0.00	UNDEFINED
				FUNDED AMOUNT	
0001AE	Ordering Period II- Page changes for existing technical manuals-hardcopy to digital format. Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination FFP MILSTRIP: N0001907P1LJ148 PURCHASE REQUEST NUMBER: 0010208131	400	Page	\$49.61	\$19,844.00
	CIN: 001020813100001		ACRN AA	FUNDED AMOUNT	\$19,844.00
0001AF	Ordering Period II- Page changes to existing technical manuals-digital to digital format. Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination FFP PURCHASE REQUEST NUMBER: 0010208131	2,500	Page	\$49.61	\$124,025.00
	CIN: 00102081310002		ACRN AA	FUNDED AMOUNT	\$124,025.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AG		492	Page	\$82.06	\$40,373.52
	Ordering Period II- New pages in existing technical manuals-digital to digital format. Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination FFP PURCHASE REQUEST NUMBER: 0010208131				
	CIN: 00102081310003		ACRN AA	FUNDED AMOUNT	\$40,373.52

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AH		3,392	Page	\$7.48	\$25,372.16
	Ordering Period II- Output of Portable Document Format (PDF) Files. Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination FFP PURCHASE REQUEST NUMBER: 0010208131				
	CIN: 00102081310004		ACRN AA	FUNDED AMOUNT	\$25,372.16

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL2739

AMOUNT: \$209,614.68

CIN 001020813100001: \$19,844.00

CIN 001020813100002: \$124,025.00

CIN 001020813100003: \$40,373.52

CIN 001020813100004: \$25,372.16

Section J – List of Documents, Exhibits and Other Attachments

Attachment 1, Statement of Work

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0161</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jun 20</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL <b>\$245,868.40</b>		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	T56 Power and Propulsion/ PROP-IPT CPFF In accordance with Section C This task order is severable	6,200	Hours	
			ESTIMATED COST	\$229,217.68
			FIXED FEE	\$16,650.72
			TOTAL EST COST + FEE	<hr/> \$245,868.40

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: 0010214007	
	TOTAL EST COST + FEE	\$0.00
	ACRN AA CIN: 001021400700001	\$94,194.42

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000102	For Navy Accounting purposes only CPFF FOB: Destination MILSTRIP: N0001907P5AP230 PURCHASE REQUEST NUMBER: 0010215490	
	ACRN AB CIN: 001021549000001	\$29,550.00

**TASK ORDER 0161**  
**3.0 TEAM Logistics Task Order (TO)**  
**Statement of Work (SOW)**  
**FY-06 CSS REF #724**

**SOW PROFILE:**

Platform/Project:	T56 Power and Propulsion / PROP-IPT
Initial Period of Performance:	See Section F
Place(s) of Performance other than travel locations.	In Service Support Center (ISSC) Cherry Point, NC and Contractor site
Will contractor need assigned government spaces?	Yes
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.</b>	Larry Britt, AIR 6.8.5.1, (252)464-5587
<b>TOCOR Mailing address:</b>	In Service Support Center (ISSC) Cherry Point, NC
<b>TOCOR Email:</b>	larry.britt@navy.mil
<b>TOCOR Fax:</b>	(252) 464-5503
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	3 work years
List all Funding Apn/Yrs to be used:	(FY 07 / PRL)
Recommended RFP Response time:	14 days
Prior Support provided by:	Anteon Corporation, Contract # N68936-04-D-0008
Prior support expiration date	5/12/2007

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C</u></b> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
In process review / Validation	Pax River MD
In process review / Validation	Pax River MD

In process review / Validation	Norfolk VA
In process review / Validation	Norfolk VA
SPSC	San Diego CA

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution

**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**

Miscellaneous supplies, FedEx shipping, etc.

## **SCOPE PROFILE:**

The contractor shall support the Propulsion & Power Team, codes 6.8.5.1 and 4.4.6.1 In Service Support Center (ISSC) Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, P-3 and NP2000 aircraft propellers. Common procedures will be continually reviewed and consolidated as source data prepared to be incorporated into the propeller standard practices technical manual. Source data will be prepared against existing manuals to refer common procedures used across all platforms to refer to the propeller standard practices manual.

Support will include and not be limited to scanning and conversion of files to digital format, publication updates, Type B IRACs and support in the development and release of technical data items such as IRACs, TMSDRs, TPDRs. The contractors will have a QA process in place for reviewing each other's work. The contractor shall provide support in book marking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The contractor will provide assistance updating source data module (SDM) via NATEC website. The contractor will support and develop draft source data packages via Hamilton Sundstrand's Build Spec review contract. Maintain and update the Propeller Life Management Plan (PLMP). Also, contract support will provide assistance in managing numerous tasks across multiple platforms in, In Service Support Fast Forward database (ISS FF).

Several trips will be required to assist the data manager, engineering, fleet personnel and mechs in creating Technical Manual Evaluation Records (TMERs) to the new NP2000 Propeller system currently being installed on the E-2C and will start installs on the C-2A within the next year.

To perform the following updates, revisions, changes and Type A and B IRACs for the Propeller-IPT. Incremental delivery of pre pubs and finals are required IAW the Data Managers' and Engineers' schedule.

# TASK PROFILE:

## SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

### C.1 STATEMENT OF WORK

#### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
<b>X</b>	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
<b>X</b>	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
<b>X</b>	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
<b>X</b>	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish

	Validation and Verification Plans.
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b>  The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work</p>

	Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete

	<p>technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p>
	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.</p>
	<p>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</p>
	<p>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</p>
X	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
X	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:</p>
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work

X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
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## SCHEDULE

### Technical Manual Contract Requirement Work Statement

\*\*NOTE: Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

**Task Description:**

The contractor shall support the Propulsion & Power Team, codes 6.8.5.1 and 4.4.6.1 In Service Support Center (ISSC) Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, P-3 and NP2000 aircraft propellers. Common procedures will be continually reviewed and consolidated as source data prepared to be incorporated into the propeller standard practices technical manual. Source data will be prepared against existing manuals to refer common procedures used across all platforms to refer to the propeller standard practices manual.

Support will include and not be limited to scanning and conversion of files to digital format, publication updates, Type B IRACs and support in the development and release of technical data items such as IRACs, TMSDRs, TPDRs. The contractors will have a QA process in place for reviewing each other's work. The contractor shall provide support in book marking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The contractor will provide assistance updating source data module (SDM) via NATEC website. The contractor will support and develop draft source data packages via Hamilton Sundstrand's Build Spec review contract. Maintain and update the Propeller Life Management Plan (PLMP). Also, contract support will provide assistance in managing numerous tasks across multiple platforms in, In Service Support Fast Forward database (ISS FF).

Several trips will be required to assist the data manager, engineering, fleet personnel and mechs in creating Technical Manual Evaluation Records (TMERs) to the new NP2000 Propeller system currently being installed on the E-2C and will start installs on the C-2A within the next year.

To perform the following updates, revisions, changes and Type A and B IRACs for the Propeller-IPT. Incremental delivery of prepubs and finals are required IAW the Data Managers' and Engineers' schedule will include but not limited to the following:

**Manual Updates, Updates / Revisions**

- |                    |                |
|--------------------|----------------|
| NA 01-E2AAA-2-10.2 | NA 03-20CBBK-2 |
| NA 03-20C-7        | NA 03-20CEA-1  |
| NA 03-20C-9        | NA 03-20CEA-2  |
| NA 03-20C-4        | NA 03-20CFA-1  |
| NA 03-20CBBJ-2     | NA 03-20CFA-2  |
| NA 03-20CAD-1      | NA 03-20CFAA-1 |
| NA 03-20CBBK-1     | NA 03-20CFAA-2 |

NA 03-20CFAA-3  
NA 03-20P-1  
NA 03-20VAM-1  
NA 03-20SPM-1  
A1-C2AHA-290-220

A1-C2AHA-290-220.1  
NA 16-30NP2K-1  
NA 17-15NP2K-1  
NA 17-15NP2K-2  
NA 17-15NP2K-2  
NA 17-1-114.11  
NA 03-20GAJ-2.0 (2 updates)  
NA 03-20GAJ-2.1 (2 updates)  
NA 03-20GAJ-2.2 (2 updates)  
NA 03-20GAJ-2.3 (2 updates)  
NA 03-20GAJ-2.4 (2 updates)  
NA 03-20GAJ-2.5 (2 updates)  
NA 03-20GAJ-2.6 (2 updates)  
A1-CDKC130J-002

**(A) To be Furnished:**

X	1. _____ 2_____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. __2__ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : (TUA code 6.8.5.1, PROP-IPT, In Service Support Center (ISSC) Cherry Point, NC)
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in JPG, PCX or TIFF..
X	7. All new illustrations will be in the form of line drawings. . Line art, JPG, PCX or TIFF.
X	8. Questions which arise in relation to technical manual content shall be presented to: PROP-IPT, 6.8.5.1, In Service Support Center (ISSC) Cherry Point, NC for resolution...

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 18-JUN-2007 TO 16-MAY-2008	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000  
 COST CODE: AIR30PRL2636  
 AMOUNT: \$94,194.42  
 CIN 001021400700001: \$94,194.42

AB: 1771804 4A4N 251 00019 0 050119 2D 000000  
 COST CODE: AIR30PRL19A3  
 AMOUNT: \$29,550.00  
 CIN 001021549000001: \$29,550.00

## CLAUSES INCORPORATED BY REFERENCE

52.232-22            Limitation Of Funds

APR 1984

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

## Section H - Special Contract Requirements

### 1. PACKAGING AND MARKING

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK-38790 all other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking:           1) Deliverables shall be marked with the contractors return address.  
                          2) Deliverables shall be marked with the Control No./Task Order No.

### 2. INSPECTION AND ACCEPTANCE

Inspection and acceptance of deliverable items will be performed by (TUA code 6.8.5.1, PROP-IPT, In Service Support Center (ISSC) Cherry Point, NC). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

### 3. DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, by (TUA code 6.8.5.1, PROP-IPT, In Service Support Center (ISSC) Cherry Point, NC).shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is by (TUA code 6.8.5.1, PROP-IPT, In Service Support Center (ISSC) Cherry Point, NC). The proper Mailing Address is:

Site Operations Lead  
Attn Code 6851 Larry Britt  
In Service Support Center Cherry Point  
PSC Box 8021  
Cherry Point, NC 28533-0021

Incremental delivery of publication updates, revisions and Type B Iracs.

A1       Incrementally as required  
A2       Incrementally as required

4. GENERAL:

This task is UNCLASSIFIED.

COGNIZANT FIELD ACTIVITY:

(TUA code 4.4.6.1 PROP-IPT, In Service Support Center (ISSC) Cherry Point, NC) has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0162		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Jun 25		4. REQ./ PURCH. REQUEST NO. 0010206825		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15									
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL \$55,002.86		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.									
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Technical/Management Logistics Support CPFF	1,072	Hours		
	Services. In accordance with Section C. This task order is Severable. FOB: Destination				
				ESTIMATED COST	\$51,070.44
				FIXED FEE	\$3,932.42
				TOTAL EST COST + FEE	<u>\$55,002.86</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001020682500001		ACRN AA \$55,002.86

PURCHASE REQUEST NUMBER: 0010206825

## Section C - Descriptions and Specifications

STATEMENT OF WORK**SOW PROFILE:**

Platform/Project:	Multiple Platforms
Place(s) of Performance other than travel locations.	NATEC North Island, San Diego, CA 92135
Will contractor need assigned government spaces?	Yes
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-3424720, to maintain on file if requested.</b>	
<b>TOCOR Mailing address:</b>	PHET RASSAVONG
<b>TOCOR Email:</b>	Phet.rassavong@navy.mil
<b>TOCOR Fax:</b>	(619) 545-2722
Task Order Effort Security Classification:	Secret
General Level of Effort Expected	See Section B
Prior Support provided by:	N/A
Prior support expiration date	N/A

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for  
No

bidding purposes? If the answer is yes-**please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)**

Alutiq

737 Volvo Parkway, Suite 120

Chesapeake, VA 23320-4039

Attn: N68936-04-D-0008

FAX:

## TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Technical Coordination Mtg	NAVICP-OF Philadelphia, PA (1 trip)

## CDRL PROFILE: KNOWN DELIVERABLES\*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

### Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Technical Reports	Monthly	Agency, code AIR-6.8.5
Analysis Study	100 days after task order award	Agency, code AIR-6.8.5
TMAPS Modules for FMS	Monthly / as Required	Agency, code AIR-6.8.5

## ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

## SCOPE PROFILE:

The contractor shall perform technical and business reengineering tasks including analysis, programming, training, and documentation of the Technical Manual Application System (TMAPS) Foreign Military Sales (FMS) Program and required sub-systems. The Business Reengineering FMS Program task will be in coordination with NAVAIR and NAVICP, PEOs, PMAs, IPTs, LEMs, and other POCs as may be identified by NAVAIR FMS staff. Assist the NATEC Database Manager in all aspects that will touch FMS with regard to design and implementation in order to upgrade the existing NATEC web site and web services. Other responsibilities including updating existing security, accreditation and system documentation as required to meet ongoing requirements.

## TASK PROFILE:

### SECTION C -DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

#### C.1 STATEMENT OF WORK

##### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

<i>STATEMENT OF WORK TABLE OF CONTENTS:</i>	
	• <i>Technical Manual Program Support (Par 3.3A, Page)</i>
	• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i>
	• <i>Technical Data Conversion (Par 3.3C, Page)</i>
	• <i>Technical Data Distribution (Par 3.3D, Page)</i>
	• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i>
	• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i>
	• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i>
	• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i>
	• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i>
	• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i>
	• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i>
	• <i>Security Requirements (Par 3.3/3.0JD, Page)</i>

	Other Requirements (Par 3.3/3.0JE, Pag2)
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for the FMS program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.

X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly. a. The contractor shall perform the following technical and process reengineering tasks in the areas of programming, documentation and training of TMAPS and related sub-systems only in regards to FMS. 1) The contractor shall provide on-site training to FMS LEMs/AIR 6.8.5. Training shall include information on the Users' Guide, Source Data Module, and other aspects of TMAPS and be tailored for above mentioned personnel. 2) The contractor shall analyze and document all required enhancement to the database, query and reporting enhancement wrt FMS. 3) The contractor shall update and maintain the TMAPS Users' Guide and Handbook to provide guidance to LEMs' and users' wrt FMS information. The task will include the modification/update of the Users' Guide and Handbook to include development of new sub-applications in TMAPS and changes/enhancements of existing applications. 4) The contractor shall instruct government and contract support personnel on populating the Source Data Module and Central Repositories with Meta-data updating the NATEC Web site using TMAPS. Instruction shall also be provided on data integrity and other TMAPS sub</p>
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modules as required.

5) The contractor shall update syllabus and training aides to provide instruction on the usage of the TMAPS Users' Guide, Handbook, source Data Modules.

6) The contractor shall travel to NAVICP & NAVAIR HQs in support of the above requirements.

7) The contractor will provide briefings as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes.

8) The contractor shall furnish TMAPS monthly report detailing progress, accomplishments, barriers/challenges, future plans, and recommendations.

9) The contractor will develop documentation specific in nature to Software and Systems Applications for TMAPS and sub-modules as required.

10) The contractor shall support the NATEC technical data web site by continuing to develop system and application flow diagrams that depict database table relationships including indices, keys and the applications that access the tables, detailed functional program operation specifications.

11) The contractor support will include analysis, design and web programming of assigned modules for TMAPS. The task will include interfacing with databases at NAVICP and other FMS-related facilities via web services and modification of existing applications in TMAPS to include IRAC management against unique FMS Technical Manuals.

12) The contractor shall participate directly in developing improved methods by assisting subject matter experts, programmers, systems analyst and system administrators in highly specialized and functional areas.

13) The contractor shall create a web-enabled end-to-end process management capability for FMS releasability / sanitization. This requires the ability to manage FMS unique TM number assignment / metadata offline from USN inventory.

14) The contractor shall establish a web-enabled ‘order placed” to “order delivered” workflow tracking for all deliverables, including unique/sanitized TMs

15) The contractor shall create a module to store all IOL for all platforms.

16) The contractor shall determine some additional requirements that will be needed for transition from Out-of-Production to Out-of-Inventory platforms with regard to archives and repository.

17) The contractor shall maintain within TMAPS P&A/ROM for future usage by country and platform.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 20-JUN-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

## Section G - Contract Administration Data

FUNDING

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

## ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4RZ3 252 00019 0 050119 2D 000000

COST CODE: 5000921EA311

AMOUNT: \$55,002.86

CIN 001020682500001: \$55,002.86

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>	2. DELIVERY ORDER/ CALL NO. <b>0163</b>	3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 May 17</b>	4. REQ./ PURCH. REQUEST NO. <b>0010217195</b>	5. PRIORITY
--	--	--	--	-------------

6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: L. DAVIS (760) 939-8197 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108	CODE <b>N68936</b>	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE <b>S5111A</b>	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
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9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE <b>1Y0D7</b>	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO  <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE <b>HQ0338</b>	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  
**See Schedule**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: (760) 939-5927 EMAIL: jean.mcbride@navy.mil BY: JEAN F. MCBRIDE	<i>Jean McBride</i> CONTRACTING / ORDERING OFFICER	25. TOTAL \$87,085.30	26. DIFFERENCES
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27a. QUANTITY IN COLUMN 20 HAS BEEN  
 INSPECTED  RECEIVED  ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		32. PAID BY
			33. AMOUNT VERIFIED CORRECT FOR

**36. I certify this account is correct and proper for payment.**

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
-----------------------	--

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Adversary Program (F-5/F-16/J85) Data Management Support in accordance with Section J, Attachment 1 Statement of Work. This task order is non-severable. FOB: Destination CPFF PURCHASE REQUEST NUMBER: 0010217195	1,920	Hours	UNDEFINED	UNDEFINED
				MAX COST	\$80,859.15
				FIXED FEE	\$6,226.15
				TOTAL MAX COST + FEE	<u>\$87,085.30</u>
	ACRN AA CIN: 001021719500001				\$87,085.30

## Section E - Inspection and Acceptance

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	Government	N/A	Government

## Section F - Deliveries or Performance

**DELIVERY INFORMATION**

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 17-MAY-2007 TO 16-MAY-2008	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is \$87,085.30. The allotted funding includes estimated cost of \$80,859.15 and fixed fee of \$6,226.15 for a total estimated cost plus fixed fee of \$87,085.30.

**ACCOUNTING AND APPROPRIATION DATA**

AA: 97X4930 NA2E 252 77777 0 065886 2F 8E0038  
 COST CODE: 00007WX7A077  
 AMOUNT: \$87,085.30  
 CIN 001021719500001: \$87,085.30

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.232-20            Limitation Of Cost

APR 1984

Section J – List of Documents, Exhibits and Other Attachments

Attachment 1: Statement of Work

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0164</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jun 14</b>		4. REQ./ PURCH. REQUEST NO. <b>0010217303</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			
9. CONTRACTOR <b>ALUTHQ SECURITY &amp; TECHNOLOGY, LLC</b> NAME <b>GREG HAMBRIGHT</b> AND <b>737 VOLVO PARKWAY, SUITE 120</b> ADDRESS <b>CHESAPEAKE VA 23320-4039</b>		CODE <b>1Y0D7</b>		FACILITY <b>1Y0D7</b>		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15							
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>	
<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>									
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL \$289,278.86
							26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	C-130 Series Aircraft Technical Manual CPFF Updates, Incorporation of Airframe Change Data, and In-House Contractor Support Services. In accordance with Section C. This task order is Non-Severable. FOB: Destination	3,600	Hours		
				ESTIMATED COST	\$107,840.76
				FIXED FEE	\$8,303.74
				TOTAL EST COST + FEE	<u>\$116,144.50</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Technical Manual Preparation and FFP Publishing. In accordance with Section C. FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA	Page changes to existing technical FFP manual-digital to digital format. (Contract CLIN AF). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	1,894	Page	\$49.61	\$93,961.34

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB	New pages in existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AG). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	917	Page	\$82.06	\$75,249.02

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Technical manuals/ FFP technical data package conversion. In accordance with Section C. FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AA	Conversion of hardcopy to FFP master revisable text files in Microsoft Word format. (Contract CLIN 0023AE). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	240	Page	\$16.35	\$3,924.00

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0004	For Navy Accounting Purposes Only Provides Funding for 0001, 0002AA, 0002AB, 0003AA.	

CIN: 001021730300001	ACRN AA	\$289,278.86
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PURCHASE REQUEST NUMBER: 0010217303

## Section C - Descriptions and Specifications

STATEMENT OF WORK**C-130 Series Aircraft Technical Manual Updates, Incorporation of Airframe Change Data, and In-House Contractor Support Services****SOW PROFILE:**

Platform/Project:	C-130
Place(s) of Performance other than travel locations.	Contractors Facility Havelock, NC Government Facility, Cherry Pt., NC
Will contractor need assigned government spaces?	Yes, In-House support contractor will occupy government spaces.
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.</b>	Carmelo W. Nicastro, 6.8.5.1; 252-464-5522
<b>TOCOR Mailing address:</b>	Commanding Officer Naval Aviation Depot Attn; Code 6.8.5.1 PSC 8021 Cherry Point, NC 28533-0021
<b>TOCOR Email:</b>	Carmelo.nicastro@navy.mil
<b>TOCOR Fax:</b>	252-464-5565
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	See Section B
Prior Support provided by:	Alutiiq
Prior support expiration date	Task Order 0114, 6/20/07

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b>please send to the following address, after obtaining a PRB</b>	Yes, Material available for review at Cherry Point.
<b>Tracking # from NAVAIR AIR-3.0C)</b>	
Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	

**TRAVEL PROFILE: Local Travel Only.**

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

	Yes	Profile is detailed in table below.
	No	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS****SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions in support of the C-130 program (delineated in TMCR section), and provide 1 fully qualified Data Management Specialists for In-house (Gov't Site) Data Management support for the C-130 technical publications team. These individuals will perform as members of the technical publications data management team and perform the tasks identified in the TMCR.

Provide 1 work year (contractor site) support for preparation of PDF updates to NATEC postings, based on publication changes/IRACs as required under present task order to include current and additional requirements as identified in the TMCR. Perform "quick turnaround" graphics changes/development to support IRAC/change preparation. As required, perform, scanning and conversion of documents to PDF format compatible with NATEC website requirements, hyperlink PDF manuals as required, and provide electronic scanning and archiving of program data as required. Sufficient turn around time to meet NATEC policy.

**TASK PROFILE:****SECTION C -DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products & Processes – General Support (Par 3.0JC, Page) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Page2)
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks
	may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.

	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as</p>
	<p>scrollable or frame-based products as defined in task orders.</p>

X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</b>
X	<b>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</b>
X	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.

X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the
	reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8 1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.

	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the “rollover” of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design
	and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

## Task Description:

Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes, revisions or new development will be in the same style and format as the original manuals unless otherwise identified. In addition to the changes and revisions, the contractor will provide one fully qualified data management specialist to work within the C-130 technical publications team, within the government facility for a period of 365 days from award. Technical requirements for the data manager are listed below.

Contractor will provide one fully qualified Data Manager, for one work year, to augment the C-130 Data Management team (Government Site). The individual will work as an integral part of the technical publications team and perform Data Management functions/tasks following ISO and C-130 peculiar procedures for assigned technical publications. The individual's work schedule will coincide with the Data Management and dress requirements will match those required for ISSC employees in an office environment. Breaks and lunch hours will be scheduled to align with ISSC CP requirements. Duties will include but not be limited to:

Constructs, verifies the content, and manages the complete master technical data package for an assigned weapons system and all its peculiar components. Maintains master data packages in a manner, which will facilitate accurate and expedient publication updates and revisions.

Researches and analyzes technical directives, Local Engineering Specifications, Local Process Specifications, Temporary Engineering Instructions, Design Change Notices, technical instructions and messages for COMNAVAIRFOR, COMNAVAIRSYSCOM, NAVAIRLOGCEN, NATEC, etc, to determine if the master data package must be modified.

Researches, answers, and processes Technical Publication Deficiency Reports using background materials such as blueprints, schematics, supply and logistics data. Consults with cognizant engineers or manufacturing representatives before modifying the technical data package.

Prepares Manual Change Releases to locally change a technical manual to enhance in-house production efforts until a formal manual change can be issued.

Assists the assigned Fleet Support Team (FST) at Technical Manual Management Team (TMMT) Conferences In-Process reviews, verification and Integrated Logistics Support Team Meetings. Must be knowledgeable of and apply aspects of the governing specifications and policy as required in the manuals, technical manual plan, and the technical manual in-process review, validation and verification plans.

May be required to respond to telephone requests on the status of the assigned program; therefore the incumbent must possess oral communication skills and be able to communicate effectively with a wide range of persons to convey complex technical data program requirements in a clear, understandable fashion.

Assists the lead data manager by identifying the manuals that require updates, estimating the number of pages affected. Establish manual update schedules and update priority based upon outstanding source data.

Assists in developing and reviewing source data packages, prescribed format, style, number of pages, etc. for the manuals to be updated.

The incumbent reviews and approves the finished Direct Image Copy prior to forwarding the Defense Automated Printing Service Office.

Writes Interim Rapid Action Changes to correct technical publication problems that affect safety of flight.

Works in data management team using governmental task tracking system. May perform duties of proxy for tech data lead for assigning tasks.

Clocks hours for metric capture in the government task tracking system.

Manual #	Page	Foldouts	Change/Revision
01-75GAA-0	283	0	Revision
01-75GAA-2-1	14	0	Change
01-75GAA-2-2	33	0	Change
01-75GAA-2-3	9	0	Change
01-75GAA-2-4	42	0	Change
01-75GAA-2-5	15	0	Change
01-75GAA-2-6	11	0	Change
01-75GAA-2-7	4	0	Change
01-75GAA-2-8-1	13	0	Change
01-75GAA-2-9	24	0	Change
01-75GAA-2-10	48	0	Change
01-75GAA-2-12	20	0	Change
01-75GAA-2-14	41	0	Change
01-75GAA-2-16	94	1	Change
01-75GAA-2-17	12	0	Change
01-75GAA-3	48	0	Change
01-75GAA-4-1	127	0	Change
01-75GAA-4-2	16	0	Change
01-75GAA-4-3	70	0	Change
01-75GAA-4-4	24	0	Change
01-75GAA-4-5	5	0	Change
01-75GAA-4-6	2	0	Change
01-75GAA-4-7	21	0	Change
01-75GAA-4-8	49	0	Change
01-75GAA-4-9	17	0	Change
01-75GAA-4-10	41	0	Change
01-75GAA-6ISO	10	0	Change
01-75GAA-6-1	29	0	Revision
01-75GAA-6-2	2	0	Change
01-75GAA-6-3ISO	28	0	Change
01-75GAA-6-4ISO	3	0	Change
01-75GAA-10	42	0	Change
01-75GAA-36	99	0	Change
01-75GAG-2-5	31	0	Change
01-75GAG-4-1	11	0	Change
01-75GAG-4-2	110	0	Change
01-75GAG-4-3	23	0	Change
01-75GAG-4-4	61	0	Change

01-75GAG-4-5	19	0	Change
01-75GAG-4-6	5	0	Change
01-75GAG-4-7	47	0	Change
01-75GAG-4-8	11	0	Change
01-75GAG-4-9	33	0	Change
01-75GAG-4-10	13	0	Change
01-75GAH-2-8	2	0	Change
01-75GAH-4-1	171	0	Change
01-75GAH-4-2	39	0	Change
01-75GAH-4-3	95	0	Change
01-75GAH-4-4	86	0	Change
01-75GAH-4-5	192	0	Revision
01-75GAH-4-6	4	2	Change
01-75GAH-4-7	24	0	Change
01-75GAH-4-8	37	0	Change
01-75GAH-4-9	12	0	Change

01-75GAH-4-10	18	0	Change
01-75GAH-9	2	0	Change
03-5AG-35	45	0	Revision (AECTS)
03-5AG-36	14	0	Revision (AECTS)
03-5AG-40	35	0	Revision (AECTS)
NA 00-XXX (NEW PUB)	200	0	New Pub (AECTS)
03-5AF-63	75	1	Revision (AECTS)
01-75GAC-3	22	0	Change
01-75GAC-4	22	0	Change
19-600-267-6-2	40	0	New Pub
TOTALS	2795	15 pg equivalents	Total 2810

**(A) To be Furnished:**

X	1. _____1_____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. _4_ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____1_____ copy(s) of the Validation Certificate.
X	4. Original and _____1_____ copy(s) of Record of Source Data Incorporation.
	5. Original and _____copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Plan of Action and Milestones due 14 days after award

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : C-130FST, NADEP, Cherry Point, NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes only, determined on 6 Mar 06. Other requests for this document shall be referred to: Commanding Officer, Naval Air Systems Command (PMA 207), 46990 Hinkle Road, Unit 8, Bldg. 419 Patuxent River, MD 20670-1627. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11 & 11 x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	7. All new illustrations will be in the form of line drawings, -11 x 17 and smaller in PCX format -Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: C-130 Data Management Team.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-HDBK-38790 of 5 March 2002.

X 10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to C 130 FST Data Management Team for resolution.

X 11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

**SECTION H –SPECIAL TASK ORDER REQUIREMENTS**

1. PACKAGING: Best Commercial Practice
2. MARKING: Distribution Statement “C” as indicated in B.3

### 3. INSPECTION AND ACCEPTANCE:

Inspection and acceptance of deliverable items will be performed by (C-130FST Code)\_6.8.5.1\_\_\_\_. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

- a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Pub by Pub basis:

- (1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages =  $.03 \times 100 = 3\%$  Reject  
1 page w/errors/100 total SD pages =  $.01 \times 100 = 1\%$   
Accept

- (2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

#### 4. DELIVERY OR PERFORMANCE:

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (C-130FST.L 6.8.5.1 ) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (C-130FST.L 6.8.5.1). The proper Mailing Address is:

Commanding Officer Naval Aviation Depot Attn; Code 6.8.5.1/C.W. Nicastro, Westbrooke PSC 8021  
CHERRY POINT, NC 28533-0021

A1	Incrementally beginning 60 days after date of order. One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comment/corrections noted, will be returned to the contractor. Contractor has 10 days to incorporate final corrections.
A2	Incrementally beginning 100 days after date of order.
A3 through A7	These items shall be forwarded to Naval Aviation Depot, Cherry Point, NC, Code 6.8.5.1, concurrent with A1 02 A2 a appropriate.
A8	POA&M will be delivered 14 days after date of order. Original to Naval Aviation Depot, Cherry Point, Code 6.8.5.1.

#### 5. GENERAL:

This task is UNCLASSIFIED.

#### COGNIZANT FIELD ACTIVITY:

(C-130FST), has been assigned engineering cognizance of the technical manuals covered under this effort

The government will provide the contractor with a digital, editable copy of all technical manuals requiring changes and revisions. Digital files will include files in MSWord, PCX, PDF, and AutoCad (DWG) formats. NMCI computer stations will be provided for government site employees at no cost to the contractor.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 14-JUN-2007 TO 13-JUN-2008	N/A	N/A FOB: Destination	
0002	N/A	N/A	N/A	N/A
0002AA	POP 14-JUN-2007 TO 13-JUN-2008	N/A	N/A FOB: Destination	
0002AB	POP 14-JUN-2007 TO 13-JUN-2008	N/A	N/A FOB: Destination	
0003	N/A	N/A	N/A	N/A
0003AA	POP 14-JUN-2007 TO 13-JUN-2008	N/A	N/A FOB: Destination	
0004	N/A	N/A	N/A	N/A

## Section G - Contract Administration Data

FUNDING

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed for CLIN 0001 and total cost for all effort performed for CLIN's 0002 and 0003.

## ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA173

AMOUNT: \$289,278.86

CIN 001021730300001: \$289,278.86

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0165</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jun 01</b>		4. REQ./ PURCH. REQUEST NO. <b>0010215140</b>		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
16. TYPE OF ORDER				<input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT			
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL \$721,486.16		26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II - Operational, managerial, analysis and technical support efforts IAW Section C Statement of Work. This task order is non-severable FOB: Destination CPFF	6,600	Hours		
				ESTIMATED COST	\$672,625.62
				FIXED FEE	\$48,860.54
				TOTAL EST COST + FEE	<u>\$721,486.16</u>
000101	For Navy Accounting purposes only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010215140		Hours		
				ESTIMATED COST	\$0.00
				FIXED FEE	\$0.00
				TOTAL EST COST + FEE	<u>\$0.00</u>
	ACRN AA CIN: 001021514000001				\$662,974.49

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
000101	N/A	N/A	N/A	N/A

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUN-2007 TO 31-MAY-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771319 U5KV 251 00019 0 050119 2D 000000

COST CODE: PMA274DFBBC1

AMOUNT: \$662,974.49

CIN 001021514000001: \$662,974.49

CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

FUNDING

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and (fixed/award) fee for all effort performed.

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENT 1 SOW

Attached separately

### 3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

**SOW PROFILE:**

Platform/Project:	NAVAIR COMMON VIEWER
Initial Period of Performance:	6/1/2007 – 5/31/2008
Place(s) of Performance other than travel locations.	PBM Associates facility 1064 S. Main Street, Suite 2C West Creek, NJ 08092
Will contractor need assigned government spaces?	No
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-3424720, to maintain on file if requested.</b>	Robert Sharrer (301) 757-8813 or William Lewis (301)
<b>TOCOR Mailing address:</b>	Robert Sharrer or Bill Lewis 47060 McLeod Road Bldg 448 Patuxent River, MD 20670
<b>TOCOR Email:</b>	robert.sharrer@navy.mil william.lewis@navy.mil
<b>TOCOR Fax:</b>	(301)342-4260
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	6,600 hours
List all Funding Appn/Yrs to be used:	FY 07 R&D/O&M,N
Recommended RFP Response time:	
Prior Support provided by:	
Prior support expiration date	

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C</u></b> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
IPR-every quarter (4 trips)	Oswego NY, Pax River, West Creek NJ
Developmental Meetings (4 trips)	Oswego, NY
Developmental Meeting ( 6 trips)	Yeovil, UK

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

<input type="checkbox"/>	No	Profile is detailed in table below.
<input type="checkbox"/>	No	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
CDs containing files of the completed XSLT/FOSIs and related user instructions and guidance. User instructions/guidance shall be in Microsoft Word format.	NLT 12 months ARO	NAVIAR 6.8.5

**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**

Passport for overseas site survey

**SCOPE PROFILE:**

Develop a logic engine to support interactive diagnostics for S1000D data. Separate the associated style sheets, FOSIs, etc, used with the schemas and DTDS from the viewer application. Develop additional style sheets and FOSIs for additional Navy specifications. Development will be within the same framework and Graphical User Interface (GUI) as the current version of the viewer. Support at various program related meetings for programs that have committed to using the NAVAIR Standard IETM Viewer (NSIV) or those that are considering using it.

## BACKGROUND

FAM and NMCI are driving us to use fewer applications to support Naval missions. The NSIV will continue the integration of existing applications.

NAVAIR technical manuals are evolving from being exclusively paper based to being composed and distributed in digital form with various user interactive features called Interactive Electronic Technical Manuals (IETM). The other services (i.e. Air Force and Army) are also moving toward IETMs, and NAVAIR is making a concerted effort to ensure that the features it requires in IETMs are in concert with the other services. These requirements must be described in an approved specification and related Document Type Definition (DTD) and Style Sheets.

## TASK PROFILE:

### SECTION C -DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

#### C.1 STATEMENT OF WORK

##### **Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

1. The contractor will work in full coordination with AIR 6.8 and NAVAIR program personnel to ensure the following:
  - a. **The NAVAIR Standard IETM Viewer will continue supporting S1000D Issue 2.2 requirements and may be enhanced to support S1000D Issue 2.3 and/or Issue 3.0 requirements.**
  - b. **The enhancements to the viewer will be within the same framework as the current NAVAIR Standard IETM Viewer.**
  - c. **The viewer will provide support for access to the S1000D Data, but limit the functionality to that explicitly specified in S1000D.**
2. **The contractor will develop a logic engine to support the Process Module in S1000D Issue 2.3.**
3. **The contractor will update the Design Document for the NAVAIR Standard IETM Viewer.**
4. The contractor shall support the government at various US and International S1000D meetings.
5. The contractor shall support the government at various technical interchange meetings with program prime contractors.
6. The contractor shall support the government at various program meetings for those programs considering using the NSIV to demonstrate and discuss Viewer functionality.
7. **The contractor will continue development of the NAVAIR Standard IETM**

## Viewer using the Java platform.

Java (J2EE, J2SE) is a proven, open, and mature platform that has many built-in libraries, as well as 3<sup>rd</sup> party libraries (both open source and commercial) that the contractor will leverage to provide the S1000D functionality. Open standards and integration capabilities are very much a part of the Java platform. This open standard support provides strengths in: leveraging best practices, leveraging many quality libraries from the extensive Java community, providing superior integration capabilities; and preventing vendor/platform lock-in.

The contractor will continue providing a 3-tier web architecture (a logical separation between database, application logic, and client) that may be deployed in a distributed environment or all on a single standalone client machine. This 3-tier architecture will support the dual instances of (a) enterprise applications exchanging S1000D data over the Internet as Web Services via XML, as well as (b) fully functional standalone (i.e. web disconnected) applications.

The contractor will provide a non-proprietary, W3C compliant solution utilizing the Java platform. The contractor will work within the NMCI-centric environment and will comply with all requirements. Any non-compliance issues will be forwarded to NAVAIR. The contractor's solution will have clearly defined separation of concerns between the application logic and the data repository.

The contractor will assess and discuss with the government the most efficient methodology for the continued development of the viewer architecture. For the implementation of SOAP, WSDL, UDDI, XAML, XKMS, URNs, etc., the contractor will discuss potential use cases with the Navy that define where the viewer will be hosted and how and where it will be used. This will assist in the recommendation of the most efficient methodology and architecture for the viewer.

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p>STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2)</p>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
	<p><b>3.1.2 General Task 3.3A-2 Requirements Analysis</b></p>
	<p><b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>

	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b>  The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task</p>
	<p>orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p><b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b></p>
	<p>5. The contractor shall perform the following technical tasks as defined in individual delivery orders:</p>
X	<p>K. Data Dissemination</p>
X	<p>R. Automated systems</p>

X	<p><b>4.3 General Task 3.0.JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT.</b> AIR 3.0J is charged to plan and direct the transition of Defense technical data management from the migratory stove-pipe systems to a fully-interoperable, open, logistics integrated data environment (IDE). This effort will require research and preparation of required system acquisition and management documentation, along with associated briefing materials, point papers and reports. The Contractor shall provide analyses of existing business processes and development of schema to evolve these processes to the digital environment; develop case study reports; maintain management action reporting records and prepare point papers, concept papers, and analyses of technical topics related to Navy and DoD Technical Data Management. The Contractor shall develop and maintain acquisition strategy documents including a strategic planning schedule. The contractor shall also support the Joint Technical Data Integration (JTDI) program management team in managing the JTDI Projects. This includes, but it not limited to, the design, development, testing, fielding and support, both domestically and internationally, of such information technology systems as JEDMICS, CMIS, and CAD II. This will involve Acquisition Planning, Acquisition Program Base-lining, Program Protection and System Security, Budget justification backup and execution including spend plan development and tracking, Contract Planning, Systems Engineering, Risk Management and Analysis, Integrated Logistics Support, Integrated Product and Process Development and Configuration Management. The contractor shall also prepare required Memorandums of Agreements /Understandings; assist in conducting Acquisition Reviews; assist in the development of backup data for Planning, Programming &amp; Budgeting; provide C4I support; plan and assist in the implementation of Quality Assurance Programs; develop Information Requirements for Milestone Reviews; conduct Analysis of Alternatives; perform Cost Analysis; provide Threat Assessments; plan and assist in the development and implementation of Test &amp; Evaluation Plans; and provide Program Management</p>
	<p>Assistance in the oversight and integration of other JTDI contracting efforts and related field activity taskings. The contractor shall perform, but is not limited to the following tasks:</p>
X	<p><b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.</p>
	<p><b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b></p>

SCHEDULE

**Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

- (A) To be Furnished:
- (B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.

---

**SECTION D - PACKAGING AND MARKING**

Packaging: None

Marking: None

**SECTION E - INSPECTION AND ACCEPTANCE**

1 Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road

**PATUXENT RIVER, MD 20670**

Completion Date of all items: 180 days after date of order.

**SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

None

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0166</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jul 26</b>		4. REQ./ PURCH. REQUEST NO. <b>0010220562</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY		 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$121,958.40		
27a. QUANTITY IN COLUMN 20 HAS BEEN	<input type="checkbox"/> INSPECTED	<input type="checkbox"/> RECEIVED	<input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	26. DIFFERENCES					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER	35. BILL OF LADING NO.			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Page changes to existing Technical FFP manuals Digital to digital format (Contract CLIN 0022AF) Ordering period 1/12/07 - 1/11/08 FOB: Destination	2,430	Page	\$49.61	\$120,552.30

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Conversion of HC to master rev text FFP interleaf. (Contract CLIN 0023AF) Ordering Period 1/12/07 - 1/11/08 FOB: Destination	86	Page	\$16.35	\$1,406.10

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	For Navy Accounting purposes only Funding for items 0001 and 0002 PURCHASE REQUEST NUMBER: 0010220562				
	CIN: 001022056200001		ACRN AA	FUNDED AMOUNT	\$121,958.40

## Section C - Descriptions and Specifications

PWS**SCOPE PROFILE:**

Prepare updated change pages or digitize hard copy pages of the F/A-18 technical manuals listed below using Interleaf software and the F/A-18 Work Package Template. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD.

<b>Publication No.</b>	<b>Manual Title</b>
A1-412AC-140-200	Speed Brake Manifold Assembly
A1-417AC-290-000	Aircraft Mounted Accessory Drive Gearbox
A1-423AC-130-040	Nose Wheel Steering Hydraulic Power Unit
A1-440AC-450-000	Leading Edge Flap Asymmetry Motional Pickup Transducer
A1-441AC-450-000	Pump-Axial Pistons Hydraulic Variable Delivery
A1-445AC-450-010	Hydraulic Priority Free Reverse Flow Valve, P/N 4612-1
A1-762AC-460-010	Turbo Transfer Pump
A1-F18AC-460-200	Fuel System, Testing & Troubleshooting
A1-F18AC-630-200	Data Link, Instrument Landing & Radar Beacon System, Testing & Troubleshooting
A1-F18AC-741-300	Mission Computer System, Maintenance with IPB
A1-F18AC-760-300	Tactical Electronic Warfare System, Maintenance with IPB
A1-F18AC-SRM-210	Structure Repair - Wing, Vol. I
A1-F18AC-SRM-211	Structure Repair - Wing, Vol. II
A1-F18AC-SRM-212	Structure Repair - Wing, Vol. III
A1-F18AC-SRM-222	Structure Repair - Forward Fuselage, Vol. III
A1-F18AC-SRM-230	Structure Repair - Center Fuselage, Vol. I
A1-F18AC-SRM-231	Structure Repair - Center Fuselage, Vol. II
A1-F18AC-SRM-241	Structure Repair - Aft Fuselage, Vol. II
AT-908GS-S92-000	OTPS Interconnecting Group, Type ON-254/USM
AT-908GS-S92-200	OTPS Interconnecting Group, Type ON-256/USM
AT-908GS-S92-300	OTPS Interconnecting Group, Type ON-257/USM
AW-386AC-750-030	Aircraft Wing Pylon SUU-63/A, SUU-63A/A, SUU-63C/A

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

**3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.**  
The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by

	<p>the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>

	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### Task Description:

Prepare updated change pages or digitize hard copy pages of the F/A-18 technical manuals listed below using Interleaf software and the F/A-18 Work Package Template. Digital delivery of each manual shall be prepared in Interleaf IDU format delivered on a CD. All illustrations shall be prepared as CGM and provided as a separate file. All illustrations shall be integrated with the final editable copy.

Conversion of Hard Copy to Master Revisable Text Files in Interleaf Format (0023AB) for 86 pages of the following technical manuals:

Publication No.	Task	Estimated Pages
A1-412AC-140-200	DIGITIZE	68
A1-445AC-450-010	DIGITIZE	18

Page Changes to existing Technical Manuals – Digital to Digital Format (0022AB) for 2,430 pages of the following technical manuals:

Publication No.	Task
A1-417AC-290-000	CHANGE
A1-423AC-130-040	CHANGE
A1-440AC-450-000	CHANGE
A1-441AC-450-000	CHANGE
A1-762AC-460-010	CHANGE
A1-F18AC-460-200	CHANGE
A1-F18AC-630-200	CHANGE
A1-F18AC-741-300	CHANGE
A1-F18AC-760-300	CHANGE
A1-F18AC-SRM-210	CHANGE
A1-F18AC-SRM-211	CHANGE

Publication No.	Task
A1-F18AC-SRM-212	CHANGE
A1-F18AC-SRM-222	CHANGE
A1-F18AC-SRM-230	CHANGE
A1-F18AC-SRM-231	CHANGE
A1-F18AC-SRM-241	CHANGE
AT-908GS-S92-000	CHANGE
AT-908GS-S92-200	CHANGE
AT-908GS-S92-300	CHANGE
AW-386AC-750-030	CHANGE

**(A) To be Furnished:**

X	1. One (1) proof copy of each manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
X	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. One (1) CD-ROM (ISO 9660) of IPDF for each manual

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: Fleet Readiness Center Southwest (FRCSW), Code 6.8.5.1
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commander, Naval Air Systems Command, PMA-265, 47123 Buse Rd., Bldg 2272, Patuxent River, MD 20670-1547. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-

	81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU format.
	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: FRCSW, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to FRCSW, Code 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### Section D - Packaging and Marking

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## Section E - Inspection and Acceptance

1. Inspection and acceptance of deliverable items will be performed by FRCSW, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, FRCSW, Code 6.8.5.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is FRCSW. The proper Mailing Address is:

Commanding Officer  
FRCSW  
Attn: Code 6.8.5.1/Sharon Wicke, Bldg. 334-1  
P. O. Box 357058  
**SAN DIEGO, CA 92135-7058**

A1	180 days after date of order
A2 thru A5, and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to FRCSW, Code 6.8.5.1.

Completion Date of all items: 240 days after date of order.

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 18-JUL-2007 TO 17-FEB-2008	N/A	N/A FOB: Destination	
0002	N/A	N/A	N/A	N/A
0003	POP 22-JUN-2007 TO 31-MAR-2008	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

### GENERAL:

This task is UNCLASSIFIED.

### COGNIZANT FIELD ACTIVITY:

FRCSW, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

## ACCOUNTING AND APPROPRIATION DATA

AA: 1771506 Y5C8 252 00019 0 050119 2D 000000

COST CODE: PMA265AA16A1

AMOUNT: \$121,958.40

CIN 001022056200001: \$121,958.40

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

### GOVERNMENT FURNISHED SOURCE DATA:

A copy of each manual listed under Task Description will be provided either in hard copy or by CD of the editable file in Interleaf format along with any associated source data available (MCRs, TPDRs, etc.) at time of contract award. Contractor shall return hard copy pages that were provided.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0167		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 May 17		4. REQ./ PURCH. REQUEST NO. 0010214015		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-5927 EMAIL: jean.mcbride@navy.mil BY: JEAN F. MCBRIDE				25. TOTAL \$246,502.27		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	31. PAYMENT		34. CHECK NUMBER		
									35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	H-60 Technical Publications CPFF In accordance with Attachment (1) Statement of Work FOB: Destination	8,240	Hours	
			ESTIMATED COST	\$228,878.62
			FIXED FEE	\$17,623.65
			TOTAL EST COST + FEE	<u>\$246,502.27</u>

ITEM NO		UNIT	AMOUNT
000101	For Navy Accounting purposes only	Hours	
EXERCISED OPTION	PURCHASE REQUEST NUMBER: 0010214015		
	ACRN AA CIN: 001021401500001		\$143,629.10

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 17-MAY-2007 TO 16-MAY-2008	N/A	N/A FOB: Destination	
000101	POP 17-MAY-2007 TO 16-MAY-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL19E3

AMOUNT: \$143,629.10

CIN 001021401500001: \$143,629.10

CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

CONTRACT ADMINISTRATION DATA

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

Section J - List of Documents, Exhibits and Other Attachments

Attachment 1: Statement of Work

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0168</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jun 12</b>		4. REQ./ PURCH. REQUEST NO. <b>0010214803</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS				
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15										
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER										
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY			25. TOTAL \$226,560.18		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER		35. BILL OF LADING NO.		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Technical manual FFP preparation and publishing performed IAW Statement of Work-Attachment 1 FOB: Destination				
0001AA	Page changes to existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AF) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	2,000	Page	\$49.61	\$99,220.00
0001AB	New pages in existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AG) Ordering period 12 Jan 07 - 11 Jan 08 FOB: Destination	1,255	Page	\$82.06	\$102,985.30
0001AC	Output of Portable Document Format FFP (PDF) Files. (Contract CLIN 0022AH) Ordering Period 12 Jan 07 - 11 Jan 08 FOB: Destination	3,256	Page	\$7.48	\$24,354.88

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0002	For Navy Accounting Purposes Only Funding for Line Item No. 0001	

CIN: 001021480300001	ACRN AA	\$92,875.82
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PURCHASE REQUEST NUMBER: 0010214803

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0003	For Navy Accounting Purposes Only Funding for Line Item No. 0001	

CIN: 001021480300004	ACRN AB	\$133,684.36
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PURCHASE REQUEST NUMBER: 0010214803

## Section C - Descriptions and Specifications

STATEMENT OF WORK**JAX-07**

(J52 ENGINE PUBS - FUNDED BY PMA-234)

**Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	J52 Engine Technical Publication Support
Place(s) of Performance other than travel locations.	Contractor facility, Cecil Commerce Center (CCC) Jacksonville, FL
Will contractor need assigned government spaces?	NO
Technical Point of Contract (TPOC):	Charlotte Ingle, Code 6.8.5.1, 904-317-1814
TPOC Mailing address:	Naval Air Depot 6206 Aviation Ave. Cecil Commerce Center Attn: Charlotte Ingle, Code 6.8,5.1 Jacksonville, FL 32221-8112
TPOC Email:	<a href="mailto:Charlotte.P.Ingle@navy.mil">Charlotte.P.Ingle@navy.mil</a>
TPOC Fax:	904-317-1786
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	See Section B of the Task Order
List all Funding Appn/Yrs to be used:	FY 07 PRL and GWOT
Prior Support provided by:	Alutiiq Contract N68936-04-D-0008 TO 0105

CDRL Profile: Known Deliverables\*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	No	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

**SCOPE PROFILE:**

Prepare changes for the J52 Engine technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

<b>Technical Manual No.</b>	<b>Title</b>	<b>Basic Date</b>	<b>Change No.</b>	<b>Change Date</b>
02B-10DAD-4	Illustrated Parts Breakdown Aircraft Engines Navy Models J52-P-408 and P-408A/B	1 FEB 04	3	TBD
02B-10DAD-6-1V1	Intermediate Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B		1	TBD
02B-10DAD-6-1V2	Intermediate Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B		1	TBD
02B-10DAD-6-1V3	Intermediate Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B		1	TBD
02B-10DAD-6-1V4				
02B-10DAD-6-1V4.1				
02B-10DAD-6-2V1	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93		TBD
02B-10DAD-6-2V2	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93		TBD
02B-10DAD-6-2V3	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93		TBD
02B-10DAD-6-2V4	Depot Maintenance Aircraft Engines	31 JAN 93		TBD

	Navy Models J52-P-408 and P-408A/B			
02B-10DAD-6-2V5	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93		TBD
02B-10DAD-6-2V6	Depot Maintenance Aircraft Engines Navy Models J52-P-408 and P-408A/B	31 JAN 93		TBD

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The contractor shall:

- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals.

This SOW deals with page deliveries only not CSS hours. It is not required to complete the CSS IWP process and will not have a CSS IWP approval number.

**C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT****HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
---	----

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
N/A	

**TASK PROFILE:**

	<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>
	<ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic

	services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

Task Description:

**(A) To be Furnished:****Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
02B-10DAD-4	CHANGE	MCRs, TPDRs
02B-10DAD-6-1V1	CHANGE	MCRs, TPDRs
02B-10DAD-6-1V2	CHANGE	MCRs, TPDRs
02B-10DAD-6-1V3	CHANGE	MCRs, TPDRs
02B-10DAD-6-1V4	CHANGE	MCRs, TPDRs
02B-10DAD-6-1V4.1	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V1	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V2	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V3	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V4	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V5	CHANGE	MCRs, TPDRs
02B-10DAD-6-2V6	CHANGE	MCRs, TPDRs

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy(s) of the Validation Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for J52 Engine FST, NADEP Jacksonville, FL.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C.. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Charlotte Ingle, NADEP Jacksonville, FL, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Charlotte Ingle, NADEP Jacksonville, FL, Code 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	N/A	N/A	N/A	N/A
0001AA	07-JUN-2008	2,000	N/A FOB: Destination	
0001AB	07-JUN-2008	1,255	N/A FOB: Destination	
0001AC	07-JUN-2008	3,256	N/A FOB: Destination	
0002	N/A	N/A	N/A	N/A
0003	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2739  
AMOUNT: \$92,875.82  
CIN 001021480300001: \$92,875.82

AB: 1771804 4A4N 252 00019 0 050119 2D 000000  
COST CODE: AIR30PRL2839  
AMOUNT: \$133,684.36  
CIN 001021480300004: \$133,684.36

## SECTION H – SPECIAL TASK ORDER REQUIREMENTS

### 1. PACKAGING AND MARKING;

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

### 2. INSPECTION AND ACCEPTANCE

Inspection and acceptance of deliverable items will be performed by J52 Engine Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

### 3. DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, J52 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 6.8.5.1, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is J52 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 3.1.2/6.8. The proper Mailing Address is:

FRC-SE  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Charlotte Ingle, Code 6.8.5.1  
Jacksonville, FL 32221-8112

A1 30, 60, 90, and 120 days after date of order

A2 Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.

A3 through A7 Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Fleet Readiness Center-Southeast, Jacksonville, Code 3.3.1B

4. GENERAL:

This task is UNCLASSIFIED.

COGNIZANT FIELD ACTIVITY:

Fleet Readiness Center-Southeast, Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0169</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Sep 04</b>		4. REQ./ PURCH. REQUEST NO. <b>0010223172</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK <b>See Item 15</b>		
16. TYPE OF ORDER				<input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF: <b>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</b>						
NAME OF CONTRACTOR				SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)				
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL <b>\$289,940.85</b>		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	E-2D Training Documents support CPFF In accordance with Section C This task order is severable FOB: Destination	2,820	Hours		
				ESTIMATED COST	\$277,346.93
				FIXED FEE	\$12,593.92
				TOTAL EST COST + FEE	<u>\$289,940.85</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Payment purposes only	
CIN: 001022317200001	ACRN AA	\$60,000.00

PURCHASE REQUEST NUMBER: 0010223172

## Section C - Descriptions and Specifications

### SOW

## **SCOPE PROFILE:**

The E-2D Advanced Hawkeye (AHE) program is acquiring Interactive Electronic Technical Manuals (IETMs) under the E-2D System Development and Demonstration (SD&D) contract. The methodology for tagging data for training use/reuse must be developed. This effort requires development of a tagging scheme and business rules for data for training use. The plan must include a detailed process for the XML-tagging and method for controlling the configuration between the maintenance data and the training data.

## **BACKGROUND**

NAVAIR technical manuals are evolving from being exclusively paper based to being composed and distributed in digital form with various user interactive features called Interactive Electronic Technical Manuals (IETM). We are required to produce Shareable Content Object Reference Model (SCORM) compliant training data.

## **TASK PROFILE:**

### **SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

#### **C.1 STATEMENT OF WORK**

##### **Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

1. The contractor will work in full coordination with AIR 6.8 and NAVAIR program personnel to ensure the following:
  - a. Develop a topology for that relates Sharable Content Objects (SCOs) to S1000D Data Modules (DMs).
  - b. Show the relationships between LOMs and SCOs. Develop a coding and synchronization strategy between maintenance and training DMs.
  - c. Show the relationships and tie-ins between ILE, enabling objectives, content types, content use level, and training assessments.
  - d. Utilize both new and existing data for to develop a training package (may be partial) based on the S1000D data modules. This may require some level of conversion and/or reauthoring of the source data.
  - e. Prepare DMs for publication of the content within SCORM conformant content packages.
  - f. Develop the methodology for the management and configuration control of the content objects.
2. Contractor shall initially assess and propose to government the most efficient design and options for the above aspects in architecture areas.
3. The contractor shall update test the results utilizing the Standard NAVAIR IETM Viewer.

4. The contractor shall support the government at various US and International S1000D meetings.
5. The contractor shall support the government at various technical interchange meetings with program prime contractors. Specific support is required for develop of E2-D business rules.

<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
<p><b>3.1.2 General Task 3.3A-2 Requirements Analysis</b></p>
<p><b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise</p>

	and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand

	pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front

	matter.
	<p><b>ILLUSTRATIONS .</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.</p>
	<p><b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).</p>
	<p><b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.</p>
	<p>(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:</p>
	<p>“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”</p>
	<p><b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.</p>
	<p><b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>

	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
	B. Data/Media Control.
	C. Data/Media Management.
	D. Inventory
	E. Data Reproduction.
	F. Data Acquisition and retrieval support.
	G. Management of Master Data Packages or Master Files.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
	I. Technical Documentation Research.
	J. Relocation of data and satellite libraries.
X	K. Data Dissemination
	L. Mail Operations .
	M. Hours of operation.
	N. Travel/mileage.
	O. Supplies, material, equipment, and facilities
	P. Contractor furnished equipment.
	Q. Government furnished facilities (GFF)/property (GFP).
X	R. Automated systems
	S. Distribution statements.
	3.6
	<b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>

	1. Data Identification.
	2. Data Acquisition.
	3. Data Tracking.
	4. Technical Data Maintenance.
	<b>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</b>
	A. The scope of the effort required by this specification involves performing all the tasks required to prepare and deliver a fully staffed Configuration Audit Plan to the Customer.
	B. This effort involves the following tasks:
	The Management Plan describes the program scope, lays out the organization (Government and contractor), provides functions, duties, and responsibilities for positions required to staff the organization, defines and documents management procedures, policies and reporting requirements required to manage a major automated information system or technology initiative.
	A. The scope of the effort required by this specification involves performing all the tasks required to deliver a fully staffed Program Management Plan to the Customer.
	B. This effort involves the following tasks:
	The Site Preparation Requirements and Installation Plan defines requirements and responsibilities for the coordinated, integrated Government and system Contractor site preparation and installation efforts of the deliverable end product(s).
	A. The scope of the effort required by this specification involves performing all the tasks required to deliver a fully staffed Site Preparation Requirements & Installation Plan to the Customer. It applies to the deployment of a major system to a specific site (land based or sea based).
	B. This effort involves the following tasks:
	<b>3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.</b>
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.1 General Task 3.0JA JEDMICS SITE MANAGEMENT AND OPERATION</b> - The Joint Engineering Data Management Information and Control System (JEDMICS) repository is used to store digitized indexing and image data for retrieval to support user requirements. JEDMICS is fed by a data entry and data integrity front end and used by a data demand-driven back end. JEDMICS consists of multiple servers and databases that require typical AIS services.
	B. Operations support is concerned with performing those functions related to the operation including: data receipt, data entry, data integrity validation, reporting and customer support. Each aspect of the system operations support to be provided should be covered by a process plan or procedure. These tasks shall include, but not be limited to, the following:
	C. System administration encompasses a wide range of functions to assure the optimum availability for user inquiries and other automated processes. These functions include knowledge of operating system and application software status, including known bugs, Temporary Engineering Change Proposals and their scope. System administration will include, but not be limited to: (1) performing index data and image migration functions; (2) performing data import/export functions; (3) performing file/table maintenance; (4) creating custom reports; (5) managing data volumes, (6) performing data entry, conversion and quality assurance functions, (7) generating routine reports, (8) performing security functions, (9) supporting multi-site

	<p>process agreements such as for continuity of operations and database synchronization, and (10) starting and shutting down all or portions of the system. The systems Administrator must maintain configuration control over all operating system and application software products, ensuring compatibility with Interfacing software and working with the designated government officials to remain current on all lessee and licensing agreements.</p>
	<p>(1) A primary role of the system administrator is to ensure the system and its data are available to the users. This includes working with government and contractor personnel on the scheduling of preventative hardware maintenance to minimize disruption to customer support, and accomplishing remedial hardware maintenance to return the system to being fully mission capable in the shortest time. The following will be performed:</p>
	<p><b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
	<p>2. REQUIREMENTS. The contractor shall perform functions to enable efficient and customer-responsive operations at the site. These functions are described in five groups, which are not mutually exclusive:</p>
X	<p><b>4.3 General Task 3.0JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT.</b> AIR 3.0J is charged to plan and direct the transition of Defense technical data management from the migratory stove-pipe systems to a fully-interoperable, open, logistics integrated data environment (IDE). This effort will require research and preparation of required system acquisition and management documentation, along with associated briefing materials, point papers and reports. The Contractor shall provide analyses of existing business processes and development of schema to evolve these processes to the digital environment; develop case study reports; maintain management action reporting records and prepare point papers, concept papers, and analyses of technical topics related to Navy and DoD Technical Data Management. The Contractor shall develop and maintain acquisition strategy documents including a strategic planning schedule. The contractor shall also support the Joint Technical Data Integration (JTDI) program management team in managing the JTDI Projects. This includes, but it not limited to, the design, development, testing, fielding and support, both domestically and internationally, of such information technology systems as JEDMICS, CMIS, and CAD II. This will involve Acquisition Planning, Acquisition Program Base-lining, Program Protection and System Security, Budget justification backup and execution including spend plan development and tracking, Contract Planning, Systems Engineering, Risk Management and Analysis, Integrated Logistics Support, Integrated Product and Process Development and Configuration Management. The contractor shall also prepare required Memorandums of Agreements /Understandings; assist in conducting Acquisition Reviews; assist in the development of backup data for Planning, Programming &amp; Budgeting; provide C4I support; plan and assist in the implementation of Quality Assurance Programs; develop Information Requirements for Milestone Reviews; conduct Analysis of Alternatives; perform Cost Analysis; provide Threat Assessments; plan and assist in the development and implementation of Test &amp; Evaluation Plans; and provide Program Management Assistance in the oversight and integration of other JTDI contracting efforts and related field activity taskings. The contractor shall perform, but is not limited to the following tasks:</p>
	<p><b>4.3.1 General Task 3.0JC-1 Design, Development, Testing, and Fielding Support.</b> The contractor shall support the design, development, testing fielding and support, both domestically and internationally, the JTDI Projects. This will involve but not be limited to:</p>
	<p><b>4.3.3 General Task 3.0JC-3 Business Process/Weapon Systems Integration.</b> The contractor shall conduct analysis and research of weapons system programs and other programs to identify and plan the integration of JTDI Projects and other digital technology into individual programs and DoD business processes. This includes but not limited to:</p>
X	<p><b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security</p>

	regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>

## Section E - Inspection and Acceptance

1 Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 05 Sep 2007 TO 04-Sep-2008	N/A	N/A FOB: Destination	

DELIVERIES**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
**PATUXENT RIVER, MD 20670**

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771319 Y5EJ 255 00019 0 050119 2D 000000

COST CODE: PMA231B61110

AMOUNT: \$60,000.00

CIN 001022317200001: \$60,000.00

CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

Section H - Special Contract Requirements

SPECIAL INSTRUCTIONS

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified
2. Location of Performance: Palestine, TX and Reston, VA.
3. Task Order Points of Contact (at task order award):

COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil

TA: Robert Sharrer, Code AIR-6.8.5.1 (AV8FST.TD)  
 Address: 12350 Research Parkway  
 Orlando, FL 32826

Phone: (301)342-4260

E-Mail: robert.sharrer@navy.mil

4. Will contractor need assigned Government spaces: No
5. CDRL Profile: Known Deliverables

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

6. Unusual Other Direct Costs:

None.

7. Cognizant Field Activity: NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0170</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Jul 05</b>		4. REQ./ PURCH. REQUEST NO. <b>0010218799</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL	\$32,021.27
								26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	H-3 Technical Manual Updates CPFF In Accordance with Section C Statement of Work This task order is nonseverable FOB: Destination	1,248	Hours	
			ESTIMATED COST	\$29,731.91
			FIXED FEE	\$2,289.36
			TOTAL EST COST + FEE	<u>\$32,021.27</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: 0010218799	
	ACRN AA TAC: N826 CIN: 001021879900001	\$32,021.27

Section C - Descriptions and Specifications

STATEMENT OF WORK

**H-3 Technical Manual Updates, Incorporation of Source Data and Contractor Support**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems

	Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable

	masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</b>
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the

	TMCR Work Statement/Order.
X	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	<b>TEXT.</b> Text is defined as all technical manual written material and entries including front matter.
X	<b>ILLUSTRATIONS.</b> Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway

	views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	<b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	<b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	<b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	<b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> </ul>

	<ul style="list-style-type: none"> <li>MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders. a. Editable text files will be completed using MSWord. Illustrations will be completed in bitmap.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

**Technical Manual Contract Requirement Work Statement**

Task Description:

Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes or revisions will be in the same style and format as the original manuals unless otherwise identified. Technical requirements for the data manager are listed below. Additional duties are listed below to include administrative, scanning, filing, and assisting with technical data processes as directed by the H3FST Team Leader and the H-3 Lead Data Manager.

<b>Archiving/Updating/Consolidating File Cabinets:</b>	
a.	Scanning data
b.	Filing latest tech data in folders
c.	Discard duplicates/unnecessary data
<b>Updating Manuals:</b>	
a.	NA 03-95B-136 (175 change pages)
b.	NA 01-230HLC-8 WUC (195 change pages)
<b>Issue IRACs:</b>	
a.	74 outstanding TPDRs
1.	Link/incorporate in manuals
2.	Upload IRAC/manual to NATEC
<b>Pub Duties:</b>	
a.	Incorporate changes/revisions in manuals
b.	Process CECRs
c.	Maintain inventory records

**(A) To be Furnished:**

X	1. _____ set(s) of proof copies of manual change pages for review.
---	--

	NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>1</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and <u>2</u> copy(s) of Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Plan of Action and Milestones due 14 days after award

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : H-3FST, NADEP, Cherry Point, NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, NAVAIRDEPOT, Code H-3ISST (AIR-6.8.5.1), PSC Box 8021, Cherry Point, NC 28533-0021.  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11& 11 x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	7. All new illustrations will be in the form of line drawings. - 11 x 17 and smaller in BITMAP format - Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: H-3FST Lead Data Manager.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-3FST Lead Data Manager for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

**SECTION D - PACKAGING AND MARKING**

Packaging: Best Commercial Practice

Marking: Distribution Statement "C" as indicated in B.3

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (H-3FST Code 6.8.5.1). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by signing/acceptance of the final delivery letter for each manual as completed. Letter shall include quantity of pages delivered, by category and deliverable products as specified in this task order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Pub by Pub basis::

(1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages =  $.03 \times 100 = 3\%$ , Reject

1 page w/errors/100 total SD pages =  $.01 \times 100 = 1\%$ , Accept

(2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (H-3FST/6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (H-3FST/6.8.5.1). The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
Attn; Code 6.8.5.1/J. Ward, Bldg. 4470  
PSC 8021  
CHERRY POINT, NC 28533-0021



Section J - List of Documents, Exhibits and Other Attachments

Attachment (1) CDRL

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					FORM APPROVED OMB No. 0704-0188						
Public reporting burden for this collection of information is estimated to average 190 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA, 22202-4302 and to the office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please do not return your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.											
A. CONTRACT LINE ITEM NO. 0001		B. EXHIBIT A		C. CATEGORY TDP ___ TM ___ OTHER MISCOMGMT							
D. SYSTEM/ITEM Technical Data		E. CONTRACT/PR. NO N68936-04-D-0008		F. CONTRACTOR ALUTHQ							
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM Technical Report - Studies/Services		3. SUBTITLE Plan of Action and Milestones							
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508 (See Block 16)			5. CONTRACT REFERENCE SOW Section F		6. REQUIRING OFFICE TPOC: H-3FST						
7. DD-250 REQ. LT	9. DIST STATEMENT REQUIRED C	10. FREQUENCY See Block 16	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION							
8. APP CODE N/A		11. AS OF DATE See Block 16	13. DATE OF SUBMISSION N/A								
16. REMARKS Block 4: Contractor format is authorized provided the DID is used as a guideline.  Block 10. 11:  (a). Plan of Action and Milestones (POA&M): Contractor format due 14 days after award of contract. Government will have 30 days to review. Contractor to resubmit POA&M within 30 days of Government review with all corrections and comments incorporated. POA&M will be reviewed monthly and resubmitted as required.				a. ADDRESSE E		b. COPIES					
						Draft		Final			
						Reg		Repr			
				TPOC		0		1		0	
								15. TOTAL		0 1 0	
				G. PREPARED BY Jack D. Ward		H. DATE 05/02/2007		I. APPROVED BY Paul F. Hofmann		J. DATE 06/03/2007	

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0171		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Jul 20		4. REQ./ PURCH. REQUEST NO. 0010219425		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY 1Y0D7		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL \$8,349.87		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Section C. This task order is Non-Severable. FOB: Destination	278	Hours		
				ESTIMATED COST	\$7,752.90
				FIXED FEE	\$596.97
				TOTAL EST COST + FEE	<u>\$8,349.87</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001021942500001		ACRN AA \$8,349.87

PURCHASE REQUEST NUMBER: 0010219425

## Section C - Descriptions and Specifications

STATEMENT OF WORK**T-700 Technical Manual Updates, Incorporation of Source Data and Contractor Support****SOW PROFILE:**

Platform/Project:	T-700 NAVAIR Lakehurst Contractor Support
<b>Place(s) of Performance other than travel locations.</b>	<b>Contractor Facilities</b>
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Howard Fuller (732) 323-4150
<b>TOCOR Mailing address:</b>	Commanding Officer NAWCAD Route 547, Bldg. 562-1 NAES Lakehurst, NJ 08733
<b>TOCOR Email:</b>	Howard.fuller@navy.mil
<b>TOCOR Fax:</b>	

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u></b> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	NO
--	----

**TRAVEL PROFILE: KNOWN TRIPS:**

NONE

**CDRL Profile: Known Deliverables\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

	Yes	Profile is detailed in table below.
X	No	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

**ODC Profile: Unusual Other Direct Costs**

**SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions and other assignments as required for the H-3 Fleet Support Team in support of H-3 program (delineated in TMCR Section), and provide 1 fully qualified Data Entry Clerk for In-house (Government Site) Data Management support.

Provide support for preparation of TM updates for upload to defense printing office and NATEC posting. Perform conversion of documents to PDF format compatible with NATEC website requirements, bookmark PDF manuals as required. Perform additional duties as delineated in TMCR Section.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 6.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and</p>

	ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATIONS AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the In-Service Support Center (ISSC), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed

	in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and/or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</b>
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and

	subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	<b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	<b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size

	<b>limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.</b>
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable

	<p>specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• <b>NAVSEA C2 DTD</b></li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders. a. Editable text files will be completed using MSWord. Illustrations will be completed in bitmap.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

#### Task Description:

Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes or revisions will be in the same style and format as the original manuals unless otherwise identified. Technical requirements for the data manager are listed below. Additional duties are listed below to include administrative, scanning, filing, and assisting with technical data processes as directed by the T700Engine ISSC Team Leader and the T-700 Engine Lead Data Manager.

<b>Archiving/Updating/Consolidating File Cabinets:</b>	
a.	Scanning data
b.	Filing latest tech data in folders
c.	Discard duplicates/unnecessary data
<b>Updating Manuals:</b>	
a.	N/A
<b>Issue IRACs:</b>	

N/A
<b>Pub Duties:</b> a. Convert Commercial Manual to NAVAIR Technical Publication Format b. Maintain inventory records

**(A) To be Furnished:**

X	1. ___1___ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. ___1___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ___1___ copy(s) of the Validation Certificate.
X	4. Original and ___2___ copy(s) of Record of Source Data Incorporation.
	5. Original and ___2___ copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Plan of Action and Milestones due 14 days after award

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : T-700 ISSC, NADEP, Cherry Point, NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date).  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11 & 11 x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	7. All new illustrations will be in the form of line drawings. - 11 x 17 and smaller in BITMAP format - Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: T-700 ISSC Lead Data Manager.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.

X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to T-700 ISSC Lead Data Manager for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

Section D - Packaging and Marking

Packaging: Best Commercial Practice

Marking: Distribution Statement "C" as indicated in B.3

## Section E - Inspection and Acceptance

1. Inspection and acceptance of deliverable items will be performed by (H-3FST Code 6.8.5.1). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by signing/acceptance of the final delivery letter for the manual as completed. Letter shall include quantity of pages delivered, by category and deliverable products as specified in this task order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Page by Page basis::

(1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages =  $.03 \times 100 = 3\%$ , Reject

1 page w/errors/100 total SD pages =  $.01 \times 100 = 1\%$ , Accept

(2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 19-JUL-2007 TO 30-SEP-2007	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (T-700 ISSC/6.7.1.2) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (T-700 ISSC/6.7.1.2). The proper Mailing Address is:

Commanding Officer  
Naval Aviation Depot  
Attn; Code 6.7.1.2/W.Stelk  
246 Roosevelt Road  
CHERRY POINT, NC 28533-0021

A1	One (1) proof copy of the manual will be delivered. Ten (10) days after receipt, (1) proof copy with pertinent comment/corrections noted, will be returned to the contractor. Contractor has 10 days to incorporate final corrections.
A2	Incrementally beginning 100 days after date of order.
A3, A4, and A7	These items shall be forwarded to Naval Aviation Depot, Cherry Point, NC, Code 6.7.1.2, concurrent with A1 and A2 as appropriate.
A8 (B001)	POA&M will be delivered 14 days after date of order. Original to Naval Aviation Depot, Cherry Point, Code 6.7.1.2.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH2A 252 77777 0 054219 2F 000000

COST CODE: 011792330030

AMOUNT: \$8,349.87

CIN 001021942500001: \$8,349.87

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

Section H - Special Contract Requirements

SPECIAL TASK ORDER REQUIREMENTS

1. GENERAL:

This task is UNCLASSIFIED.

2. COGNIZANT FIELD ACTIVITY:

(T-700-ISSC), has been assigned engineering cognizance of the technical manuals covered under this effort

3. The government will provide the contractor with a digital, editable copy of all technical manuals requiring changes and revisions. Digital files will include files in MSWord, PCX, PDF, and AutoCad (DWG) formats. NMCI computer stations will be provided for government site employees at no cost to the contractor.



# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0172		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Aug 31		4. REQ./ PURCH. REQUEST NO. 0010223576		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15									
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY					25. TOTAL	\$131,157.83
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.									
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL									
34. CHECK NUMBER									
35. BILL OF LADING NO.									
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Section C (includes travel, material and ODC's). This Task Order is Severable. FOB: Destination	1,320	Hours		
				ESTIMATED COST	\$122,275.55
				FIXED FEE	\$8,882.28
				TOTAL EST COST + FEE	<u>\$131,157.83</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: 001022357600001		ACRN AA \$55,672.20

PURCHASE REQUEST NUMBER: 0010223576

## Section C - Descriptions and Specifications

STATEMENT OF WORK**SCOPE PROFILE:**

- 1 Incorporate changes and publish updated MIL-STD-3001 and MIL-DTL-81310 toolkit.

**TASK PROFILE:****C.1 STATEMENT OF WORK**

General Task 3.3A MIL-STD-3001 and MIL-DTL-81310 update support.

The contractor shall provide update incorporation and analytical support for Naval Aviation Systems TEAM technical data conversion and storage policies. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

1. The contractor will incorporate modifications identified under separate correspondence, to the applications that support MIL-STD-3001 and MIL-DTL81310 as needed to ensure that legacy data that is being converted to XML is properly converted to an approved NAVAIR standard (NAVAIRINST 4120.11). The incorporation of the modifications is to ensure that:
  - a. legacy data will be tagged to standardized DTDs,
  - b. legacy data will be formatted and output to PDF using standardized Formatting Output Specification Instances (FOSIs),
  - c. legacy data will be properly rendered and distributed by NATEC using the NAVAIR Standard IETM Viewer (NSIV),
  - d. legacy data will be properly tagged so that it can be "loaded" into the Content@ system.
2. The contractor will coordinate all requirements with NAVAIR personnel at NAVAIR HQ, NATEC and possibly other competencies and agencies.
3. The contractor will update the MIL-STD-3001 and MIL-DTL-81310 Toolkit components (DTD, FOSI, Style Sheets, etc.) as follows:
  - a. analyze the comments to the MIL-STD-3001 applications that were submitted by the AV-8B program and NADEP Cherry Point,
  - b. provide responses to the comments based on the analysis,
  - c. coordinate responses with NAVAIR 6.8.5,
  - d. where applicable, make the required changes/updates to the MIL-STD-3001

applications,

- e. support weekly/bi-weekly conversion related teleconferences.

4. The contractor will support NAVAIR AIR-6.8.5 via technical interchange meetings and review teleconferences.

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p>STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2)</p>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
<p><b>X</b></p>	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
<p><b>X</b></p>	<p><b>3.1.2 General Task 3.3A-2 Requirements Analysis</b></p>

X	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
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Section D - Packaging and Marking

1. Packaging: None
2. Marking: None

## Section E - Inspection and Acceptance

### INSPECTION AND ACCEPTANCE TERMS

1. Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-SEP-2007 TO 12-MAY-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
PATUXENT RIVER, MD 20670

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed. The Total Not to Exceed Amount of the order is \$131,157.83. The balance to fully fund is \$75,485.63.

AA: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL1139

AMOUNT: \$55,672.20

CIN 001022357600001: \$55,672.20

## CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

## Section H - Special Contract Requirements

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified
2. Location of Performance: West Creek, NJ
3. Task Order Points of Contact (at task order award):
 

COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil

TA: William K. Lewis  
 Address: 47060 McLeod Road, Bldg. 448  
 Patuxent River, MD 20670  
 Phone: (301) 995-2078  
 FAX: (301) 342-4260  
 E-Mail: william.lewis@navy.mil
4. Will contractor need assigned Government spaces: No
5. CDRL Profile: Known Deliverables

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
CD containing updates of MIL-STD-3001 and MILDTL-81310 Toolkit	NLT 9 months ARO	NAVIAR 6.8.5

6. COGNIZANT FIELD ACTIVITY: NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0173</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Aug 31</b>		4. REQ./ PURCH. REQUEST NO. <b>0010226295</b>		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15									
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. PURCHASE <input type="checkbox"/> Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL	\$136,203.70
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER	35. BILL OF LADING NO.			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	E-6 technical publication, wiring CPFF diagram, and engineering drawing review and update support in accordance with section C PW This task order is non-severable FOB: Destination	780	Hours	
			ESTIMATED COST	\$50,203.82
			FIXED FEE	\$3,646.88
			TOTAL EST COST + FEE	<u>\$53,850.70</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Technical Manual Prep & Pub FFP page change to existing TM-HC to digital (CLIN 0022 ACRN AE) Ordering period 12 January 2007 - 11 January 2008 FOB: Destination	400	Page	\$49.61	\$19,844.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Technical Manual prep & pub FFP Page change to existing TM-digital to digital (CLIN 0022 ACRN AF) Ordering period 12 January 2007 - 11 January 2008 FOB: Destination	400	Page	\$49.61	\$19,844.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Technical Manual prep & pub FFP New page to existing TM-digital (CLIN 0022 AG) Ordering period 12 January 2007 - 11 January 2008 FOB: Destination	500	Page	\$82.06	\$41,030.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Conversion of HC to master rev text in FFP Interleaf (Contract Clin 0023AF) Ordering period 12 January 2007 - 11 January 2008 FOB: Destination	100	Page	\$16.35	\$1,635.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0006	For Navy Accounting purposes only Funding for CLINS 0001 through 0005 PURCHASE REQUEST NUMBER: 0010226295  ACRN AA CIN: 001022629500001	\$136,203.70

Section C - Descriptions and Specifications

**SCOPE PROFILE:**

E-6 Fleet Support Team (FST) requires a Technical Illustrator and Computer Programmer, and Logistics Analyst.

The technical illustrator will prepare updates and revisions to technical publication illustrations and wiring diagrams. Technical illustrations will be delivered in vector format using Adobe Illustrator or AutoCAD as required. The contractor must have daily access to Master Data Packages (Master Repro/Direct image copy) that is maintained at Cecil Commerce Center.

The computer programmer will provide services to update the technical publications Technical Manual Source Data Record (TMSDR) workflow tracking module of the E-6 Webtracker. The module uses Cold Fusion to interact with a Microsoft Access database for tracking of the TMSDR. The contractor must have daily access to the server where the TMSDR module database is maintained.

The Logistics Analyst will assist the E-6 FST with reviewing engineering drawings for the MDS/ADWS modification and determine extent of configuration changes and how it will impact E-6 technical publications.

The contractor shall provide technical manual updates as required to incorporate government furnished source data in the form of MCRs, TPDRs, and ECP data

**TASK PROFILE:**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual

	management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be

	cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13A. On an as required basis, at the government site, the contractor shall operate and manage the government's in-house TMSDR work flow tracking program.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of

	source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy.

	Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Re-numbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various

	<p>styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.</p>
	<p><b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).</p>
	<p><b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.</p>
	<p>(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:</p>
	<p>“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ date _____ has been incorporated in this issue and makes this a complete manual.”</p>
	<p><b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.</p>
	<p><b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
X	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:</p>
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate</p>

	<p>versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	C. Computer Graphics Metafile (CGM)
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>	
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

**SCHEDULE**

**Technical Manual Contract Requirement Work Statement**

Task Description: \_\_\_\_\_

**(A) To be Furnished:**

	<p>1. One (1) set of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.</p>
	2. 1 CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
	3. Original and one (1) copy of the Validation Certificate.
	4. Original and 1 copy of Record of Source Data Incorporation.
	5. Original and 1 copy of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: E-6 Fleet Support Team, Code 6.8.5.1, NAWCAD, ISSC Jacksonville, FL; TPOC Craig Schneider

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p><b>DISTRIBUTION STATEMENT C.</b> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to:</p> <p><b>DESTRUCTION NOTICE:</b> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p><b>NOTE:</b> The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	7. All new illustrations will be in the form of line drawings.

## Section E - Inspection and Acceptance

1 Inspection and acceptance of deliverable items will be performed by E-6 FST Jacksonville, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of

9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 30-AUG-2007 to 29 Aug 2008	N/A	Government	
0002	POP 30-Aug-2007 to 29 Aug 2008	N/A	Government	N/A
0003	POP 30 Aug 2007 to 29 Aug 2008	N/A	Government	N/A
0004	POP 30 Aug 2007 to 29 Aug 2008	N/A	Government	N/A
0005	POP 30 Aug 2007 to 29 Aug 2008	N/A	Government	N/A

DELIVERIES**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, the E-6 FST Jacksonville (Craig Schneider) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is E-6 FST Jacksonville. The proper Mailing Address is:

Department of the Navy Naval Air Warfare Center Aircraft Division In-Service Support Center  
(Attn: Craig Schneider/Code 6.8.5.1) 6206 Aviation Ave Jacksonville, FL 32221-8112

Completion Date of all items: 360 days after date of order.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NA2E 252 77777 0 065886 2F 8E0038

COST CODE: 00007WX7A109

AMOUNT: \$136,203.70

CIN 001022629500001: \$136,203.70

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

Section H - Special Contract Requirements

SPECIAL INSTRUCTIONS

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified
2. Location of Performance: ISSC Jacksonville, Fl (Cecil Commerce Center)
3. Task Order Points of Contact (at task order award):

COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil

TA: Craig Schneider, Code AIR-6.8.5.1 )  
 Phone: (904)317-1529  
 FAX: (904) 317-1765  
 E-Mail: craig.j.schnieder@navy.mil

4. Will contractor need assigned Government spaces: No
5. CDRL Profile: Known Deliverables

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

<u>Deliverable</u>	<u>Frequency</u>	<u>Distribution</u>
Technical Report	Monthly	ISSC Jacksonville, 6.8.5.1

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0174</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Sep 06</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		
								<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY					25. TOTAL \$168,982.50	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	604 Sustainment CPFF In accordance with Section C THIS TASK ORDER IS NON-SEVERABLE	1,728	Hours		
				ESTIMATED COST	\$157,538.65
				FIXED FEE	\$11,443.85
				TOTAL EST COST + FEE	<u>\$168,982.50</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only MILSTRIP: N0001907P5PS013 PURCHASE REQUEST NUMBER: 0010225370	
	ACRN AA CIN: 001022537000001	\$81,449.20

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000102	For Navy Accounting purposes only MILSTRIP: N0001907P7PV58 PURCHASE REQUEST NUMBER: 0010225194	
	ACRN AB CIN: 001022519400001	\$87,533.30

## Section C - Descriptions and Specifications

SOW**SCOPE PROFILE:**

- 1 From source data provided, as well as developing new content, author NAVAIR 604 WP 005 (Sustainment and Management). Development will be based on current DoN business rules. Work will involve coordination with NAVAIR 6.8.5 Site Leads, NATEC, NAVAIR HQ, NAVICP, other competencies and possibly other agencies.
- 2 From NAVAIR 00-25-604 Acquisition Work Package, implement a Logistics Workshop for Publication Logistics Element Managers (LEMs) and Technical Data Managers (DMs). The workshop will provide a base of knowledge to ensure acquisition of technical data is accomplished in a manner that ensures adherence to all NAVAIR Configuration Management tenets.

**BACKGROUND**

The NAVAIR 00-25-604 is the single guidance document that provides assigned TM practitioners the information and processes they need to perform TM tasks and ensure up-to-date content is provided to Fleet users. This guidance document has been outdated for a number of years and updates have been under development. The WP 005 00 is a critical piece of the 604 and requires support to complete. Further, acquisition of publications has been an area of continual change fostered by information technology explosion. Therefore, it is essential that a Workshop class be developed to provide all LEMs/DMs with a solid foundation in TMCR development.

**TASK PROFILE:****Detailed Task 3.1**

**3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.**

**NOTE**

**The contractor recommends that the Period of Performance for this Task Order be extended to eight (8) months ARO. The rationale for this is that the Case Studies required for the development of the workshop will not be ready in time to develop and implement the workshop within the five (5) month Period of Performance. Our response and estimate is based on the Period of Performance being extended to eight (8) months ARO.**

1 The contractor will author NAVAIR 00-25-604 WP 005 (Sustainment and Management) by editing existing content and developing new content based on source data that is provided by NAVAIR. Development of the work package will be based on current DoN business rules. This task will involve coordination with NAVAIR 6.8.5 Site Leads, NATEC, NAVAIR HQ, NAVICP, other competencies and possibly other agencies. This work package will describe the sustainment and management processes and information needed by TM practitioners producing NAVAIR technical manuals.

2 The contractor will develop a workshop outline which upon NAVAIR 6.8.5 approval will be used to develop and implement a Logistics Workshop addressing TMCR development and the use of the IETM Functionality Matrix. The workshop material will be based on material that the contractor currently has and owns, and new material that the contractor will develop to include all of the requirements stated below. The workshop will include case studies, course material, and a student evaluation. The contractor will summarize results of both case studies and evaluation for an estimated total of 50 students. This workshop will address the following:

- a) The logic and mechanics of Technical Manual Contract Requirement (TMCR) development.
- b) Configuration management and acquisition lifecycle phases.
- c) A basic understanding of XML, and associated specifications.
- d) A basic understanding of the graphics formats available and proper integration into differing formats of TMs.
- e) A thorough explanation and demonstration of the proper method for filling out a Functionality Matrix.
- f) Case studies to demonstrate proper application of TMCRs and Functionality Matrices.

	<p>STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2)</p>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>

<b>X</b>	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
<b>X</b>	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
<b>X</b>	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
<b>X</b>	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND</b>

	<b>PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:

	<p>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</p>
	<p>PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
X	<p>MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
	<p>REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the</p>

	<p>government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.</p>
	<p>DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.</p>

	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals. <b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be

	8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.

	<p>3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.</p>
	<p>TEXT. Text is defined as all technical manual written material and entries including front matter.</p>
	<p>ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.</p>
	<p>CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).</p>
	<p>REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.</p>
	<p>(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated,</p>
	<p>complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:</p>

	<p>“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”</p>
	<p><b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.</p>
	<p><b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
	<p><b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
X	<p><b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.</p>
	<p><b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b></p>

## Section E - Inspection and Acceptance

1. Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 07-SEP-2007 TO 6 -MAY-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A FOB: Destination	
000102	N/A	N/A	N/A	N/A

DELIVERY

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
**PATUXENT RIVER, MD 20670**

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A6A 251 00019 0 050119 2D 000000  
COST CODE: A60SSF5AA5I00  
AMOUNT: \$81,449.20  
CIN 001022537000001: \$81,449.20

AB: 1771804 4RZ3 253 00019 0 050119 2D 000000  
COST CODE: 5001032EA123  
AMOUNT: \$87,533.30  
CIN 001022519400001: \$87,533.30

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

Section H - Special Contract Requirements

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified

2. Location of Performance: West Creek, NJ

3. Task Order Points of Contact (at task order award):

COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil

TA: Debby Clark  
 Phone: (760) 939-4495 FAX: (760) 939-4495  
 E-Mail: debby.clark@navy.mil

4. Does Contractor need assigned Government spaces: No

5. CDRL Profile: Known Deliverables\*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	No	Profile is detailed in table below.
<input type="checkbox"/>	No	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
CDs containing files of the NA 00-25-604 WP 005 00	NLT 5 months ARO	NAVAIR 6.8.5
CD containing training material slides and speaker notes	NLT 5 months ARO	NAVAIR 6.8.5

6. Cognizant Field Activity: NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0175</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Dec 20</b>		4. REQ./ PURCH. REQUEST NO. <b>1300059966</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL <b>\$1,947,586.58</b>		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	Technical Data Support CPFF In accordance with Section C This task order is severable FOB: Destination	34,000	Hours	
			ESTIMATED COST	\$1,808,344.09
			FIXED FEE	\$139,242.49
			TOTAL EST COST + FEE	<u>\$1,947,586.58</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only	
CIN: 001022286100001		ACRN AA \$1,947,586.58
PURCHASE REQUEST NUMBER: 1300059966		

## Section C - Descriptions and Specifications

**6.0 Technical/Management Logistics Support Services**

PRB 0890 Task Order 0175 follow on to 0129

**6.0 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)****SCOPE PROFILE:**

The Technical Data Direct Product Account provides the full spectrum of Technical Data services. The contractor shall provide Technical Data services including data tracking, configuration/data management, and archive/on-line viewing library management, with data storage, data retrieval, publishing functions, and non-NMCI equipment servicing. The DPA provides the Library of Electronic Data System (LEDS). This system provides to our weapons programs a wide variety of distribution and archive capabilities for Technical Data, servicing users world-wide. Various data management databases are Configuration and Data Management Support System (CADMSS) and Product Center. The archive/on-line viewing library contains the full spectrum of technical data for a large number of weapons programs and associated systems, including engineering drawings and associated lists, specifications, ECPs, NORs, SCNs, Deviations, Waivers and associated documentation, ranging from Technical/Training manuals to plans/schedules, many of which are CDRL submittals from various contractors. Provide documentation support related to CDRL Submittal Staging, Engineering Drawings, Specifications and Technical Manual services. Incorporate Government approved and authorized changes/additions to the archive/on-line-viewing library on the Code 684000D server.

Create and revise Engineering drawings, Specifications and Technical manuals, electronically documenting and incorporating authorized changes to these documents. Verify electronic data entered by performing quality check/review of documents in process. Have a working understanding of electronic specifications and technical manuals desk procedures. The ability to electronically document and manipulate software files, supporting the data exchange using JCALS Standards. Must be able to perform the required documentation support functions using the following software applications: required CAD and electronic publishing/word processing software (Quicksilver, Quark X-Press, Adobe Acrobat Pro, Adobe Illustrator, Adobe Photoshop, Visio, GTXRaster CAD, Pro Engineering, OmniPage, Arbortext, AutoCAD, Roxio East CD Creator, Microsoft Office, a number of file conversion filters, and corresponding support software packages) running on PC/Sun platforms.

Contractor will interface with NATEC, and various commands to accomplish the required tasks. This may include but are not limited to coordinate data calls, label requests, TPDR resolution, and library/documentation tasks. Current Technical Manual generation procedures, and interface issues to allow the smooth data transfer between various commands, and customers as required. Documentation of files as required to meet various data calls, including file size, software utilized and level of changes made to various publications. Naval Message traffic, including generation and tracking will be required as they pertain to CFA publications, which are generated in the Technical Data Direct Product Account.

Contractor may provide on-site functional leads required for this task order. One lead will be designated for the task order. Others will be designated for specific functional areas. In addition to supervisory duties, the on-site leads shall perform as a working member of Technical Data Support Division's Computer Aided engineering team and must possess the necessary skills to function as a working member of the group and not solely in a supervisory mode. A 24-hour shift may be required for this task order. The work schedule may be either a 8 hour days, five days a week, with no "Flex" Friday schedule or a compressed work week with a "Flex" Friday schedule. The first shift will be 0700 to 1600 (one hour lunch break), second shift will be 1530 to 0030 (one hour lunch break) and the third shift will be 2330 to 0800 (one half hour lunch break).

The contractor shall be able to support 24-hour turnaround requirements for Priority 1 digital Contract Data Requirements List (CDRL) submittal staging tasks and the associated CADMSS and Product Center data entry for these Technical Data deliverables. This requires close functional coordination and demands absolute minimum process times from everyone. There is almost no contingency allowance in the schedule for these Priority 1 deliverables. A 24-hour shift may be required for this task order to fully utilize the equipment and personnel and meet the 24-hour turnaround requirements. The Government will provide a two week notification to the Contractor prior to start of the 24 hour shift.

Contractor daily tasking will be delineated via internal job-tracking procedures. Current procedures will be maintained. Cover Sheets for each job will outline expected results. The Contractor shall provide a Log-In Desk, and shall track the status of every Cover Sheet task from task initiation to task completion and closeout, IAW the Operations Manual/Desk Procedures. The Contractor shall, within one hour of task submittal, verify and enter tracking information into a tracking database supplied by the Government. The Contractor shall update status information within one hour of any event that affects the status of tasks in progress. The Contractor shall verify that all Cover Sheet requirements have been satisfied and all deliverables have been prepared IAW the Operations Manual/Desk Procedures, and shall notify the Requester on the Cover Sheet by electronic mail or telephone within one hour of task completion. After the Requester has signed the transmittal(s) for all deliverables, the Contractor shall close the task in the tracking database. The Contractor shall, upon request by the TA, print out a status report of the Cover Sheets and attend a Status Meeting, these meetings may be weekly.

The Contractor shall, when specified by the Cover Sheet, IAW the Operations Manual/Desk Procedures, provide configuration/data management services, to generate, update, and verify information through data entry, data extraction, and database analysis IAW requirements on the Cover Sheet. The databases include CADMSS, Product Center, and other program-specific and task-specific databases. The Contractor shall provide personnel knowledgeable and experienced in the application of configuration and data management concepts, terminology, and practices, and certified in the CADMSS and Product Center systems.

The Contractor shall, when specified by the Cover Sheet, perform CADMSS/Product Center or other database data entry from Government furnished documentation, including Engineering Drawings, Specifications, Engineering Change Proposals (ECPs), Request for Deviations (RFDs), Request for Waivers (RFWs), Contractor In-house Change Paper, contracts, and contract data. Data entry shall be completed within 24 hours of receipt of a Cover Sheet/GFI, and shall be performed IAW the CADMSS/Product Center or other user manuals, modified by any program-specific tailoring documented in the Operations Manual/Desk Procedures (2.1, e.). The Contractor shall perform a quality check of data entry against input to ensure database accuracy equals/exceeds the minimum requirement for that program. Data entry errors shall be corrected within one hour of discovery

The contractor shall provide IT system and help desk support to the Service Center systems and our LEDS customers as follows:

- Set up/maintain/delete user accounts.
- Handle Trouble calls dealing with user/data access issues in LEDs/ProductCenter.
- Administer user/server access controls through Netscape Administrative Console.
- Administer hardware and software control and availability for the LEDS servers.
- Resolve/determine appropriate course of action for customer issues/concerns.
- Act as a point of contact involving system/network problems.
- Compose/distribute user notification memos regarding LEDs/ProductCenter.
- Develop/maintain procedural documentation for help desk operations.
- The contractor shall provide data entry in support of the LEDS/Product Center library system
- Data entry for technical drawings, specifications, engineering change papers (ECN, ECP, NOR, RDW, etc...), and contract data for multiple weapons programs.
- Develop/maintain procedural documentation for ProductCenter Data Entry operations.
- Add new classes to ProductCenter Class structure as needed.
- Move/delete erroneously entered data. (ProductCenter Administrative duties).
- Administer security and upgrade software patches to LEDS servers.
- Administer repair and/or service to LEDS servers and non-NMCI legacy systems and hardware.
- Provide software programming as required to support customer and security requirements.

**TASK PROFILE:**

SECTION C -DESCRIPTION /SPECIFICATIONS/WORK STATEMENT

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations(Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING . The contractor shall prepare and update aeronautical technical manuals (TM s) under the cognizance of the Naval Air Systems Command 's designated technical manual management activity / activities. The contractor shall incorporate technical manual source data furnished by the government and / or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A . In order to accomplish the scope of work , the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D .</p>
<p>X</p>	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA ), or NATEC , for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or</p>

	<p>marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Efficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>5. Efforts involving classified material shall be performed in</p>

	accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Adobe Text, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Materials such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished

	<p>under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TM CR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and/or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p>
	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
X	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, Computer Vision CAD DS 4X or Theda, Interleaf, or ArborText). It may require compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative, with the data to be delivered in one or more of the following formats:</p>
X	<p>A. Standard Generalized Markup Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	<p>2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.</p>
X	<p>3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for</p>

	conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CAD KEY file to AutoCAD.
X	Level 9, 2D dimensional (2D) CAD Perfect Level 7 application file, to 3D dimensional (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval

	system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
X	8. Provide management and administrative support for servers including: hardware configuration, installation, and updates; operating system configuration, installation, and updates; network accessibility and troubleshooting; system performance monitoring and improvement; adhering to and meeting security requirements; system programming; system and data backups and restoration; system troubleshooting and problem resolution; customer and user interface and support; information dissemination, training, and demos; produce and update documentation as necessary.
X	9. Provide management and administrative support for databases including: database server installation and updates; performance monitoring and tuning; adhering to and meeting security requirements; data exports and imports; data backup, recovery and restoration; system programming; requirements gathering for database design and implementation; database and system troubleshooting and problem resolution; customer and user interface and support; information dissemination, training, and demos; produce and update documentation as necessary.
X	10. Provide management and administrative support for COTS and GOTS application and data including: requirements analysis research and identification; data analysis and manipulation; application and database architecture design; software installation and maintenance; programming and script development, maintenance, and implementation; web graphics design and development; adhering to and meeting security requirements; troubleshooting and problem resolution; customer and user interface and support; information dissemination, training, and demos; produce and update documentation as necessary.
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether

	on line access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target system s/ subsystem s and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/ Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/ Contractor during

	the transfer/ transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD -254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNSCDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.

XX	<p>(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD 254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIM DIS) &amp; NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/media received and old or duplicate data/media destroyed on a continuous basis may increase or decrease the total inventory.</p>
X	<p>(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local comm and for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.</p>
X	<p>(3) The Contractor shall maintain a walk-up service counter area for data/media check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/media. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).</p>
X	<p>(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library</p>
X	<p>(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/media (i.e. NAWCW PNs signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.</p>
X	<p>(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.</p>

	C .Data/M ed ia M anagem ent.
X	(1) The Contractor shall perform record-keeping for data/m ed ia identification , location , access history and change history to include configuration status accounting of project/ adm in istrative data/m ed ia . The Contractor shall provide to the appropriate Governm ent official and the Contracting O fficer's Representative (C O R )/Task O rder M anager periodic status reports for m anagem ent and contractual accountability purposes. The Contractor shall also report to the appropriate Governm ent official, all data/m ed ia discrepancies, identify any update requirem ents and schedules for updating of data/m ed ia item s when applicable.
X	(2) The Contractor shall enter data/m ed ia elem ents (i.e. data received , accession control num ber, issue data, m aster or copy , num ber of copies, security classification , C lassified D ocum ent Control num ber, etc.) into the designated library database to provide autom ated tracability and custom er researchable characteristics for access and retrievability .
X	(3) The contractor shall provide support as the data m anagem ent representative for specific w eapon/ equ ipm ent technical data during production , fleet introduction and operations. Contractor shall review program plans for specific w eapons system s, subsystem s, equ ipm ents, or inform ation technology system s to ensure all data requirem ents are program m ed . Contractor shall provide data m anagem ent services, to generate, update and verify inform ation through data entry , data extraction , and data analysis of technical data requirem ents.
	3.6
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>

	4. Technical Data Maintenance.
X	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
	3.6.2 General Task 3.3F-2 Technical Data Package and Other Data Support. The following tasks may be required in accordance with individual task orders:
X	2. As specified by task order, the Contractor shall review TDPs (furnished as GFI) for technical accuracy, prepare subsequent changes for inclusion to the data package, make recommendations for changes with supporting rationale, and upon approval by the Government, incorporate the changes in the technical data package. The Contractor shall evaluate the changes for their immediate or potential impact upon the data package. Delivered data packages shall comply with the requirements specified by the task order. A task order may require that a specific application software package be used to generate the data (e.g. Quicksilver, QuarkX-Press, Pro Engineering, ArborText, AutoCAD, Microsoft Office). It may require compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative, with the data to be delivered in one or more of the following formats: Standard Generalized Markup Language (SGML), Initial Graphics Exchange Specification (IGES), Computer Graphics Metafile (CGM), or International Consultative Committee on Telegraphy and Telephony (CCITT-4) and it may require the data to be delivered on tape or CD-ROM medium. The contractor shall also be able to scan existing manually prepared drawings and specification and perform change maintenance utilizing computer aided drafting software. The contractor shall have the capability to deliver the data files as intelligent databases and/or viewing files as specified in the delivery order.
X	3. As specified by task order, the Contractor shall utilize GFI to prepare various types of technical documentation to support systems and programs. This documentation shall include, but will not be limited to, weapon systems user guides, application notes, installation drawings and checkout procedures, technical directives, and technical bulletins. The Contractor shall ensure that the resulting documentation is accurate and complies with the technical source information. The original source data may not be in the format required for the final product specified by the task order.

X	4. As specified by task order, the Contractor shall review and provide comments on technical data packages for associated product reproducibility in accordance with task order. The Contractor shall examine the data packages for compliance with part specifications, dimensioning and tolerancing, manufacturing processes, quality assurance procedures (including tests and inspections), proprietary parts or processes, and drawing practices as specified by task order.
X	5. As specified by task order, the Contractor shall review engineering data packages describing configuration items acquired by the Government. The Contractor shall provide the requisite engineering expertise to review these data packages to determine their acceptability to the Government. This determination of acceptability by the Contractor shall assess the accuracy and adequacy of the data package, its compliance with specified requirements, its suitability for the purpose of the classification specified by the Government, and that it meets the requirements of the specified classification of the task order. The Contractor, as specified by the task order, shall take into consideration the equipment life-cycle cost, mission, contract requirements, and other data provided as GFI in conducting the review. The Contractor shall identify and document any aspects of the data package not meeting Government requirements and shall document the rationale for all determinations made on the issues listed above or as otherwise listed by the task order.
X	6. As specified by task order, the Contractor shall prepare and deliver a plan with inspection procedures and acceptance criteria for technical data package inspections to meet the applicable provisions of the task order and provide supporting rationale for each inspection and acceptance element.
X	7. Engineering Drawings and Associated Lists. As specified by task order, the Contractor shall prepare or modify engineering drawings and associated lists to meet the requirements of the task order. The Government will provide, as GFI, change descriptions, drawing originals, models, or rough-draft sketches. Task orders will specify the required format of the drawings. Prior to delivering completed drawing packages, the Contractor shall inspect each new or modified drawing to ensure compliance with task order.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	POP 20-DEC-2007 TO 19-DEC-2008	N/A	N/A FOB: Destination
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## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH2C 252 77777 0 054219 2F 000000

COST CODE: 000005020200

AMOUNT: \$1,947,586.58

CIN 001022286100001: \$1,947,586.58

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

FUNDING

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed. This task order is fully funded.

## Section H

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified through Secret. Security requirements are identical to the contract level so no task order DD254 is required.

2. Location of Performance: NAWCWD China Lake and Camarillo Airport

3. Task Order Points of Contact (at task order award):

COR: Susan McCollum, Code 6.9.1.1

Phone: (301) 757-1046

E-Mail: susan.mccollum@navy.mil

TA: Gene Pappé, Code 6.8.5.1

Phone: (760) 939-1330

E-Mail: Gene.pappe@navy.mil

4. Will contractor need assigned Government spaces: Yes

5. CDRL Profile: Known Deliverables

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

6. Unusual Other Direct Costs:

Passport for overseas site survey

7. TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Various	Camarillo Airport, China Lake, San Diego, CA
	Various

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0176</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Aug 27</b>		4. REQ./ PURCH. REQUEST NO. <b>0010223605</b>		5. PRIORITY										
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651												
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED								
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>										
16. TYPE OF ORDER				<input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE		12. DISCOUNT TERMS						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15						
<p style="text-align: center;">ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">NAME OF CONTRACTOR</td> <td style="width: 30%; border: none;">SIGNATURE</td> <td style="width: 30%; border: none;">TYPED NAME AND TITLE</td> <td style="width: 10%; border: none;">DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td colspan="4" style="border: none;"> <input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b> </td> </tr> </table>											NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)	<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>			
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)															
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>																		
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																		
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT							
		<b>SEE SCHEDULE</b>																
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL \$164,814.27								
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																		
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE										
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS								
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR								
36. I certify this account is correct and proper for payment.																		
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER																
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER								
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.								

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	C130 Series Aircraft Manual updates CPFF In Accordance with Section C This task order is non-severable	5,006	Hours	
			ESTIMATED COST	\$153,030.89
			FIXED FEE	\$11,783.38
			TOTAL EST COST + FEE	<hr/> \$164,814.27

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: 0010223605	
	ACRN AA CIN: 001022360500001	<hr/> \$164,814.27

## Section C - Descriptions and Specifications

SOW**DIRECT COSTS SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions in support of the C-130 program (delineated in TMCR section).

**TASK PROFILE: SECTION C -DESCRIPTION/SPECIFICATIONS/WORK****STATEMENT****C.1 STATEMENT OF WORK Detailed Task 3.1 LOGISTICS SYSTEMS****MANAGEMENT**

	<p>STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Page) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Page2)</p>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
	<p><b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>

X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and
	Verification Plans.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house

	publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</b>
X	<b>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</b>

X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8 1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work
	Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.

X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A
	supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual."
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.

X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description: Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes, revisions or new development will be in the same style and format as the original manuals unless otherwise identified.

Manual #	Page	Foldouts	Change/Revision
01-75GAA-0	354	0	Revision
01-75GAA-2-13	23	164	Revision
01-75GAA-2-4	54	0	Change

01-75GAA-2-6	2	0	Change
01-75GAA-2-7	22	0	Change
01-75GAA-2-16	8	0	Change
01-75GAA-4-1	2	0	Change
01-75GAA-4-6	2	0	Change
01-75GAA-4-7	3	0	Change
01-75GAA-4-10	19	0	Change
01-75GAA-10	82	0	Change
01-75GAG-4-1	28	0	Change
01-75GAG-4-2	2	0	Change
01-75GAG-4-7	2	0	Change
01-75GAG-4-8	3	0	Change
01-75GAH-2-13	8	0	Change
01-75GAH-4-1	4	0	Change
01-75GAH-4-5	11	0	Change
01-75GAH-4-6	10	0	Change
01-75GAH-4-7	2	0	Change
01-75GAH-4-8	20	0	Change
01-75GAH-4-10	31	0	Change
01-75GAK-2-7	79	3	Revision
01-75GAK-4	11	0	Change
03-45CS-2	5	0	Change
03-105BC-30	183	0	Revision
03-105CB-7	37	0	Change
17-1-114.4	151	0	Revision
03-110KD-5	132	11	Revision
05-45AL-2	171	41	Revision
03-25GG-3	33	0	Change
03-30LH-36	13	2	Change
19-25-108	60	0	Change
19-25-109	54	0	Change
TOTALS	1621	221	

**(A) To be Furnished:**

X	1. ___1___ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. ___4___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ___1___ copy(s) of the Validation Certificate.
X	4. Original and ___1___ copy(s) of Record of Source Data Incorporation.
X	5. Original and ___1___ copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Plan of Action and Milestones due 14 days after award

### (B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : C-130FST, NADEP, Cherry Point, NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes only, determined on 6 Mar 06. Other requests for this document shall be referred to: Commanding Officer, Naval Air Systems Command (PMA 207), 46990 Hinkle Road, Unit 8, Bldg. 419 Patuxent River, MD 20670-1627. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11& 11 x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	7. All new illustrations will be in the form of line drawings. -11 x 17 and smaller in PCX format -Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: C-130 Data Management Team.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-HDBK-38790 of 5 March 2002.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to C-130 FST Data Management Team for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## SECTION D -PACKAGING AND MARKING

Packaging: Best Commercial Practice Marking: Distribution Statement “C” as indicated in B.3

## SECTION E -INSPECTION AND ACCEPTANCE

1 Inspection and acceptance of deliverable items will be performed by (C-130FST Code)\_6.8.5.1\_\_\_\_. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by signing/acceptance of the final delivery letter for each manual as completed. Letter shall include quantity of pages delivered, by category and deliverable products as specified in this task order (including any amendments thereto).

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

- a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Pub by Pub basis:

- (1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages =  $.03 \times 100 = 3\%$  Reject  
1 page w/errors/100 total SD pages =  $.01 \times 100 = 1\%$  Accept

- (2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor’s approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (C-130FST.L 6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (C-130FST.L 6.8.5.1). The proper Mailing Address is:

Commanding Officer  
 Naval Aviation Depot  
 Attn; Code 6.8.5.1/C.W. Nicastro, Westbrooke  
 PSC 8021  
 CHERRY POINT, NC 28533-0021

A1	Incrementally beginning 60 days after date of order. One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comment/corrections noted, will be returned to the contractor. Contractor has 10 days to incorporate final corrections.
A2	Incrementally beginning 100 days after date of order.
A3 through A7	These items shall be forwarded to Naval Aviation Depot, Cherry Point, NC, Code 6.8.5.1, concurrent with A1 02 A2 a appropriate.
A8	POA&M will be delivered 14 days after date of order. Original to Naval Aviation Depot, Cherry Point, Code 6.8.5.1.

Completion Date of all items: 15 June 08

**A. GENERAL:**

This task is UNCLASSIFIED.

**B. COGNIZANT FIELD ACTIVITY:**

(C-130FST), has been assigned engineering cognizance of the technical manuals covered under this effort

**Section G - Contract Administration Data****ACCOUNTING AND APPROPRIATION DATA**

AA: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA173

AMOUNT: \$164,814.27

CIN 001022360500001: \$164,814.27

Section H - Special Contract Requirements

**The government will provide the contractor with a digital, editable copy of all technical manuals requiring changes and revisions. Digital files will include files in MSWord, PCX, PDF, and AutoCad (DWG) formats. NMCI computer stations will be provided for government site employees at no cost to the contractor.**

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0177		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Aug 22		4. REQ./ PURCH. REQUEST NO. 0010223936		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY 1Y0D7		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>								
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL		\$302,595.35
								26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Technical manual FFP preparation and publishing performed IAW Section C - Statement of Work. This task order is Non-Severable. FOB: Destination				
0001AA	Page changes to existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AF). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	4,575	Page	\$49.61	\$226,965.75
0001AB	New pages in existing technical FFP manuals-digital to digital format. (Contract CLIN 0022AG). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	350	Page	\$82.06	\$28,721.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC		4,575	Page	\$7.48	\$34,221.00

Output of Portable Document Format  
FFP

(PDF) Files. (Contract CLIN 0022AH). Ordering Period 12 Jan 07 - 11 Jan 08.  
FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002					

Ordering Period II - Technical manuals/  
FFP

technical data package conversion performed IAW Section C - Statement of Work.  
FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA		776	Page	\$16.35	\$12,687.60

Conversion of hardcopy to  
FFP

master revisable text files in Microsoft Word format. (Contract CLIN 0023AE).  
Ordering Period 12 Jan 07 - 11 Jan 08.  
FOB: Destination

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0003	For Navy Accounting Purposes Only Funding for Items 0001 and 0002	

CIN: 001022393600001

ACRN AA

\$302,595.35

PURCHASE REQUEST NUMBER: 0010223936

Section C - Descriptions and Specifications

SOW

**SCOPE PROFILE:**

Intent of SOW is to identify pages required to provide Updated H-1 Technical Publications and Drawings for backlog, sustainment and new publications as required.

**TASK PROFILE:**

**C.1 STATEMENT OF WORK Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2) • TMCR, Page 13
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.

	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering
	Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for
	whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CAL5 Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster
	scan, creating files that can be loaded into a CAD system for editing. Layers can be created.

X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

**(A) To be Furnished:**

X	1. <u>  1  </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>  1  </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>                    </u> copy(s) of the Validation Certificate.
X	4. Original and <u>                    </u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>                    </u> copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Engineering Drawings:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for COMMANDING OFFICER, NAVAIR DEPOT, PSC BOX 8021, CODE 6.8.5, CHERRY POINT N.C. 28533-0021
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT "C". Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: COMMANDING OFFICER, NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICES COMMAND, NAVAL AIR STATION NORTH ISLAND, P.O. BOX 357031, BLDG 90 DISTRIBUTION, SAN DIEGO, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: In MS Word format with CD labeled with manual number and date.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Commanding Officer, Navair Depot, PSC Box 8021 Code 6.8.5 Attn: Tim Cartwright
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations .
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NATEC Via Cherry Point Code 3.3.1 for resolution.

X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
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Section D - Packaging and Marking

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	Government	Government	Government
0001AA	N/A	Government	Government	Government
0001AB	N/A	Government	Government	Government
0001AC	N/A	Government	Government	Government
0002	N/A	Government	Government	Government
0002AA	N/A	Government	Government	Government
0003	N/A	N/A	N/A	N/A

1 Inspection and acceptance of deliverable items will be performed by CFA Code 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. **Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent item number, quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).**

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 871 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 20-AUG-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
0001AA	POP 20-AUG-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
0001AB	POP 20-AUG-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
0001AC	POP 20-AUG-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
0002	POP 20-AUG-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
0002AA	POP 20-AUG-2007 TO 30-NOV-2007	N/A	N/A FOB: Destination	
0003	N/A	N/A	N/A	N/A

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA Code 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR DEPOT Cherry Point. The proper Mailing Address is:

Commanding Officer  
 NAVAIR Depot  
 Attn: Code 6.8.5.1/Tim Cartwright  
 PSC Box 8021  
 CHERRY POINT N.C. 28533-0021

A1	Incrementally, beginning 60 days after task order award.
A2	Incrementally, beginning 90 days after task order award
A8	Draft, 1 week after initial meeting, Final 1 week after Gov't approval.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1839

AMOUNT: \$302,595.35

CIN 001022393600001: \$302,595.35

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

## Section H - Special Contract Requirements

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified

2. Location of Performance: Contractor Facility, Havelock, NC

3. Task Order Points of Contact (at task order award):

COR: Susan McCollum, Code 6.9.1.1

Phone: (301) 757-1046

E-Mail: susan.mccollum@navy.mil

TA: Tim Cartwright, Code 6.8.5.1

Address: Commanding Officer, NAVAIR DEPOT

PSC Pox 8021 Code 6.8.5.1

Cherry point, NC 28533-0021

Phone: (252) 464-5501

FAX: (252) 464-5565

E-Mail: timothy.cartwright@navy.mil

4. Will contractor need assigned Government spaces: No

5. CDRL Profile: Known Deliverables

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

6. Unusual Other Direct Costs: N/A

7. Cognizant Field Activity: NAVAIR DEPOT CHERRY POINT, Code 6.8.5 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

## 8. Publications list attached:

## AH-1W MANUALS

1. 01-H1AAC-2-4
2. 01-H1AAC-2-6
3. 01-H1AAC-2-12.1
4. 01-H1AAC-2-12.2.1
5. 01-H1AAC-2-12.2.3
6. 01-H1AAC-2-12.2.4
7. 01-H1AAC-2-12.4
8. 01-H1AAC-2-14.2
9. 01-H1AAC-2-14.3
10. 01-H1AAC-6

## UH/HH-1N MANUALS

1. 02B-20AA-6-2
2. 01-110HCE-2-4
3. 01-110HCE-3
4. 01-110HCE-4-5

## COMPONENTS

1. 03-30CAE-1
2. 03-30ET-44
3. 17-15CA-46
4. 03-30DCA-1
5. 03-5AG-47
6. 03-5CXA-5
7. 03-75-9
8. 03-95E-29
9. 03-95E-39
10. 03-95E-50
11. 03-95E-53
12. 11-45BB-9.2
13. 17-15FA-15

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0178		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Aug 31		4. REQ./ PURCH. REQUEST NO. 0010225137		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY 1Y0D7		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		
<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>										
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL \$76,471.58		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Section C (includes travel, material and ODC's). This Task Order is Severable. FOB: Destination	540	Hours		
				ESTIMATED COST	\$71,292.77
				FIXED FEE	\$5,178.81
				TOTAL EST COST + FEE	<u>\$76,471.58</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010225137				
	ACRN AA CIN: 001022513700001				\$76,471.58

## Section C - Descriptions and Specifications

STATEMENT OF WORK

## TASK PROFILE:

3.1 General Task 3.3A the contractor shall provide technical guidance, and analytical support for Naval Aviation Systems TEAM technical data conversion, IETM development, and storage policies. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

## 3.1.2 General Task 3.3A-2

The contractor will monitor efforts undertaken by AIR-6.8.5.1 to convert legacy data, and develop new IETMs/ETMs to insure that the converted IETMs/ETMs comply with approved NAVAIR policies/standards. The approved NAVAIR standards are MIL-STD-3001, S1000D, and MIL-DTL-81310. The contractor will advise AIR-6.8.5.1 and analyze discrepancy reports arising from conversion of legacy data and the development of the IETMs/ETMs Efforts may include but are not limited to the following:

- 1) Analyze the comments received during TIMs/IPRs or through separate correspondence, and recommend an action assignee.
- 2) Provide responses to the comments based on the analysis.
- 3) Coordinate responses with NAVAIR 6.8.5.
- 4) Assist AIR-6.8.5.1 in tracking action items and deliverables.
- 5) Provide monthly updates to AIR-6.8.5.1 regarding status of deliverables and action items.
- 6) Where applicable, make recommendations and identify the resources needed to make the required changes/updates to the appropriate NAVAIR Tool-kit applications.
- 7) Research and provide guidance on evolving technology.
- 8) Provide guidance on IETM standardization requirements across various NAVAIR, and Joint programs.

At the end of the period of performance for this effort, the contractor will provide a consolidated report containing recommendations for future technologies and detailed conversion processes.

The contractor will coordinate requirements with NAVAIR personnel at NAVAIR HQ, NATEC and possibly other competencies and agencies.

The contractor will support NAVAIR AIR-6.8.5.1 via Technical Interchange Meetings, In Process Reviews, and review teleconferences.

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . **If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract.** The contractor's proposal will provide detailed tasking, based on information you've provided above.

	STATEMENT OR WORK TABLE OF CONTENTS: • Technical Manual Program Support (Par 3.3A, Page) • Technical Manual Preparation and Publishing (Par 3.3B, Page) • Technical Data Conversion (Par 3.3C, Page) • Technical Data Distribution (Par 3.3D, Page) • Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page) • Technical Data Management And Technical Data Packages (Par 3.3F, Page 19) • Miscellaneous Technical Data Systems Support (Par 3.3G, Page) • Standardization, Policy And Procedures Support (Par 3.3H, Page) • JEDMICS Site Management Operations (Par 3.0JA, Page) • CMIS Site Management and Operations (Par 3.0JB, Page) • Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag) • Security Requirements (Par 3.3/3.0JD, Page) • Other Requirements (Par 3.3/3.0JE, Pag2)
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
X	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

Section D - Packaging and Marking

Packaging: None

Marking: None

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
000101	N/A	N/A	N/A	N/A

1 Inspection and acceptance of deliverable items will be performed by NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2 Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3 Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-SEP-2007 TO 31-AUG-2008	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR 6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR 6.8.5. The proper Mailing Address is:

Commander  
Naval Air Systems Command  
Attn; NAVAIR 6.8.5  
Bldg 448, Suite 100B  
47060 McLeod Road  
PATUXENT RIVER, MD 20670

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed. The Total Not to Exceed Amount of the order is \$76,471.58. The balance to fully fund is \$0.00.

AA: 1771804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30F511623

AMOUNT: \$76,471.58

CIN 001022513700001: \$76,471.58

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

## Section H - Special Contract Requirements

SPECIAL TO REQUIREMENTS**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified
2. Location of Performance: West Creek, NJ
3. Task Order Points of Contact (at task order award):
 

COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil

TA: William K. Lewis  
 Address: 47060 McLeod Road, Bldg. 448  
 Patuxent River, MD 20670  
 Phone: (301) 995-2078  
 FAX: (301) 342-4260  
 E-Mail: william.lewis@navy.mil
4. Will contractor need assigned Government spaces: No
5. CDRL Profile: Known Deliverables

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Deliverable	Frequency:	Distribution
Monthly Updates on Status of Deliverables and Action Items	Monthly	AIR-6.8.5.1
Consolidated Report on Detailed Conversion Processes	Once	AIR-6.8.5.1

6. COGNIZANT FIELD ACTIVITY: NAVAIR 6.8.5, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0179</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Sep 14</b>		4. REQ./ PURCH. REQUEST NO. <b>0010228544</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS				
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15										
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. PURCHASE <input type="checkbox"/> Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)				
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL \$18,554.25		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II - Technical manual FFP preparation and publishing performed IAW Statement of Work - Section C. This task order is Non-Severable. FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Page changes to existing technical FFP manuals-digital to digital format (Contract CLIN 0022AF). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	325	Page	\$49.61	\$16,123.25

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Output of Portable Document Format FFP (PDF) Files (Contract CLIN 0022AH). Ordering Period 12 Jan 07 - 11 Jan 08. FOB: Destination	325	Page	\$7.48	\$2,431.00

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0002	For Navy Accounting Purposes Only Funding provided for CLIN 0001.	

CIN: 001022854400001	ACRN AA	\$18,554.25
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PURCHASE REQUEST NUMBER: 0010228544

## Section C - Descriptions and Specifications

STATEMENT OF WORK**AIR REFUELING STORE (ARS) PUBLICATIONS****SCOPE PROFILE:**

Prepare changes for the ARS technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below:

<b>Technical Manual No.</b>	<b>Title</b>	<b>Basic Date</b>	<b>Change No.</b>	<b>Change Date</b>
03-10JL-07	ORGANIZATIONAL, INTERMEDIATE AND DEPOT MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN AERO 1D 300 GALLON FUEL TANK ASSEMBLIES PART NO. 225-48000 SERIES	<b>01 Dec 2001</b>		TBD
03-600-3-6-2	TECHNICAL MANUAL DAILY/SERVICING/SPECIAL/CONDITIONAL MAINTENANCE REQUIREMENTS MANUAL AIR REFUELING STORE ASSEMBLY MODEL A/A42R-1	<b>01 May 2003</b>		TBD
AG-ARSHD-OMP-000	ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN DOLLY, HANDLING GSU-323/E PART NUMBER 3223AS500-1	<b>01 Nov 2003</b>		TBD
AG-ARSHD-MRC-100	ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN DOLLY, HANDLING GSU-367/E	<b>30 Dec 2002</b>		TBD

	PART NUMBER 3637AS600-1			

**TASK PROFILE:**

The contractor shall:

- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC’s Technical Manual Conversion Guidelines manual, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals.

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

**TASK PROFILE:**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or</p>

	NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task

orders.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

Task Description:

**(A) To be Furnished:****Manuals will be provided as government furnished information as follows:**

	<b>NAVAIR No.</b>	<b>Type of Update</b>	<b>Source Data</b>
	03-10JL-07	CHANGE	MCRs, TPDRs
	03-600-3-6-2	CHANGE	MCRs, TPDRs
	AG-ARSHD-OMP-000	CHANGE	MCRs, TPDRs
	AG-ARSHD-OMP-100	CHANGE	MCRs, TPDRs

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.		
X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.		
X	3. Original and one (1) copy(s) of the Validation Certificate.		
X	4. Original and one copy(s) of Record of Source Data Incorporation.		
X	5. Original and one copy(s) of DD Form 250.		
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).		
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.		
	8. Other:		

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for ARS FST, FRCSE Jacksonville, FL.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C.. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to:Commander, Naval Air Systems Command (PMA-201),RADM William A Moffett Bldg, 47123 Buse Rd Bldg 2272, Patuxent River, MD 20670-1547.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Randy Fletcher, FRCSE Jacksonville, FL, Code 6.8.5.1B.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Randy Fletcher, FRCSE Jacksonville, FL, Code 6.8.5 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

Section D - Packaging and Marking

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	Government	Government	Government
0001AA	N/A	Government	Government	Government
0001AB	N/A	Government	Government	Government
0002	N/A	N/A	N/A	N/A

1. Inspection and acceptance of deliverable items will be performed by ARS Data Manager, FST, FRCSE, Jacksonville, FL, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001AA	POP 14-SEP-2007 TO 13-MAR-2008	N/A	N/A FOB: Destination	
0001AB	POP 14-SEP-2007 TO 13-MAR-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1771804 4RZ3 252 00019 0 050119 2D 000000

COST CODE: 5000921EA311

AMOUNT: \$18,554.25

CIN 001022854400001: \$18,554.25

CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

## Section H - Special Contract Requirements

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified
2. Location of Performance: Contractor Site, Havelock, NC.
3. Task Order Points of Contact (at task order award):

COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil

TA: Randy Fletcher, Code 6.8.5.1  
 Address: Department of the Navy  
 Fleet Readiness Center Southeast  
 Attn: Randy Fletcher, Code 6.8.5.1  
 Jacksonville, FL 32212-0016  
 Phone: (904) 317-1558  
 FAX: (904) 317-1786  
 E-Mail: randy.fletcher@navy.mil

4. Will contractor need assigned Government spaces: No
5. CDRL Profile: Known Deliverables

**CDRL REQUIREMENTS**

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

X		Do not require any additional CDRLs.
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6. Unusual Other Direct Costs: N/A
7. Cognizant Field Activity: FRCSE Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0181</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Sep 26</b>		4. REQ./ PURCH. REQUEST NO. <b>0010228562</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: T. BARKER (760) 939-3064 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY <b>1Y0D7</b>		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>			
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:					
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT		
<b>SEE SCHEDULE</b>													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL <b>\$78,126.45</b>		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.													
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER											
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER			
										35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Config Life Cycle Logistics Assessment CPFF Support in accordance with Statement of Work- Section C . This task order is Severable. FOB: Destination	1,330	Hours		
				ESTIMATED COST	\$72,540.81
				FIXED FEE	\$5,585.64
				TOTAL EST COST + FEE	<u>\$78,126.45</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 0010228562				
	ACRN AA CIN: 001022856200001				\$78,126.45

Section C - Descriptions and Specifications

SOW

**SCOPE PROFILE:**

Configuration Life Cycle Logistics Assessment identifies the ability of Navy Weapon Systems programs to meet Fleet standards for support. Continuous assessment of key performance factors allows for corrective actions for issues that have potential long lead time solutions. To support Fleet operations by keeping cost and risk under control for selected elements, results will be continuously fed back to Weapon System program teams aimed at a marked improvement in supportability.

**TASK PROFILE:**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p><b>3.1.1 General Task 3.3A-1 Management Support.</b></p>
	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format</p>

	technical data as one of the elements of Integrated Logistics Support.
	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may

	require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
	E. Portable Document Format (PDF)
	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	<b>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</b>
X	<p>11. Provide support to Government configuration audit teams, by verifying and documenting that Configuration Items (CI) and their configuration identification are accurate, complete (according to specified requirements), adequate to establish the product baseline, and compatible with the next higher level design documentation. Discrepancies and recommended corrective actions shall be documented according to procedures established by the audit team and submitted to the Government with the Contractor's justification for recommendations and evaluations. The contractor shall support the configuration verification and audit process, which includes but not limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Configuration verification of the initial configuration of a CI, and the incorporation of approved engineering changes, to assure that the CI meets its required performance and documented configuration requirements</li> <li>• Configuration audit of configuration verification records and physical product to validate that a</li> </ul>

	<p>development program has achieved its performance requirements and configuration documentation or the system/CI being audited is consistent with the product meeting the requirements.</p> <ul style="list-style-type: none"> <li>The contractor shall conduct configuration audits and/or inspections to ensure conformance to and/or validation of specifications, drawings and associated lists, product data management information and reference documents which define and/or document the characteristics of the item.</li> </ul>
	12. Review and evaluate change proposals for impact to drawing packages, specifications, associated technical documentation, product data management information and related program concerns.
	<p>13. As specified by task order, the Contractor shall prepare and deliver product items in the form of Configuration Audit Plans, Management Plans, and Site Preparation Requirements &amp; Installation Plans in accordance with; but not limited to, the following general specifications:</p> <p>The Configuration Audit Plan details the scope of the planned configuration audit, providing identification of items to be audited, the associated contract requirements, and documentation to be available. It prescribes the planned procedures for accomplishing the audit, and includes proposed location, schedule, and team information.</p>
	A. The scope of the effort required by this specification involves performing all the tasks required to prepare and deliver a fully staffed Configuration Audit Plan to the Customer.
	B. This effort involves the following tasks:
x	<p>Task 1: Analyzing relevant program documentation (provided by the Government). This will involve the contractor reviewing and analyzing program management, logistics and engineering data. Examples of Government Furnished Information provided to the contractor for this task are Acquisition and Logistics plans, related Milestone schedules, Configuration Management plans, contract requirements relative to Technical Data Packages (TDPs) and Configuration Management, technical manuals (draft and or final), Logistics Support Analysis data, Configuration Item top-down breakdowns, and so forth.</p>
	<b>3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.</b>
	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	<b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b>
	Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
	1. Provide engineering technical and data processing support. Provide engineering, analytical and technical support to perform computational and data processing support to identify and integrate the logistics support elements. The contractor shall assist in generating, developing and implementing computer program changes and new data processing techniques, and shall provide continuing support of project computational requirements.
x	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems,

	airborne weapons, and support equipment for the Naval Air Systems Team.
X	3. Review the policies, processes, procedures, and tools used to support the technical information needs of the Naval Air Systems Team. Make recommendations for changes/modifications/enhancements that will provide improvement in efficiency and effectiveness of the support providing additional benefits to the user, and/or reductions in the cost of operations. Support update and maintenance of standard operating procedures, policies, and instructions.
X	4. Review technical documentation specifications, standards, guides, handbooks, and other documents used to support the information needs of the Naval Aviation Systems TEAM. Make recommendations for changes/modifications/enhancements that will provide improvement in efficiency and effectiveness of the support providing additional benefits to the user, and/or reductions in the cost of operations. Support update and maintenance of specifications, standards, guides, handbooks, and other documents.
	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.3 General Task 3.0.JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT.</b> AIR 3.0J is charged to plan and direct the transition of Defense technical data management from the migratory stove-pipe systems to a fully-interoperable, open, logistics integrated data environment (IDE). This effort will require research and preparation of required system acquisition and management documentation, along with associated briefing materials, point papers and reports. The Contractor shall provide analyses of existing business processes and development of schema to evolve these processes to the digital environment; develop case study reports; maintain management action reporting records and prepare point papers, concept papers, and analyses of technical topics related to Navy and DoD Technical Data Management. The Contractor shall develop and maintain acquisition strategy documents including a strategic planning schedule. The contractor shall also support the Joint Technical Data Integration (JTDI) program management team in managing the JTDI Projects. This includes, but it not limited to, the design, development, testing, fielding and support, both domestically and internationally, of such information technology systems as JEDMICS, CMIS, and CAD II. This will involve Acquisition Planning, Acquisition Program Base-lining, Program Protection and System Security, Budget justification backup and execution including spend plan development and tracking, Contract Planning, Systems Engineering, Risk Management and Analysis, Integrated Logistics Support, Integrated Product and Process Development and Configuration Management. The contractor shall also prepare required Memorandums of Agreements /Understandings; assist in conducting Acquisition Reviews; assist in the development of backup data for Planning, Programming & Budgeting; provide C4I support; plan and assist in the implementation of Quality Assurance Programs; develop Information Requirements for Milestone Reviews; conduct Analysis of Alternatives; perform Cost Analysis; provide Threat Assessments; plan and assist in the development and implementation of Test & Evaluation Plans; and provide Program Management Assistance in the oversight and integration of other JTDI contracting efforts and related field activity taskings. The contractor shall perform, but is not limited to the following tasks:
	1. Engineering assessments, technical assistance, and evaluation. The contractor shall provide but not limited to the following: participating and assisting in PMO In Process Reviews (IPRs), PMO Transition Meetings, PMO/Service/Agency Business Program Reviews (BPRs), and other JTDI

	Projects implementation meetings. The contractor will prepare pre- and post-meeting documentation on issues of concern related to these meetings. For BPRs, the contractor will collect required data from each site and the contractors to prepare briefing slides and status on BPR action items, site planning issues, and recording of issues relative to fielding and upgrading of the projects.
X	2. Site Status Tracking and Reporting. The contractor will maintain a system for collecting, tracking, and reporting the status of essential information such as, site points of contact, loading performance metrics and usage data, site install tracking, issues, events, and other information as necessary. Reports shall be developed and provided on a recurring basis for briefing and status display purposes. The contractor will also assist in the preparation of a PM notebook containing current operational information, issues, and configuration for each operational site.

## Section E - Inspection and Acceptance

### INSPECTION

1. Inspection and acceptance of deliverable items will be performed by Linda J. Bushell NAVAIR 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 24-SEP-2007 TO 30-NOV-2007	N/A	N/A	

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Linda J. Bushell NAVAIR 6.8.5. The proper Mailing Address is:

Linda J. Bushell  
47038 McCloud Rd  
Bldg 448 Rm 100B  
Patuxent River, MD 20670

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

In accordance with the clause entitled Limitation of Cost (Apr 84) FAR 52.232-20, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed. This task order is fully funded.

AA: 1771804 4A6A 251 00019 0 050119 2D 000000

COST CODE: A60SSFAA5I00

AMOUNT: \$78,126.45

CIN 001022856200001: \$78,126.45

## CLAUSES INCORPORATED BY REFERENCE

52.232-20

Limitation Of Cost

APR 1984

## Section H - Special Contract Requirements

**Special Task Order Requirements**

1. The Security level for contractor employees on this task order is: Unclassified
2. Location of Performance: Government Site, NAVAIR HDQTRS
3. Task Order Points of Contact (at task order award):  
  
 COR: Susan McCollum, Code 6.9.1.1  
 Phone: (301) 757-1046  
 E-Mail: susan.mccollum@navy.mil  
  
 TA: Linda J. Bushell  
 Address: 47038 McCleod Rd., Bldg. 448, Rm. 100B  
 Phone: (301) 757-8257  
 FAX: (301) 342-4260  
 E-Mail: linda.bushell@navy.mil
4. Will contractor need assigned Government spaces: Yes – 3 spaces
5. CDRL Profile: Known Deliverables

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

***Do you need additional CDRLs? Check one***

<input checked="" type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input type="checkbox"/>	No	I do not require any additional CDRLs.

<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
A001. Progress, Status.Management Report	Monthly	NAVAIR 6.8.5 TOCOR
A002. Progress, Status/Management Report Employee Accesses	As changes occur Or Quarterly if no changes required	NAVAIR 6.8.5 TOCOR
A003. Technical Report- Study/Services	Biweekly Every 15 calendar days	NAVAIR 6.8.5 TOCOR

## 6. Unusual Other Direct Costs:

## a. Travel Profile: Known Trips

PURPOSE	LOCATION
Program Review (2-3 days)	San Diego, CA
Program Review (2 days)	Cherry Point NC

## b. PKI Certificates 3 required covered in material costs.

## 7. Cognizant Field Activity

Linda J. Bushell, NAVAIR 6.8.5 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 Dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies.

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTS

Attachment (1) CDRLs 3 pages (attached separately)

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0182</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Mar 03</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY  <b>DO-C9</b>		
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$565,650.85		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section A - Solicitation/Contract Form

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	H-46 Technical Publications CPFF In reference to clin 17. Managerial, analysis and technical support efforts IAW Statement of Work- (includes travel, material and ODC's) FOB: Destination	[b(4)]	Hours		
				MAX COST	\$525,209.70
				FIXED FEE	\$40,441.15
				TOTAL MAX COST + FEE	\$565,650.85

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300099691				
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	
	ACRN AA CIN: 130009969100001				\$135,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001702	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300099514				
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	
	ACRN AB TAC: N826 CIN: 130009951400100				\$72,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001703	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300099514	UNDEFINED	Hours	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				FIXED FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB TAC: N826 CIN: 130009951400200				\$25,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001704	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300099514				
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	
	ACRN AB TAC: N826 CIN: 130009951400300				\$75,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001705	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300099514				
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	
	ACRN AB TAC: N826 CIN: 130009951400400				\$72,000.00

**B-01 Level of Effort**

a. The combined level of effort for this task order is authorized as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$522,333.44
ODCs & Material including handling		\$2,876.26
Total		\$525,209.70

b. The contractor shall not exceed the total estimated cost without the authorization of the Contracting Officer.

## Section C - Descriptions and Specifications

**SOW PROFILE:**

Platform/Project:	6.0 Competency Technical Manual and Directives Division 6.8.5.1 H46FST Tech Data
Initial Period of Performance:	03/02/2008-03/01/2009
<b>Place(s) of Performance other than travel locations.</b>	<b>In-Service Support Center Cherry Point, NC</b>
Will contractor need assigned government spaces?	Yes
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the COR</b>	Jim Isennock, H46FST TECH DATA /6.8.5.1 252-464-5575
<b>TOCOR Mailing address:</b>	SITE OPERATIONS LEAD IN-SERVICE SUPPORT CENTER ATTN: CODE H46FST TECH DATA PSC 8021 CHERRY POINT, NC 28533-0021
<b>TOCOR Email:</b>	james.isennock@navy.mil
<b>TOCOR Fax:</b>	252-464-5565
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	6.6 Work Years (12,697 Hours)
List all Funding Appn/Yrs to be used:	PRL/APN
Recommended RFP Response time:	14 days
Prior Support provided by:	N68936-04-D-0008, TASK ORDER 0154
Prior support expiration date	03/01/2008

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes <b>please send to the following address:</b> ALUTIIQ SECURITY & TECHNOLOGY, LLC 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039 Attn: RON HANCOCK	No (Material available for review at government site)
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**TRAVEL PROFILE: KNOWN TRIPS: NONE****CDRL Profile: Known Deliverables\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

<input checked="" type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
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**ODC Profile: Unusual Other Direct Costs: NONE****SCOPE PROFILE:**

To develop routine revisions, pick-up revisions and Type "B" IRAC's to existing H-46 and T58 organizational, intermediate and depot level technical publications. The latest version of the H46/T58-TMG-01-CP shall be used for guidance in the development of all technical manuals and updates along with NATEC guidelines for PDF posting on the web site. Provide 2 personnel (1920 hrs each) for on-site technical manual management support for the H-46 Helicopter and T-58 Engine Programs, and their related components under the cognizance at the IN-SERVICE SUPPORT CENTER Cherry Point. The inventory of technical manuals used to support these programs includes both paper and electronic copies.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	STATEMENT OR WORK TABLE OF CONTENTS:
	<ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
X	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.

X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers and Interim Rapid Action Changes, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
X	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The

	range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45)

	days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall

	include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art, which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high-density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change dated _____ has been incorporated in this issue and makes this a complete manual."
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment, which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• <b>NAVSEA C2 DTD</b></li> <li>• <b>MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</b></li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

**Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Desc: Perform revision/pick-up revision on the H-46/T58 NAVAIR Technical Manuals with IRAC/TPDR backlogs for FY-08 (48 Total). Incremental delivery of prepubs is IAW the cognizant LEM/Data Managers' schedule.

**H-46**

A1-H46AE-110-000	A1-H46AE-150-200	A1-H46AE-150-300
A1-H46AE-220-010	A1-H46AE-400-000	A1-H46AE-420-000
A1-H46AE-500-000	A1-H46AE-570-000	A1-H46AE-AIMS-000
A1-H46AE-GAI-000	A1-H46AE-IDX-000	A1-H46AE-MRC-100
A1-H46AE-MRC-300	A1-H46AE-SRM-000	A1-H46AE-VAM-000
A1-H46CE-WCR-000	A1-H46AE-WDM-020	NA 03-5CHA-79
NA 03-5CHF-2	NA 03-5FFH-1	NA 03-5HH-25
NA 03-10A-22	NA 03-10ABB-785	NA 03-10ADG-11
NA 03-25VE-1	NA 03-30CH-158	NA 03-30ED-1
NA 03-30ED-2	NA 03-30ED-11	NA 03-95A-28
NA 03-95A-45	NA 03-95B-87	NA 03-95B-88
NA 05-70D-28	NA 16-45-1268	NA 17-1-114.6
NA 17-15CB-11	NA 17-15CF-105	

**T58**

NA 02B-105AHE-6-1	NA 02B-105AHE-6-2	NA 02B-105AHE-6-3
NA 02B-105AHE-6-1.1	NA 02B-T58-400-6-3	NA 03-5CHF-1
NA 03-15DA-22	NA 03-110DAN-1	NA 03-110FS-3
NA 17-1-114.7		

Task Description: Contractor shall provide 2 personnel (1920 hrs each) for technical manual management support for the H-46 helicopter, T-58 engine, and other related component programs. The inventory of technical manuals used to support these programs includes both traditional paper publications and emerging levels of electronic technical manuals. To accomplish the scope of work, required to adequately support these programs, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. In addition, the contractor must provide support in the development, review, and verification of source data packages from engineering data. Prepare draft manuscripts from engineering source data and existing technical manuals. Provide support to the Logistics Element Manager (LEM) and program data managers in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Tasks shall consist of, but is not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research, process documentation for engineering validation and answer CAT 1 thru CAT 4 type Technical Publication Deficiency Reports; research Engineering Investigations and Quality Deficiency Reports.

**(A) To be Furnished:**

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 2 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for <b>IN-SERVICE SUPPORT CENTER CODE 6.8.5.1 Cherry Point, NC</b>
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, PMA-226, PCS Box 8026 Cherry Point, NC 28533-8026. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: <b>SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</b>
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: <b>REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</b>
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: <b>THE COGNIZANT LEM/DATA MANAGER.</b>
X	9. Direct Image copy shall be prepared in accordance with <b>THE COGNIZANT LEM/DATA MANAGER/</b> Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to <b>THE COGNIZANT LEM/DATA MANAGER</b> for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

**SECTION D - PACKAGING AND MARKING**

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the **COGNIZANT LEM/PROGRAM DATA MANAGER** during start of work meeting.

**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by **COGNIZANT LEM/DATA MANAGER H46FST Tech Data**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days for PUBS and twenty (20) calendar days for IRAC's after receipt of delivered items. If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within fifteen (15) calendar days from the date of rejection for PUBS and ten (10) calendar days for IRAC's. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.
4. Source Data delivered during pub updates that shall affect safety of flight will be given to the contractor to be incorporated in the update as long as it is before the delivery of the proof copy back to the contractor.

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA IN-SERVICE SUPPORT CENTER CP H46FST Tech Data) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (IN-SERVICE SUPPORT CENTER CP H46FST Tech Data). The proper Mailing Address is:

SITE OPERATIONS LEAD  
IN-SERVICE SUPPORT CENTER  
ATTN: CODE H46FST Tech Data  
PSC 8021  
CHERRY POINT NC 28533-0021

Completion Date of all items: 01 March 2009

**SECTION G - CONTRACT ADMINISTRATION DATA**

- A. GENERAL: This task is UNCLASSIFIED.
- B. COGNIZANT FIELD ACTIVITY: Program engineering support has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

Contractor shall provide two (2) fully qualified persons to work at the government location, full time, for the entire period of performance. Contractor personnel will be provided work via the H-46 Program Data Management Team. Contractor personnel core hours shall be aligned to provide maximum support during the normal workday for government employees and dress requirements will match those required for government employees in an office environment. Breaks and lunch hours will be scheduled to align with government requirements.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-46 government location, for two contractor personnel, with a desk, chair, telephone, computer and Internet access. The government also agrees to provide contractor personnel access to the use of other government equipment and software required for performing this task.

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 02-MAR-2008 TO 01-MAR-2009	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000  
 COST CODE: HQ018PR03772  
 AMOUNT: \$135,000.00  
 CIN 130009969100001: \$135,000.00

AB: 1771506 45BJ 252 00019 0 050120 2D 000000  
 COST CODE: HQ018PR03662  
 AMOUNT: \$244,000.00  
 CIN 130009951400100: \$72,000.00  
 CIN 130009951400200: \$25,000.00  
 CIN 130009951400300: \$75,000.00  
 CIN 130009951400400: \$72,000.00

## Section I – Contract Clauses

The following clauses are incorporated by reference:

52.232-22          LIMITATION OF FUNDS (APR 1984)

## Section J - List of Documents, Exhibits and Other Attachments

## Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	CDRL	1	2/21/08

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0183</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Dec 30</b>		4. REQ./ PURCH. REQUEST NO. <b>N0001908HQ333M</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS				
14. SHIP TO <b>SEE SCHEDULE</b>				15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
PURCHASE		<input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL \$208,045.49		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	AV-8B Logistics support In accordance with Section C Statement of Work This task order is severable FOB: Destination	3,580	Hours	
			ESTIMATED COST	\$193,171.30
			FIXED FEE	\$14,874.19
			TOTAL EST COST + FEE	<u>\$208,045.49</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: N0001908HQC333M	
	ACRN AA CIN: N0001908HQC333M0001	\$25,000.00

Section C - Descriptions and Specifications

**SCOPE PROFILE:**

The Full-time Contractor shall provide services to the AV-8B Technical Data Logistics Element Managers (LEM) in support of the AV-8B air vehicles, subsystems, armament, engines, airborne weapons and support equipment (SE) in the following areas: Program Management, Engineering Support, Logistics, Financial, Training, and Configuration Management. Additionally, support of technical data development, print and distribution requirements for AV-8B Technical Manuals. Includes NATEC Website monitoring and metric/report derivation. Includes response to customer queries and coordination of data reproduction at the defense automated production service. Includes maintenance of required files to track distribution and associated funding. Includes support in the transition of Intermediate/Operational Level Technical Manuals from various Vendors to Government activities.

The Part time Contractor shall provide services to the AV-8B Program Office and the AV-8B LEM. Includes sustainment support of all AV-8B Technical Directives, IRAC and TPDRs. Will provide presentation preparation support, perform follow-up phone calls as appropriate. Will provide some of the above services as required.

**TASK PROFILE:**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<p><b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b></p>
	<p><b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and</p>

	ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>2. (a) Provide technical support in the review of contractual documents (e.g., Statements of Work, CDRLs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
X	<p>4 The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.</p> <p>(a) The Contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The Contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting, when required.</p>
X	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p>
X	<p>6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.</p>
X	<p>7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p>

X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	<b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The Contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all <i>incoming</i> Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <p>(1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.</p> <p>(2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.</p> <p>(3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system.</p> <p>(4) Prepare TDs requiring NAVAIR approval for shipment.</p> <p>(b) The Contractor shall process all <i>completed</i> Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.</p> <p>(c) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall</p>

	<p>be directed to a TD branch government official.</p> <p>The Contractor shall provide general clerical duties in maintaining AV-8B files in the master TD repository, which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository as required</p>
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	<p>5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.</p> <p>Contractor shall monitor sponsor approval requests for approval/dis-approval by Government Representative.</p>
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	<b>A. Data/Media receipt, review and entry.</b>
X	2. The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per SOP requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	<b>B. Data/Media Control.</b>
X	6. The Contractor shall also perform data entry to update and maintain data base tracking (e.g., MS Access database)
X	The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
	<b>E. Data Reproduction.</b>
X	1. The contractor shall process data/media for reproduction based upon direction for the Government Representative. The contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H,

	as appropriate.
X	2. The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the work Order Request.
	<b>I. Technical Documentation Research.</b>
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>K. Data Dissemination</b>
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	<b>L. Mail Operations.</b>
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination system.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	<b>3.6 General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES.</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b>1. Data Identification.</b>
	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements form all program participants via data

	call, compile received data requirements, participate in data requirements review, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	<b>2. Data Acquisition.</b>
	As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding government acceptance of these deliverables, taking in consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other government activities.
	(B) The Contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
	(C) The Contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows based on elements and principles expressed in EIA standard 649: <ul style="list-style-type: none"> <li>• Document identification</li> <li>• Data status level management</li> <li>• Data and product configuration relationships</li> <li>• Data version control &amp; management of review, comment, annotation, &amp; disposition</li> <li>• Digital data transmittal</li> <li>• Data access control</li> </ul>
	<b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b> The contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, conversion, and Integration – The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a <b>SECRET</b> level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
X	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.

X	<p>5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.</p>
<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>	

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 30-DEC-2007 TO 29-DEC-2008	N/A	N/A FOB: Destination	

### Section G - Contract Administration Data

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and (fixed/award) fee for all effort performed.

The Total Not to Exceed Amount of the order is \$208,045.50 The balance to fully fund is \$183,045.50.

### ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4RZ3 252 00019 0 050120 2D 000000

COST CODE: HQ018HQC333M

AMOUNT: \$25,000.00

CIN N0001908HQC333M0001: \$25,000.00

### CLAUSES INCORPORATED BY REFERENCE

52.232-22                    Limitation Of Funds

APR 1984

## Section H - Special Contract Requirements

Platform/Project:	AV-8B
Initial Period of Performance:	12/30/2007-12/29/08
Place(s) of Performance other than travel locations.	NATEC North Island, San Diego, CA 92135
Will contractor need assigned government spaces?	Yes
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the COR.</b>	Vanessa Lindsay 6.8.5.1 Phone (619) 545-1999
<b>TOCOR Mailing address:</b>	NAS North Island, Bldg.90 San Diego, CA 92135-7031
<b>TOCOR Email:</b>	<a href="mailto:Vanessa.lindsay@navy.mil">Vanessa.lindsay@navy.mil</a>
<b>TOCOR Fax:</b>	(619) 767-7978
Task Order Effort Security Classification:	Secret

THE CONTRACT DD254 COVERS THE SECURITY REQUIREMENTS OF THIS TASK ORDER SO NO TASK ORDER DD254 IS NEEDED.

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
AV-8B Technical Coordination Meetings (3)	St. Louis, MO
AV-8B Logistics Support Meetings (2)	NADEP CHPT
Program Office (1)	Patuxent River MD
Program Site Office (1)	Lakhurst NJ

COGNIZANT FIELD ACTIVITY:

**Boeing/FST-CHPT**, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0184		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Dec 06		4. REQ./ PURCH. REQUEST NO. N0001908PRA210M		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: E SMITH 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6100				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				25. TOTAL \$53,721.55		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Technical manual preparation and publish performed IAW Statement of Work-Attachment 1. This task order is non-severable.				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Page Changes to existing Technical Manuals-Hardcopy to Digital Format. (Contract CLIN 0022AE).	200	Page	\$49.61	\$9,922.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Page Changes to existing Technical Manuals-Digital to Digital Format. (Contract CLIN 0022AF).	595	Page	\$49.61	\$29,517.95

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC	New Pages in existing Technical Manuals-Digital Format. (Contract CLIN 0022AG).	40	Page	\$82.06	\$3,282.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	Output of Portable Document Format (PDF) Files. (Contract CLIN 0022AH).	465	Page	\$7.48	\$3,478.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Technical manuals/ FFP-technical data package conversion performed IAW Statement of Work- Attachment 1 and task orders issued therein.				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA	Conversion of Hardcopy to Master Revisable Text Files in Interleaf Format. (Contract CLIN 0023AF).	460	Page	\$16.35	\$7,521.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	For Navy Accounting Purposes Only Funding for Items 0001 and 0002  PURCHASE REQUEST NUMBER: N0001908PRA210M  CIN: N0001908PRA210M0001		ACRN AA	FUNDED AMOUNT	\$53,721.55

## Section C - Descriptions and Specifications

**Statement of Work (SOW)  
Follow-on to Task Order 0141**

**SCOPE PROFILE:**

Prepare changes for the ACE Components' technical manuals listed below (which includes a CONFIDENTIAL manual), using QuickSilver XML Publisher software and master digital files provided (when available: see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in QuickSilver XML (IDU format and each delivered on a separate CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below.

**PERIOD OF PERFORMANCE: 01 JAN 08 – 30 JUN 08**

<b>Technical Manual No.</b>	<b>Title</b>	<b>Basic Date</b>	<b>Change No.</b>	<b>Change Date</b>	<b>Notes</b>
05-40BH-8	Overhaul Instr. w/IPB, Temperature Indicator (Navy Type: MS24569-1)	25 Aug 1976	N/A	N/A	
05-55N-48	Maint. Instr. w/IPB – Depot – Tachometer Indicator	14 Jun 1974	6	1 Feb 2004	
16-30ARA63-1	Intermediate/Depot Maint. w/IPB, Receiving Decoder Group AN/ARA-63, -63A, -63B, -63C, -63D	1 Sep 2004	1	1 Mar 2005	
16-30ASW25-3 (CONFIDENTIAL)	Intermediate Maint. Communications Set Digital Data AN/ASW-25B(U)	15 Dec 1970	6	1 Nov 2005	Digitize – 166 pp. and source data incorporation
16-45-1728	Installation/Maint. Data & Parts List – Master Clock and Flag Test Set Assembly 402337-1	No Date	None	Reissue	24 Jul 1970 inked-in date
16-45-1729	Installation/Maint. Data & Parts List – Video Decoder & ID S/R Test Set Assembly 402338-1	No Date	None	Reissue	24 Jul 1970 inked-in date
16-45-1730	Installation/Maint. Data & Parts List – Error and Tapped Delay Test Set Assy. 402339-1	No Date			
16-45-1731	Installation/Maint. Data & Parts List - AGC I and AGC II Test Set - Assy 402340-1				
16-45-1732	Installation/Maint. Data & Parts List - Memory I/ Memory II Test Set Assy. 402341-1	1 Aug 1975			Out-of- Production

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
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**TRAVEL PROFILE: KNOWN TRIPS: None Anticipated****TASK PROFILE:**

	<p style="text-align: center;"><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions,

	deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>	
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

**(A) To be Furnished:**

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
05-40BH-8	P/U Rev thru chg	20 pp.
05-55N-48	P/U Rev thru chg	60 pp.
16-30ARA63-1	Revision	400 pp.
16-30ASW25-3	P/U Rev thru chg	30 pp.
16-45-1728	Digitization	50 pp.

16-45-1729	Digitization	50 pp.
16-45-1730	Digitization	50 pp.
16-45-1731	Digitization	50 pp.
16-45-1732	Digitization	50 pp.

1. One set(s) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverables are changed/corrected.

2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description. (Whenever paper copies are required, contractor will provide separate files, within the same CD, for regular-sized (8.5x11") and foldout pages.)
3. Original and one (1) copy(s) of the Validation Certificate.
4. Original and one copy(s) of Record of Source Data Incorporation.
5. Original and one copy(s) of DD Form 250.
6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for ACE Component FST, ISSC-SE Jacksonville, FL.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p><u>DISTRIBUTION STATEMENT C.</u> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commander, Naval Air Systems Command (PMA 209), RADM William A Moffett Bldg., 47123 Buse Road, Bldg. 2272, Patuxent River, MD 20670-1906.</p> <p><u>DESTRUCTION NOTICE:</u> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p> <p><u>COGNIZANT FIELD ACTIVITY:</u> In Service Support Center – Southeast (ISSC-SE) (Code 6.8.5.1) Naval Air Station (Cecil Commerce Center) Jacksonville, FL 32212-0016</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows:

	Prepared in QuickSilver XML IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Mary Harness, ISSC-SE Jacksonville, FL, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Mary Harness, ISSC-SE, Jacksonville, FL, Code 6.8.5.1, for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

Section D - Packaging and Marking

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A: all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## Section E - Inspection and Acceptance

1. Inspection and acceptance of deliverable items will be performed by ACE Component Data Manager, ISSC-SE, Jacksonville, FL, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control are the responsibility of the contractor. The contractor shall ensure that scanner-induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Mary Harness, ACE Components Data Manager, ISSC-SE, Jacksonville, FL, Code 6.8.5.1, telephone (904) 317-1550, shall be notified immediately of the delay, the reason thereof, corrective actions to be taken, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is ACE Components Data Manager, ISSC-SE Jacksonville, FL, Code 6.8.5.1. The proper Mailing Address is:

ISSC-SE  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Mary Harness, Code 6.8.5.1  
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to ISSC-SE, Jacksonville, Florida, Code 6.8.5.1.

Completion Date of all items: 6 months after date of order.

## DELIVERY INFORMATION

CLIN DELIVERY DATE

0001 POP 01-JAN-2008 TO  
30-JUN-2008

0002 POP 01-JAN-2008 TO  
30-JUN-2008

## Section G - Contract Administration Data

FUNDING

In accordance with the clause entitled "Limitation of Funds" (Apr 84) FAR 52.232-22, the total amount presently available for payment by the government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000

COST CODE: HQ018PRA210M

AMOUNT: \$53,721.55

CIN N0001908PRA210M0001: \$53,721.55

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0185</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Feb 15</b>		4. REQ./ PURCH. REQUEST NO. <b>1300098700</b>		5. PRIORITY <b>DO-C9</b>	
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK <b>See Item 15</b>	
16. TYPE OF ORDER		DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$101,546.05
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.											
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
										35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022	Ordering Period II- Technical manual FFP preparation and publishing performed IAW Statement of Work. FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AJ	Page changes to existing technical FFP Page Changes to existing Technical Manuals - Hardcopy to Digital Format FOB: Destination PURCHASE REQUEST NUMBER: 1300098700	400	Page	\$51.10	\$20,440.00

CIN: 130009870000001	ACRN AA	FUNDED AMOUNT	\$20,440.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AK	Page changes to existing technical FFP Page Changes to existing Technical Manuals - Digital to Digital Format FOB: Destination PURCHASE REQUEST NUMBER: 1300098700	445	Page	\$51.10	\$22,739.50

CIN: 130009870000001	ACRN AA	FUNDED AMOUNT	\$22,739.50
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AL	New pages in existing technical FFP	490	Page	\$84.52	\$41,414.80
	New Pages in existing Technical Manuals -Digital Format				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 1300098700				
	CIN: 130009870000001		ACRN AA	FUNDED AMOUNT	\$41,414.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022AM	Output of Portable Document Format (PDF) FFP	1,325	Page	\$7.71	\$10,215.75
	Output of Portable Document Format (PDF) Files				
	FOB: Destination				
	CIN: 130009870000001		ACRN AA	FUNDED AMOUNT	\$10,215.75

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023	Ordering Period II-Technical manuals FFP				
	technical data packageconversion performed IAW Statement of Work-Attachment 1 and task orders issued herein.				
	FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023AK	Conversion of Hardcopy to Master FFP	400	Page	\$16.84	\$6,736.00
	Conversion of Hardcopy to Master Revisable Text Files in Interleaf Format				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 1300098700				
	CIN: 130009870000001		ACRN AA	FUNDED AMOUNT	\$6,736.00

## Section C - Descriptions and Specifications

**C1. STATEMENT OF WORK****JAX-08-002****6.8 TEAM Logistics****Statement of Work (SOW)****SCOPE PROFILE:**

Prepare changes for the Electronic Warfare (EW) technical manuals listed below using QuickSilver XML Publisher software and master digital files provided (when available: see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in QuickSilver XML IDU format and each delivered on a separate CD-ROM. The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below.

<b>Technical Manual No.</b>	<b>Title</b>	<b>Basic Date</b>	<b>Change No.</b>	<b>Change Date</b>	<b>Notes</b>
16-30AAR47-1	I-Level Maint w/IPB Missile Warning Set AN/AAR-47 P/N 3313AS500	30Dec99	Notice	31Dec99	1 TPDR, Multiple TD's
16-30AAR47-2	Org. Maint w/IPB Missile Warning Set AN/AAR-47(V)2	1Aug07	REV		1 IRAC, TD's
16-30AAR47-3	Org. Maint w/IPB, AN/AAR-47B(V)2	In Development			
16-30ACS-2	Org/I-Level w/IPB Antenna Coupler Interconnecting Groups Part Numbers 1925-1 1987 1986-1 3161-2 5380	31Dec01	REV		
16-30ALE43-1	Ops/Maint. Manual - Countermeasure Dispensing Sets, 43(V)1 & -43(V)4	1Jun07			1 TPDR tied to AAR47-1
16-30ALE47-1	Org/I-Level w/IPB Countermeasures	1Jan06	1	1Jun07	1 TPDR
16-30ALM70-1	Ops/Svc Instructions w/IPB I-Level Countermeasures Dispenser	17Sep71	5	1Aug07	1 TPDR tied to AAR47-1
16-30ALM225-1	I-Level Maint w/IPB Countermeasure Dispensing System Set AN/ALM-225	15Jun86	Notice	16Jul87	1 TPDR tied to AAR47-1
16-30ALM230-1	Ops/Maint Manual w/IPB for Test Set, Chaff Dispenser AN/ALM-230A	1Jun07			
16-30ALQ126B-1.1	I-Level Maint w/IPB Countermeasures Rcvr-Transmitter RT-079B/ ALQ-126(U) P/N's 5921489G1, 5921489G2	1Aug91	3	15Dec02	1 TPDR tied to AAR47-1, TD's, SECRET
16-30ALQ126B-1.3	I-Level Maint w/IPB - Transmitter RT-079B/ALQ-126 (U), P/N 5921789G1	15Mar85			TD's

Technical Manual No.	Title	Basic Date	Change No.	Change Date	Notes
16-30ALQ144A-2	Not Yet Listed				
16-30ALQ157-1	I-Level Maint w/IPB Countermeasures Set, Infrared AN/ ALQ-157(V) P/N 1168450	1Aug03			TD's
16-30ALQ157-2	Depot Level Maint. w/IPB Countermeasures Set, Infrared AN/ALQ-157(V)	NEW Manual			
16-30ALQ162-1	16 Level Maint w/IPB , Rcvr-Transmitter, Countermeasures RT-1377A/ALQ- 162(V) P/N 001-007245-002	15Nov90	1	15Feb02	TD's
16-30ALQ164-1	Org./I-Level Maint w/IPB Electronic Countermeasures Set AN/ALQ-164 P/N 3077250G1	3Oct90			1 TPDR tied to AAR47-1
16-30ALQ167-1-2	Org./I-Level Maint w/ IPB Countermeasures Set AN/ALQ-167(V) P/N 1356AS1100	1Jan94			1 TPDR – requires EA
16-30APR39AV2-1	Operator/Aviation Unit Maint. /O-Level Maint. Radar Signals Detecting Set AN/APR-39A(V)2 Contract #. DAAB07-96-D-D601	31Jan03	REV		IRAC/ TD's - Pending -
16-30ASM456-1	Radar Test Sets AN/ASM-456 AN/ADM-457B and AN/ASM-458B Operator/Maint. Instructions w/IPB	31Mar83	3	1Jul06	1 TPDR
16-30CD108A-1	Intermed. Maint Ops Flight Prgm Uploading Procedures w/IPB	1Sep04			SEC 5664
16-30CY7978B-1	Org/I-Level Maint. w/IPB, Pod Countermeasures Dispensing Set, CY-7978/ ALE39, P/N ESK-9-01322-502, CY-7978A/ ALE 39, P/N 3582AS420-001, CY-7978B/ALE-39, P/N 3582AS420 -002, for use with AN/ALE-39 or AN/ALE47(V) CMDS	1Sep07	Basic		
16-30USM406-7	Level Maint w/IPB Electronic Equip. Test Set AN/ USM-405D(V), P/N 3082520G1	1Aug95			4 routine TD's

Technical Manual No.	Title	Basic Date	Change No.	Change Date	Notes
16-30USM458-3	I/D Maint. w/IPB, Countermeasures Test Set AN/USM-458C(V)	15Jan90	6	1Aug07	
16-35AS3190-1	Level Maint. w//IPB Antenna, Unit 4 AS-3190A, B/ALR-67(V) P/N's 31-052179-02 / 31-052179-03	30Jul97	4	1Sep07	AVC-4258
16-35EPM-1	Org Level Electronic Programming Manual				
16-35J3781-1.1	Level Maint. w/IPB Interconnecting Box J-3781/ USM-458 P/N 3045758G1	1Aug03	2	1Sep07	1 TPDR
16-35R2055-1	Level Maint. w/IPB Receiver, Radar, Unit 5 R-2055A,B/ALR-67(V) P/N's 31-052164-02, -03	15Jan86	3	31Jul02	2 TPDR's
16-35R2148-1	Level Maint. w/IPB Recvr, Radar, Unit 6 R-2148B, C/ALR-67(V) P/N's 31-053839-03, -04	30Jul92	Notice	30Jul02	3 AVC TD's
16-45-1863	Airborne Interface AN/ALR-45, -50 Ops & Maint. Instruction	1Dec73	3	1Dec05	
16-600-74-6-2	Daily /Servicing/Special Chaff Countermeasures Dispensing Sets AN/ALE-43(V)1, P/N 39-2250-001, AN/ALE-43(V)2 P/N 39-2260-001, AN/ALE-43(V)3 P/N 39-2270-001	1Jun06	REV		AVC-5217

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
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**TRAVEL PROFILE: KNOWN TRIPS:****None Anticipated****TASK PROFILE:**

	<p style="text-align: center;"><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCR's), dispositioned Technical Publication Deficiency Reports (TPDR's) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>	
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

Task Description:

**(A) To be Furnished:**

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
16-30AAR47-1		1 TPDR, TD's
16-30AAR47-2		1 IRAC, TD's
16-30AAR47-3		New Manual
16-35ACS-2		
16-30ALE43-1		1 TPDR tied to AAR47-1
16-30ALE47-1		1 TPDR
16-30ALM70-1		1 TPDR tied to AAR47-1 / TD's
16-30ALM225-1		1 TPDR tied to AAR47-1
16-30ALM230-1		
16-30ALQ126B-1.1		1 TPDR tied to AAR47-1, TD's, SECRET
16-30ALQ126B-1.3		TD's
16-30ALQ144A-2		
16-30ALQ157-1		TD's
16-30ALQ157-2		Manuscript Draft
16-30ALQ162-1		TD's
16-30ALQ164-1		1 TPDR tied to AAR47-1
16-30ALQ167-1-2		1 TPDR (dated 2000 – needs EA)
16-30APR39AV2-1		IRAC/ TD's - Pending -
16-30ASM456-1		1 TPDR
16-30CD108A-1		SEC 5664
16-30CY7978B-1		
16-30USM406-7		4 routine TD's
16-30USM458-3		
16-35AS3190-1		AVC-4258
16-35EPM-1		Revision
16-35J3781-1.1		1 TPDR
16-35R2055-1		
16-35R2148-1		
16-45-1863		2 TPDR's
16-600-74-6-2		3 AVC TD's

1. One set(s) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverables are changed/corrected.

2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description. (In addition to the PDF copy created for upload to NATEC, whenever paper copies are required, contractor will provide separate files, within the same CD, for both regular-sized (8.5x11”) and foldout pages.)

3. Original and one (1) copy(s) of the Validation Certificate.

4. Original and one copy(s) of Record of Source Data Incorporation.

5. Original and one copy(s) of DD Form 250.

6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).

7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for Electronic Warfare (EW) Component FST, ISSC-SE Jacksonville, FL.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p><u>DISTRIBUTION STATEMENT C.</u> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes only (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Systems Command (PMA-272), RADM William A. Moffett Bldg, 47123 Buse Rd Bldg 2272, Patuxent River, MD 20670-1547.</p> <p><u>DESTRUCTION NOTICE:</u> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p> <p><u>COGNIZANT FIELD ACTIVITY:</u> In Service Support Center – Southeast (ISSC-SE) (Code 6.8.5.1) Naval Air Station (Cecil Commerce Center) Jacksonville, FL 32212-0016</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in QuickSilver XML IDU format. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Mary Harness, ISSC-SE Jacksonville, FL, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Mary Harness, ISSC-SE, Jacksonville, FL, Code 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## **SECTION D - PACKAGING AND MARKING**

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A: all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by the EW Component Data Manager, ISSC-SE, Jacksonville, FL, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner-induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	SHIP TO ADDRESS
0022	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination
0022AJ	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination
0022AK	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination
0022AL	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination
0022AM	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination
0023	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination
0023AK	POP 15-FEB-2008 TO 15-DEC-2008	See below FOB: Destination

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Mary Harness, EW Component Data Manager, ISSC-SE, Jacksonville, FL, Code 6.8.5.1, telephone (904) 317-1550, shall be notified immediately of the delay, the reason thereof, corrective actions to be taken, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is EW Component Data Manager, ISSC-SE Jacksonville, FL, Code 6.8.5.1. The proper Mailing Address is:

ISSC-SE  
6206 Aviation Avenue  
Cecil Commerce Center  
Attn: Mary Harness, Code 6.8.5.1  
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to ISSC-SE, Jacksonville, Florida, Code 6.8.5.1.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000

COST CODE: HQ018P3PQ011

AMOUNT: \$101,546.05

CIN 130009870000001: \$101,546.05

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0186		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Nov 21		4. REQ./ PURCH. REQUEST NO. N0001908HQ319M		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: E SMITH 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6100				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15									
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER									
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY					25. TOTAL	\$121,185.07
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.									
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II- Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (includes travel, material and ODC's) Period of Performance: 21-NOV-2007 to 20-NOV-2008	1,920	Hours		
				ESTIMATED COST	\$112,520.96
				FIXED FEE	\$8,664.11
				TOTAL EST COST + FEE	<u>\$121,185.07</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting Purposes Only	
CIN: N0001908HQC319M0001	ACRN AA	\$15,300.00
PURCHASE REQUEST NUMBER: N0001908HQC319M		



## C.1 STATEMENT OF WORK

### Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
X	<p>1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:</p>
X	<p>A. Exercise responsibility for managing the daily operations of CMIS.</p>
X	<p>B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.</p>
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p><i>a. The contractor shall coordinate with NATEC/applicable FST on recommended Work Unit Codes (WUCs) additions and deletions.</i></p> <p><i>b. The contractor shall coordinate with SPA WAR System Center Norfolk on recommended Position Sensitive Indicator (PSI) additions and changes.</i></p> <p><i>c. The contractor shall interface with the applicable aircraft PMAs, Fleet Support Teams (FST), and NATEC. The Government will provide Points of Contact.</i></p> <p><i>d. The Prime contractor shall submit via email request for travel NLT two working days prior to travel to the TPOC for approval. The TPOC or his representative will approve all travel in advance. The contractor shall provide a trip report via email to the Government whenever travel is performed in relation to this project. The trip report shall contain the following: purpose, dates, locations, personnel visited, major accomplishments, and follow-up activities that are required as a result of the trip. In addition, trips for the purpose of Site Readiness Reviews shall include a detailed report and findings.</i></p> <p><i>e. The contractor shall travel to the initial fleet OOMA install site and support OOMA implementation team as required.</i></p> <p><i>f. The contractor shall travel to the FST support site for review/analysis of platform source data as required.</i></p> <p><i>g. The following information shall be included monthly progress reports:</i></p> <ul style="list-style-type: none"> <li>• <i>Baseline Deficiency Trouble Report (BDTR) changes made to the baseline</i></li> <li>• <i>Non-BDTR changes made to the baseline</i></li> <li>• <i>The contractor shall develop and submit TPDR's via the NATEC Web Site. The</i></li> </ul>

	<p><i>contractor shall print and include a copy of each TPDR submitted as part of the Monthly Progress Report.</i></p> <ul style="list-style-type: none"> <li>• <i>Meeting notes from meeting attended during the report period.</i></li> <li>• <i>All changes to the OOMA Baseline shall be submitted through the NA WCAD OOMA baseline quality assurance process.</i></li> </ul> <p><i>h. The contractor shall attend bi-monthly AME Team Meeting.</i></p> <p><i>i. The contractor shall attend semi-annual Baseline Manager IPT meeting.</i></p> <p><i>j. The contractor shall attend platform TDSA review chaired by AIR 6.0.</i></p>
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Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
Patuxent River, MD	Yuma, AZ	1	1	42
Patuxent River, MD	Cherry Point, NC	1	2	42

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN DELIVERY DATE

0001 POP 21-NOV-2007 TO  
20-NOV-2008

## Section G - Contract Administration Data

FUNDING

In accordance with the clause entitled "Limitation of Funds" (Apr 84) FAR 52.232-22, the total amount presently available for payment by the government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed. The balance to fully fund this task order is \$105,885.07.

## ACCOUNTING AND APPROPRIATION DATA

AA: 171804 4A4N 252 00019 0 050120 2D 000000

COST CODE: HQ018HQC319M

AMOUNT: \$15,300.00

CIN N0001908HQC319M0001: \$15,300.00

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0187</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Nov 29</b>		4. REQ./ PURCH. REQUEST NO. <b>N0001908HQZZA2L</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE			<b>SEE ITEM 6</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.			24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL	\$2,102,061.03
26. DIFFERENCES										
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
					<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER	
									35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	NATEC 6.8.5.3 Technical Data support CPFF In accordance with section C PWS task order is severable FOB: Destination	52,320	Hours	This	
				ESTIMATED COST	\$1,951,774.40
				FIXED FEE	\$150,286.63
				TOTAL EST COST + FEE	<u>\$2,102,061.03</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	For Navy Accounting purposes only CPAF FOB: Destination PURCHASE REQUEST NUMBER: N0001908HQZZA2L		Lot		
	ACRN AA CIN: N0001908HQZZA2L0001				\$246,000.00

## Section C - Descriptions and Specifications

**C.1 STATEMENT OF WORK**

	<p><b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:</p>
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
	E. Portable Document Format (PDF)
	F. Tagged Information File Format (TIFF)
	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	<p>3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion. Data to be converted/formatted/processed may be in paper, on microfilm, or in digital format such as TIF or PDF.</p> <p>A. Technical Data Digitization Effort – The Contractor shall convert paper technical data into a digital format, make PDF manuals compatible with the NAVAIR Policy For Portable Document Format Technical Manual Conversion/Preparation for Web Posting and Non-allowable Formats for Print On Demand (POD) G and POD D (each available on the NATEC Web Site) as required and post to the NATEC website as follows:</p> <p>a) Produce PDF files of all technical manuals, technical directives, IRAC's,</p>

NATOPS IC's, publication changes, and any other publications that NATEC needs in order to perform its mission.

- b) Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).
  - c) Post to the NATEC web site technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes, Installation Drawing Packages (IDPs), Multimedia Job Performance Aids (MJPA) and any other publication in an approved NAVAIR 6.8.5 electronic format.
  - d) Archive all technical data that are posted to the NATEC web site as required.
  - e) Technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications provided in PDF shall be converted to the NAVAIR Policy For Portable Document Format Technical Manual Conversion/Preparation unless a waiver is provided by the Technical Data Competency.
  - f) The Contractor shall create POD G files for all PDF files that are in a current allowable POD G format defined in the NATEC Current Allowable and Non-allowable Formats for POD G and post them to the NATEC website.
  - g) The contractor shall ensure the following performance measures are met, assuming an average workload of 350 manuals per month, a surge capability of up to 600 manuals per month and an average manual size of 380 pages:
    - 1) **Overall Cycle Time:** 95% of all technical manuals received shall be posted within 7 calendar days from the time the manual is delivered to the time it is posted.
    - 2) **IRAC Cycle Time:** All complete technical manuals with IRACs inserted shall be posted within 4 calendar days.
    - 3) **Backlog:** The number of technical manuals in the backlog from the time a manual is delivered to the time it is entered into the editors' workflow shall not exceed 40 manuals.
    - 4) **Output Quality:** The contractor shall ensure that there are no more than 10 discrepancies per month, measured by number of external customer and Web Posting Lead complaints per the NAVAIR Policy for Portable Document Format Technical Manual Conversion/Preparation for Web Posting.
- B. Technical Directive (TD) Digitization Effort – Contractor shall convert TDs into a PDF format and make PDF TDs compatible with the NATEC Conversion Guideline.
- a) Scan all TDs that NATEC needs to perform its mission.
  - b) Clean TIFF images of all TDs that NATEC needs to perform its mission.
  - c) Produce PDF files of all TDs that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.
  - d) Post the TDs to the NATEC web site.
  - e) Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).

X	<p>5. Conversion efforts shall include 100% quality assurance of converted products, including technical directives, technical manuals, and JEDMICS drawings, for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.</p> <p>A. Perform 100% Quality Assurance (QA) on all engineering drawings and associated documents in accordance with NATEC JEDMICS Quality Assurance SOP. Apply Data Markings to Unmarked Drawings Required for Parts Procurement, IAW JEDMICS SOP. Update TMAPS database IAW JEDMICS PC Users Guide and WebJEDMICS User's Guide.</p> <p>B. Contractor shall provide QA on all technical directives (TDs) and/or technical manual (TMs) posting. Contractor shall record the results of this QA effort to show totals of items reviewed per period, number of items with deficiencies discovered during period, and number of specific deficiencies (by type) discovered during the review period, along with cumulative data since the beginning of the task order on the TD QA Report Form,. The government reserves the right to implement changes or modify the QA Report as deemed necessary, which shall be used as the official template for report submission. TM results should be similar.</p> <p>C. Results shall be submitted weekly to the appropriate Government Leads for all reviews completed in the previous week at a time scheduled between the government and the contractor. Data of specific items shall be collected by the contractor and used to enact corrective actions, as necessary. The CSS Site Lead shall be responsible for assuring that all posted Technical Data (TDs, TMs, JEDMICS...etc) are QA'd, that all QA is thoroughly completed, and the QA results are reported in timely manner. The direction above assumes 100% of technical directive and technical manual postings will be QAd, but the actual percentage can be reduced by the direction of government Leads in writing via email direction.</p>
X	<p>6. The contractor shall provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to Level 2 through Level 9.</p> <p>A. Scan engineering drawings and associated documents from aperture card and hard copy into JEDMICS in accordance with NATEC JEDMICS Standard Operating Procedures for Scanners. The JEDMICS Input (SCAN) Subsystem User's Guide, and Output User Guide, (latest revisions).</p> <p>B. Provide data analysis for each batch in accordance with SOPs, providing detailed description of all erroneous meta data items and image illegibility found, Attachment (9).</p> <p>C. Provide status reports to the NATEC JEDMICS Supervisor, code 6.8.5.3, of all data production completed by each technician by data type in accordance with SOPs.</p> <p>D. Proactively suggest and participate in Technical Data process improvements as required to improve support initiatives and/or achieve cost and time savings.</p>

	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>A. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a)</p> <p>The contractor shall be thoroughly familiar with the 00-25-100 Naval Air Systems Command Technical Manual Program Manual. The contractor shall process customer requests including Automatic Distribution Requirements Listings (ADRL), Initial Outfitting Lists (IOL); electronic Publication Order Sheets (ePOS); Manual Cancellations; ADRL Account Cancellations; Military Standard Requisition and Issue Procedures (MILSTRIP) requisitions; orders for Print on Demand (POD) manuals; and Reprints of manuals to replenish shelf stock.</p> <p>b)</p> <p>The contractor shall update and retrieve information from customer database and use customer database to generate mailing labels and shipping documentation for distribution of technical manuals. Contractor shall update and retrieve information from technical manual database, library, and archive databases.</p> <p>c)</p> <p>The contractor shall convert manuals to Print On Demand Status, maintain continuous exchange of information with customers, and follow through on customer requests via telephone, email, mail and fax, fulfill customer technical manual requirements for deploying fleet activities, using internal NATEC processes in the Technical Manuals Distribution Desktop Procedures, provided either in a loose-leaf binder at each contractor's desk or on the NATEC web site as well as standard military supply processes set forth in NAVSUP P485 Volume 3 and DOD 4000.25.-1-M.</p> <p>d)</p> <p>The contractor shall record all telephone calls, official correspondence, email, and other internal and external customer contact in accordance with distribution division procedures.</p> <p>e)</p> <p>The contractor shall assist in maintaining Technical Publications Library and Archives, update shelf copies of manuals as required, assist customers in locating technical data as needed, perform inventory of library and archives, prepare manuals for scanning.</p> <p>f)</p> <p>The contractor shall interface with Document Automation and Production Service (DAPS) personnel, order copies of manuals for urgent customer requirements and for fulfillment of standard supply system requisitions, maintain and update databases</p>

containing information about technical manuals.

g)

The contractor shall research information, such as outstanding Interim Rapid Action Changes, publication history, distribution requirements, aircraft applicability, part numbers, Navy stock numbers and cross-service publication numbers, in regard to technical manuals, using multiple databases and points of contact.

h)

The contractor shall perform data entry of work unit code and maintenance plan information into multiple databases, based on information and guidance provided by Department Manager or Branch Supervisor, or Branch Team Lead. The contractor shall assist in generating work unit code manuals from said databases and prepare work unit code manuals to be posted to the NATEC web site, for automatic distribution and for requisition via the Print On Demand system. The contractor shall be proficient in PDF editing, MS Word, Access, Excel, and PowerPoint. The contractor shall prepare maintenance plans for archiving.

i)

The Contractor shall be thoroughly familiar with the 00-25-300, the NAVAIR Technical Directives System Management and Procedures Manual. The contractor shall process all incoming Technical Directives (TDs). This includes a multitude of tasks, which may include:

( 1 )

Performing data entry tasks to log all incoming work (number assignments, Change or Bulletin TDs, message/letter/paper formats) into the Technical Manual Application System (TMAPS) database ensuring the following information is entered. Such data will include, but is not necessarily limited to, TD Technician's name, TD Subject, Priority Category, Maintenance Level, TD Preparer Point of Contact (POC) information, Technical Publication Discrepancy Report Disposition Authority (TDA), PMA, TD Issue Date, Target Completion Date, Engineering Change Proposal (ECP) number, Configuration Control Board (CCB) number and date, Document Control Number, Type Model Series (TMS) and Type Equipment (TEC) applications, Page Count, Distribution Code, NSN, Work Unit Code (WUC), distribution date, and P&D costs..

( 2 )

Forward formal Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for processing and input into the Drawing Repository. Post informal-IDPs that are not formal drawings behind TDs on the web site if not proprietary, otherwise sensitive, or too large to view in this format. Any informal IDPs that are not posted must be archived.

( 3 )

Using NLL, assign a NSN to any Change TD not already having a NSN. Create/update the applicable NLL metadata records.

( 4 )

Make all Change TDs Print-On-Demandable (PODable). Update NLL and TMAPS accordingly.

(5)

Process TDs, that are to be printed, for DAPS, including creating special DAPS file, determining/providing DAPS funding data and mailing labels.

(6)

Route work to designated technicians, as directed, for QA. Provide QA, as directed, on other technicians' work.

(7)

Provide one hard copy for preparation of the TD weekly summary. Prepare TD Weekly Summary, and ensure that the weekly summary is sent out as a naval message. Post copy, and enter Date Time Group (DTG), of message in TMAPS.

(8)

The Contractor shall provide customer interface and support services that may include: Respond to all customer TD inquiries received via centralized electronic mailbox, personal/forwarded e-mails, or the phone. Research, analyze, and resolve issues. Use TMAPS, other databases, and master logbook files to locate pertinent data; ensure digital availability of TDs on the NATEC Web Site to satisfy fleet and other customer requests. Requests for information outside the normal scope of support shall be directed to a TD branch government official.

(9)

Identify legacy TDs that are missing from web. Determine priorities; locate copies, and digitize/cleanup/format as necessary to post TDs to web. The Contractor may request assistance from the cognizant Program Office, Fleet Readiness Centers (FRCs-fomerly known as Naval Aviation Depot (NADEP)), or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.

(10)

Inventory, organize, and maintain paper archives of TDs and related data. Maintain electronic inventory of this data.

(11)

The Contractor shall provide general clerical duties in support of the TD Branch operations. These duties may include, but are not limited to, maintaining the master TD repository; Scanning TDs in accordance with paragraph 3.3 above; research and analysis; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Track and maintain TD processing status; Attend TD team meetings; and Provide assistance in the development of new processes and procedures.

j) The Contractor shall process all issued Technical Directives. This includes a multitude of tasks, which may include: updating the TMAPS database with distribution date and printing cost; initiate an ePOS if necessary; route completed TDs to respective technician for Quality Assurance (QA) review; and provide one hard copy for preparation of the TD weekly summary.

k) The Contractor shall support the tasks following the preparation and transmission of the

	<p>weekly TD summary by providing message DTG entries into TMAPS database for each respective TD; and ensure new record entries are made into TMAPS for TDs disseminated via message or letter.</p> <p>l) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Ensure digital availability of TDs on the NATEC Web Site to satisfy fleet and other customer requests. Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>m) The Contractor shall maintain the master TD repository, which may include: Scanning TDs in accordance with paragraph 3.3 above, research and distribution status; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures.</p> <p>n) As tasked by government Leads, the Contractor shall request assistance from the cognizant Program Office, Fleet Readiness Centers (formerly know as NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	<p>6. The contractor shall provide research and support in the management of data requested under the Government and Cash Sales programs.</p> <p>The contractor shall provided research and support in the management of data requested under the Government, Fleet, and U. S. Qualified Contractor Program for Private Industry Cash Sales engineering drawing and NAVAIR publication programs.</p> <p>The contractor shall perform administrative and other business related duties as well as those described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives, and policies.</p> <p>The contractor shall perform duties to include: scanning, keypunch, computer equipment, and databases as required to complete the assigned tasks. Draft letters from boiler plate for communications with and billing of customers to include formal correspondence for technical data review. Tickler tracker file shall be maintained to track task assignment of progress of request(s) and billing of customer. Perform data and database entry and data management.</p> <p>The contractor shall perform paper, film, and electronic filing of records, correspondence, and other data as required.</p> <p>The contractor shall answer, initiate and log phone calls and correspondence to and from internal</p>

	<p>and external customers. Provide email and other documentation as required.</p> <p>The contractor shall research and build data tool sets for technical data packages to include engineering drawings and technical publications provided in CD, engineering drawing electronic NATEC database, paper and aperture card format, in order to complete customer technical data requests.</p> <p>The contractor shall research technical publications and engineering drawings via NATEC database and customer database. Pull engineering drawings in film format. Return of film format engineering drawing to files, and other filing tasks as applicable in support of NATEC Distribution and Repository functions.</p> <p>The contractor shall review technical data (engineering drawings, TDs, and publications) for distribution release per applicable regulations as provided to the contractor by Department Manager, Branch Supervisor or Team Leads and described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>The contractor shall keep detailed records of work accomplished, including all telephone calls, facsimiles, email contacts and database request tracking system with internal and external customers using the JEDMICS Tracking Report and FGIS Weekly FY Status Provide reports to Department Manager, Branch Supervisor, or Team Leads regarding production work task assignment status, customer contact, and official correspondence.</p> <p>Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).</p>
	<p><b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b></p>
	<p>5. The contractor shall perform the following technical tasks as defined in individual delivery orders:</p>
	<p>A. Data/Media receipt, review and entry.</p>
X	<p>(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.</p>
	<p>B. Data/Media Control.</p>
	<p>C. Data/Media Management.</p>
	<p>D. Inventory</p>
	<p>E. Data Reproduction.</p>
X	<p>(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.</p>
X	<p>(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction.</p>
	<p>F. Data Acquisition and retrieval support.</p>
	<p>G. Management of Master Data Packages or Master Files.</p>
	<p>H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.</p>

X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required. Respond to routine inquiries from customers.
I. Technical Documentation Research.	
X	<p>The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate Technical Updating Authority (TUA), validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.</p> <p>A. The contractor shall perform the following in support of the NATEC Distribution Branch:</p> <ol style="list-style-type: none"> <li>1) Stage the publications for scanning/reprinting. <ul style="list-style-type: none"> <li>❑ Since the scanning and reprinting functions are dependent upon the media in which the publications are received, the contractor shall stage scanned pubs for scanning as they are received based on the priority of the platform as assigned by NATEC; reprinting is a function of demand and such items as NATOPS and colored print pubs will be staged for reprinting on demand and distribution.</li> <li>❑ Actual publications or Master Data Packages (MDPs) on-site at NATEC will remain in their existing repository location until the day scheduled for the scanning operation. Following scanning and Quality Assurance (QA) of the scanned material, all materials will be returned to their repository location. If the publications or MDPs are not at NATEC and as tasked by government Leads, the contractor shall contact the Technical Update Authority (TUA) for a complete copy. This copy will be held at scanning until the scanning and QA are complete at which time the contractor shall deliver the copy for archiving at NATEC.</li> <li>❑ The contractor shall propose an electronic scanning workload management system that could be used to monitor changes in priorities. This type of system could be implemented with a simple work list, using EXCEL.</li> </ul> </li> <li>2) Perform the scanning function (on an emergency basis). <ul style="list-style-type: none"> <li>❑ As required and if building access is authorized by NATEC, the contractor shall coordinate with NATEC/DAPS and prioritize scanning efforts to meet “emergency” requirements and to perform the scanning function.</li> <li>❑ As required for exceptionally high priority scanning requirements, the contractor shall recommend contingency scanning arrangements to the NATEC Distribution Branch.</li> </ul> </li> </ol>
J. Relocation of data and satellite libraries.	
K. Data Dissemination.	

X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Federal Express and Express mail transmittals shall be approved by designated government authority prior to distribution.
<b>L. Mail Operations.</b>	
X	<p>(1) The Contractor shall receive, sort, and process data received via guard mail, postal delivery, and Message Dissemination System.</p> <ul style="list-style-type: none"> <li>a) Contractor shall receive, sort, process and deliver mail, guard mail, and freight in accordance with OPNAVINST 5112.5A and DOD Postal Instruction 4525.6-M.</li> <li>b) If items received are customer pick-up items, contractor shall notify the appropriate personnel or section for material pick-up accordingly.</li> <li>c) Contractor shall notify the Distribution Supervisor (or alternate) if items received in the mailroom cannot be determined, processed, or forwarded.</li> <li>d) Track and maintain cost accounting for Express Mail accounts and delivery receipts.</li> <li>e) Upon notification of equipment malfunctions the Contractor shall provide minor maintenance to office equipment such as: copiers, fax machines, paper shredders and printers. If office equipment needs further maintenance, authorization to call outside sources shall be coordinated through NATEC Facilities Rep.</li> <li>f) Contractor shall coordinate with the appropriate NATEC government representative(s) to order office supplies such as: copier paper, computer printer ribbons/cartridges, and other general office supplies for support of local NATEC operations.</li> <li>g) Contractor must be able lift up to <b>50 pounds</b> as required by the receipt and delivery of data, supplies, and freight of NATEC mailroom operations.</li> <li>h) Contractor shall deliver copier paper or supply material in support of as required by NATEC Divisions within North Island facilities.</li> <li>i) Contractor shall maintain and limit access to authorized personnel <b>ONLY</b> in support of the NATEC Mailroom located in Building 90.</li> <li>j) Contractor shall maintain the Mailroom in a neat, clean, and orderly manner.</li> <li>k) Contractor shall return mail and process returned mail as required.</li> <li>l) Contractor shall man the mailroom Monday through Friday from 7:00am to 3:30pm.</li> <li>m) Should there be any requirement not within the mailroom specified duties, the contractor shall advise the requesting personnel/activity to coordinate with the appropriate authority accordingly.</li> <li>n) Contractor shall complete Attachments (13) and provide them to the NATEC TCOR by the 5<sup>th</sup> of each month.</li> </ul>
X	(2) The Contractor shall receive, sign for packages, and contact/notify the appropriate government personnel/activity for pickup as required. The Contractor shall retain a copy of all package receipts, which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored. Loitering and unauthorized personnel shall be restricted in the mailroom area.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-DEC-2007 TO 30-NOV-2008	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4A 252 00019 0 050120 2D 000000  
COST CODE: HQ018HQZZA2L  
AMOUNT: \$246,000.00  
CIN N0001908HQZZA2L0001: \$246,000.00

## Section H - Special Contract Requirements

SPECIAL INSTRUCTIONS

Place(s) of Performance other than travel locations.	NATEC NAS North Island San Diego, CA
Will contractor need assigned government spaces?	Yes
Technical Point of Contract (TPOC):	Phet Rassavong (619) 545-2158
TPOC Mailing address:	Commanding Officer, NATEC Bldg. 90, NAS North Island POB 357031, San Diego, CA 92135-7031
TPOC Email:	Phet.rassavong@navy.mil
TPOC Fax:	(619) 545-2272
Task Order Effort Security Classification:	Secret

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
Naval Logistics Library (NLL) Conference: 2 Contractors	Philadelphia, PA or Washington, D.C.

- **US Citizenship is required.**
- **All Contractor Support Service (CSS) personnel and work performance requires SECRET clearance.**
- **Newly hired CSS shall have at least an Interim Secret Clearance PRIOR TO reporting for work on board NATEC premises.**
- Each employee and appropriate corporate officer shall sign the Conflict of Interest and Non-Disclosure Statement, Attachment (14) and forward to the NATEC Security Officer.
- CSS Site Lead (or authorized personnel/alternate) shall report all CSS absence (late arrival, early secure, emergency leave...etc) via email to the NATEC TCOR.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0188</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Dec 01</b>		4. REQ./ PURCH. REQUEST NO. <b>N0001908HQZZA3L</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6)  <b>SEE ITEM 6</b>			CODE		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)	
9. CONTRACTOR <b>ALUTHQ SECURITY &amp; TECHNOLOGY, LLC</b> NAME <b>GREG HAMBRIGHT</b> AND <b>737 VOLVO PARKWAY, SUITE 120</b> ADDRESS <b>CHESAPEAKE VA 23320-4039</b>			CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK <b>See Item 15</b>		
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL		\$760,015.63	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	NATEC Technical & business re-engineering CPFF In Accordance with Section C SOW This task order is severable FOB: Destination	13,440	Hours	
			ESTIMATED COST	\$705,678.39
			FIXED FEE	\$54,337.24
			TOTAL EST COST + FEE	<u>\$760,015.63</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: N0001908HQZZA3L	
	ACRN AA CIN: N0001908HQZZA3L0001	\$154,000.00

## Section C - Descriptions and Specifications

	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.</p> <p>A. The contractor shall perform the following technical and process reengineering tasks in the areas of training and documentation of the TMAPS and ELAR, PERS and ETS of the TMAPS and ELAR Programs and related sub-systems.</p> <ol style="list-style-type: none"> <li>1) The contractor shall provide on-site training to FST/IPTs. Training shall include information on the Users' Guide, Source Data Module, Pub Plans, Enhanced Library Management System and other aspects of TMAPS. Training shall be tailored for Data Managers, Logistics Element Managers, and other designated personnel as identified by the TPOC.</li> <li>2) The contractor shall analyze and document all required enhancement to the ELAR, PERS and ETS system, including database, query and reporting enhancement.</li> <li>3) The contractor shall update and maintain the TMAPS Users Guide and Handbook to provide guidance to FST/IPTs, DMs, LEM's, and users.</li> <li>4) The contractor shall prepare, update and maintain the ELAR User Guide and Handbook to provide to all ELAR users and managers.</li> <li>5) The contractor shall update syllabus and training aides to provide instruction on the usage of the TMAPS Users Guide, Handbook, Source Data Module, Pub Plans and ELMS</li> <li>6) Instruction shall also be provided on data integrity for the ELAR, PERS, and ETS sub-system as required.</li> <li>7) The contractor shall travel to NAVAIR facilities and DoD Contract Support facilities in support of the above requirements.</li> <li>8) As task by the government, the contractor shall provide training assistance to the APML as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes.</li> <li>9) The contractor shall furnish a TMAPS and ELAR monthly report detailing progress, accomplishments, barriers/challenges, future plans, and recommendations.</li> <li>10) The contractor shall develop documentation specific in nature to Software and Systems Applications for TMAPS, ELAR, PERS, and ETS configurations including ELMS and other TMAPS, ELAR sub-modules as required.</li> <li>11) The contractor shall assist in permissions and role assignments for the CONTENT@ Content Management System, and the contractor access to the NATEC website.</li> <li>12) The contractor shall assist in permission and role assignment for the ELAR, PERS, and ETS sub-systems.</li> </ol>

B. The contractor shall provide support in the following areas:

- 1) The contractor shall provide a written review of possible Remedy and database architectures and propose an architectural solution best suited to NATEC's requirements.
- 2) The contractor shall work with NATEC personnel to gather, analyze, itemize, and prioritize functional requirements. The product of this work will be the preliminary requirements document. This document will detail the modules necessary to provide a quality solution that fits NATEC's business process.
- 3) The contractor shall provide a User Guide, Administrative Guide, and Finalized Requirements Document. These documents will describe the procedures for using and administering the application.

C. Duties of the JEDMICS system administrator include, but are not limited to the following:

- 1) Daily monitoring of system functions to ensure all facets of the system are operational
- 2) Rebooting the system as required due to maintenance or system failures
- 3) Responding to user questions and problems and resolving their issues
- 4) Advising management on hardware and software related issues including suggested upgrades
- 5) Resolving problems with database corruption as it occurs
- 6) Installing IAVA security patches as required to maintain a secure system environment
- 7) Proactively suggest and participate in process improvements as required to improve support initiatives and/or achieve cost and time savings

D. Additional travel contemplated under this Task Order will be coordinated with the TPOC and Site Leads at each facility. The primary justification for travel is to provide updated training, resolve issues peculiar to a site/user, and improve the continuity of TMAPS/SDM/ELAR. In addition, travel will be required for the implementation, rollout, testing and training of ELMS and JEDMICS.

E. NATEC 6.8 requires contractor support for updating the documentation of the NATEC technical data web site including system enhancements and new applications such as the Source Data Module, ELMS, ELAR, PERS, and ETS sub-systems.

All written documentation shall be provided in Microsoft Word format. Flow charts shall be provided in VISIO format. Plan of Action and Milestone (POA&M) shall be report in MS Project.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-DEC-2007 TO 30-NOV-2008	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

The Total Not to Exceed Amount of the order is \$760,015.63. The balance to fully fund is \$606,015.63.

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4A 252 00019 0 050120 2D 000000

COST CODE: HQ018HQZZA3L

AMOUNT: \$154,000.00

CIN N0001908HQZZA3L0001: \$154,000.00

## Section H - Special Contract Requirements

SPECIAL INSTRUCTIONS

Place(s) of Performance other than travel locations.	NATEC NAS North Island San Diego, CA
Will contractor need assigned government spaces?	Yes
Technical Point of Contract (TPOC):	Phet Rassavong (619) 545-2158
TPOC Mailing address:	Commanding Officer, NATEC Bldg. 90, NAS North Island POB 357031, San Diego, CA 92135-7031
TPOC Email:	Phet.rassavong@navy.mil
TPOC Fax:	(619) 545-2272
Task Order Effort Security Classification:	Secret

**TRAVEL PROFILE: KNOWN TRIPS**

<b>PURPOSE</b>	<b>LOCATION</b>
Provide training, analysis, programming and reliability of sight data in TMAPS / ELARS and other sub-modules including the Enhanced Library Management System (ELMS) to enhance overall understanding of the system. Technical exchange on the JEDMICS system.	Various locations, including but not limited to: China Lake, CA, Port Hueneme, CA, Lemoore, CA, Patuxent River, MD, Jacksonville, FL, Cherry Point, NC, Lakehurst, NJ, Whidbey Island, WA, Point Mugu, CA, Crane IN, McLean VA

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0189</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Jan 09</b>		4. REQ./ PURCH. REQUEST NO. <b>1300096549</b>		5. PRIORITY <b>DO-C9</b>													
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) CODE <b>S5111A</b> DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651															
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED											
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY CODE <b>HQ0338</b> DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15													
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																	
		PURCHASE <input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein. REF:																	
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.																					
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)												
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:																					
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>																					
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT									
<b>SEE SCHEDULE</b>																					
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$118,482.85		26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE													
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS											
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR											
36. I certify this account is correct and proper for payment.										31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.							
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Multiple Platforms FMS IT Support CPFF	1920	Hours		
	The contractor shall provide the above support IAW the Statement of Work in Section C.				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 1300096549				
				ESTIMATED COST	\$110,011.93
				FIXED FEE	\$8,470.92
				TOTAL EST COST + FEE	<u>\$118,482.85</u>
	ACRN AA				\$118,482.85
	CIN: 130009654900001				

## Section C - Descriptions and Specifications

STATEMENT OF WORK

	<b>3.1.2 General Task 3.3A-2 Requirements Analysis</b>
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.</p> <p>A. The contractor shall perform the following technical and process reengineering tasks in the areas of documentation and training of TMAPS and related sub-systems only in regards to FMS.</p> <ol style="list-style-type: none"> <li>1) The contractor shall provide on-site training to FMS LEMs/AIR 6.8.5. Training shall include information on the Users' Guide, Source Data Module, and other aspects of TMAPS and be tailored for above mentioned personnel.</li> <li>2) The contractor shall analyze and document all required enhancement to the database, query and reporting enhancement wrt FMS.</li> <li>3) The contractor shall update and maintain the TMAPS Users' Guide and Handbook to provide guidance to LEMs' and users' wrt FMS information. The task will include the modification/update of the Users' Guide and Handbook to include development of new sub-applications in TMAPS and changes/enhancements of existing applications.</li> <li>4) The contractor shall instruct government and contract support personnel on populating the Source Data Module and Central Repositories with Meta-data updating the NATEC Web site using TMAPS. Instruction shall also be provided on data integrity and other TMAPS sub-modules as required.</li> <li>5) The contractor shall update syllabus and training aides to provide instruction on the usage of the TMAPS Users' Guide, Handbook, source Data Modules.</li> <li>6) The contractor shall travel to NAVICP &amp; NAVAIR HQs in support of the above requirements.</li> <li>7) The contractor shall provide briefings as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes.</li> <li>8) The contractor shall furnish TMAPS monthly report detailing progress, accomplishments, barriers/challenges, future plans, and recommendations.</li> </ol>

- 9) The contractor shall develop documentation specific in nature to Software and Systems Applications for TMAPS and sub-modules as required.
- 10) T  
The contractor shall support the NATEC technical data web site by continuing to develop system and application flow diagrams that depict database table relationships including indices, keys and the applications that access the tables, detailed functional program operation specifications.
- 11) The contractor support shall include analysis of assigned modules for TMAPS. The task shall include interfacing with databases at NAVICP and other FMS-related facilities via web services and modification of existing applications in TMAPS to include IRAC management against unique FMS Technical Manuals.
- 12) The contractor shall participate directly in developing improved methods (process improvement) by assisting subject matter experts in highly specialized and functional areas.
- 13) The contractor shall utilize a web-enabled end-to-end process management capability for FMS releasability / sanitization. This requires the ability to manage FMS unique TM number assignment / metadata offline from USN inventory.
- 14) The contractor shall utilize a web-enabled "order placed" to "order delivered" workflow tracking for all deliverables, including unique/sanitized TMs
- 15) The contractor shall utilize a module to store all IOL for all platforms.
- 16) The contractor shall determine some additional requirements that will be needed for transition from Out-of-Production to Out-of-Inventory platforms with regard to archives and repository.
- 17) The contractor shall maintain within TMAPS P&A/ROM for future usage by country and platform.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 09-JAN-2008 TO 30-NOV-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4RZ3 252 00019 0 050120 2D 000000

COST CODE: HQ018PR01568

AMOUNT: \$118,482.85

CIN 130009654900001: \$118,482.85

## Section H - Special Contract Requirements

SPECIAL INSTRUCTIONS

Place(s) of Performance other than travel locations.	NATEC North Island, San Diego, CA 92135
Will contractor need assigned government spaces?	Yes
<b>Technical Point of Contact (TPOC):</b>	Phet Rassavong (619) 545-2158
<b>TPOC Mailing address:</b>	Commanding Officer, NATEC Bldg. 90, NAS North Island POB 357031, San Diego, CA 92135-7031
<b>TPOC Email:</b>	Phet.rassavong@navy.mil
<b>TPOC Fax:</b>	(619) 545-2722
Task Order Effort Security Classification:	Secret

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
Technical Coordination Meeting	Patuxent River, MD & Tucson, AZ(2 trips)

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0190		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Dec 11		4. REQ./ PURCH. REQUEST NO. N0001908PRA211M		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		CODE S5111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		
								<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: <b>1</b>										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY					25. TOTAL \$95,532.47	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Ordering Period II - Technical Manual FFP preparation and publishing performed IAW Section C Statement of Work. This task order is Non-Severable FOB: Destination				
0001AA	Page changes to existing Technical FFP manuals-Digital to Digital Format (Contract CLIN 0022AF) Ordering Period 1/12/07 through 1/11/08 FOB: Destination	226	Page	\$49.61	\$11,211.86
0001AB	New Pages to existing Technical Manuals FFP Digital to Digital Format (Contract CLIN 0022AG) Ordering Period 1/12/07 - 1/11/08 FOB: Destination	3	Page	\$82.06	\$246.18
0001AC	Output of Portable Document Format (PDF) FFP Files (Contract CLIN 0022AH Ordering Period 1/12/07 - 1/11/08 FOB: Destination	3,666	Page	\$7.48	\$27,421.68

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Ordering Period II - Technical Manual FFP Technical data package conversion performed in accordance IAW Section C Statement of Work FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA	Conversion of hardcopy to master FFP revisable text files in Interleaf format. (Contract CLIN 0023AF) Ordering period 1/12/07 through 1/11/08 FOB: Destination	3,465	Page	\$16.35	\$56,652.75

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0003	For Navy Accounting purposes only	
CIN: N0001908PRA211M0001		ACRN AA \$95,532.47

PURCHASE REQUEST NUMBER: N0001908PRA211M

## Section C - Descriptions and Specifications

SOW

T

**Technical Manuals, Conversion, and TMCR****SOW PROFILE:**

Deliverable	Frequency:	Distribution
		William Pfeiffer. Code 6.8.5, NADEP NORTH ISLAND

**SCOPE PROFILE:**

Prepare Revision/Changes or digitization for ACE Common Component technical manuals listed below using Interleaf and master digital files (when available). Incorporate source data as listed in Section H. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD).

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	<b>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into</b>

	<b>government technical manuals.</b>
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders. <b>a. Foldout pages shall be delivered as a single page and a single digital file. Delivery of truncated pages or multiple segments of foldout pages (with the intent to assemble as a single page at the printer's facility) shall not be permitted. Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.</b>
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance

	Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a

	manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____with change information. Change dated ____ has been incorporated in this issue and makes this a complete manual."
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	C. Computer Graphics Metafile (CGM)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data

	elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

## SCHEDULE

Following publications are submitted for this work order:

**Part 1.****Technical Manual Contract Requirement Work Statement****SCHEDULE Part 2.**

**Delivery schedule to be approximately 2000 pages per month commencing 60 days after task order award date.**

PUB NO	PG COUNT	# F/O pgs	FO Equiv	TPDR s	IRAC	TMDS R	CLIN 0022AB Chg PG	CLIN 0022AC New PG	CLIN 0022AD PDF	CLIN 0023AB DIG
05-15C-501	116	10	40	3		1	7		7	
05-15D-506	40	1	4	1		1	4		4	
05-20BEA-3	428	1	4	1		1	4		4	
05-35KAA-48	547	9	36	1		1	5		5	
16-30APM289-1	166	0	0	2			3		166	166
16-30ARC94-1	350	58	232	6		1	8		8	
16-30ARM102-1	55	1	4	1		1	5		5	
16-30ARM200-1	246	38	152	2			4		4	
16-30ARM74-1	55	0	0					2	55	55
16-30ARN32-3	38	0	0	1			3		38	38
16-30ARN59-2	186	7	28		1		5		5	
16-30ASH20-2	232	0	0	1		2	7		7	
16-30ASQ81-1	112	0	0	3		1	8		8	
16-30ASQ81-2	113	30	120	1			3		3	
16-35AS909-1	50	2	8	1		2	7		7	
16-35AS909-2	40	0	0						40	40
16-35C10156-1	173	2	8	1			99	1	99	
16-35C10320-1	53	3	12	1		2	7		62	62
16-35C11194-1	47	0	0	1			3		3	
16-35C11825-1	132	18	72	1		1	7		7	
16-35C11837-1	49	3	12	1			3		3	
16-35C11838-1	35	1	4	1			3		38	38

16-35C9451-1	192	0	0	2			3		192	192
16-35CP1585-1	76	2	8	1		1	5		5	
16-35CP1820-1	120	12	48	2		2	6		6	
16-35ID663-18	38	0	0	1			3		3	
16-35R1623-1	94	0	0	1			5		5	
16-35SM511-1	528	0	0						99	99
16-45-1649	104	3	12						113	113
AE-610AA-740-500	2662	0	0	5			6		2662	2662
AE-610AA-740-900	72	0	0			1	3		3	

Task Description:

**(A) To be Furnished:**

X	1. <u>1</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>1</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>1</u> copy(s) of the Validation Certificate.
X	4. Original and <u>1</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>1</u> copy(s) of DD Form 250.
X	6. Original and <u>1</u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Questions which arise in relation to technical manual content shall be presented to: William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot NAS North Island P.O. Box 357058, Bldg 334-1 ATTN: William Pfeiffer, Code 6.8.5 San Diego, CA 92135-7058

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:  A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  <b>DISTRIBUTION STATEMENT C.</b> Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commander, Naval Air Systems Command (PMA-209), 47123 Buse Rd., Bldg. 2272, Patuxent River, MD 20670-1547.  <b>DESTRUCTION NOTICE:</b> For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.  <b>NOTE:</b> The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	<p>4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Existing style and format.</p>
X	<p>5. Proof copies shall be prepared in accordance with best commercial practices.</p>
X	<p>6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Interleaf IDU files, CD shall include readme file with file name as written to CD and corresponding publication number with basic and change date if applicable.</p>
X	<p>7. All new illustrations will be in the form of line drawings.</p>
X	<p>8. Questions which arise in relation to technical manual content shall be presented to William Pfeiffer, NADEP NORIS, Code 6.8.5, San Diego, CA.</p>
X	<p>9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.</p>
X	<p>10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to William Pfeiffer, NADEP NORIS, Code 6.8.5, San Diego, CA. for resolution.</p>
X	<p>11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.</p>

Section D - Packaging and Marking

MARKING

**SECTION D - PACKAGING AND MARKING**

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number /Delivery Order Number.

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS
0001	N/A	N/A	N/A
0001AA	POP 01-JAN-2008 TO 30-JUN-2008	N/A	N/A FOB: Destination
0001AB	POP 01-JAN-2008 TO 30-Jun-2008	N/A	N/A FOB: Destination
0001AC	POP 01-JAN-2008 TO 30-JUN-2008	N/A	N/A FOB: Destination
0002	N/A	N/A	N/A
0002AA	POP 01-JAN-2008 TO 30-JUN-2008	N/A	N/A FOB: Destination
0003	POP 01-JAN-2008 TO 30-JUN-2008	N/A	N/A FOB: Destination

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000

COST CODE: HQ018PRA211M

AMOUNT: \$95,532.47

CIN N0001908PRA211M0001: \$95,532.47

## Section H - Special Contract Requirements

**SPECIAL INSTRUCTIONS**

Place(s) of Performance other than travel locations.	Contractor
Will contractor need assigned government spaces?	No
Technical Point of Contract (TPOC):	William Pfeiffer
TPOC Mailing address:	Naval Aviation Depot NAS North Island P.O. Box 357058, Bldg 334-1 San Diego, CA 92135-7058
TPOC Email:	william.pfeiffer@navy.mil
TPOC Fax:	619-545-4625
Task Order Effort Security Classification:	Classified
General Level of Effort Expected	CLIN 0022AB – Pgs CLIN 0022AD – Pgs CLIN 0023AB – Pgs
List all Funding Appn/Yrs to be used:	FY 08 PRL
Prior Support provided by:	Cont #: N68936-04-D-0008 TO. 0134

This task is UNCLASSIFIED.

NAVAL AVIATION DEPOT, NORTH ISLAND, Code 6.8.5 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**Assumptions:**

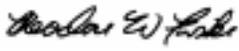
- Original documents will contain no less than a size 8 font
- Original documents will be provided by the TPOC in good condition
- Upon completion of documents, deliver PDF and Interleaf IDU files on CD-ROM according to the approved delivery.
- Delivery schedule is dependent upon source data being supplied to the Subcontractor in a timely manner.

**Exceptions/Concerns:****SCHEDULE Part 2.****Delivery schedule to be**

**approximately 2000 pages per month**

commencing 60 days after task order award date.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0191</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Mar 10</b>		4. REQ./ PURCH. REQUEST NO. <b>1300098987</b>		5. PRIORITY <b>DO-C9</b>		
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-8182 EMAIL: theodore.fiske@navy.mil BY: THEODORE W FISKE						25. TOTAL <b>\$777,963.07</b>		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
<b>36. I certify this account is correct and proper for payment.</b>												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section A - Solicitation/Contract Form

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	H-1 Tech Pubs CPFF Managerial, analysis, and technical support efforts IAW Statement of Work (includes travel, material and ODC's). FOB: Destination PURCHASE REQUEST NUMBER: 1300098987	[b(4)]	Hours		
				MAX COST	\$722,342.68
				FIXED FEE	\$55,620.39
				TOTAL MAX COST + FEE	<hr/> \$777,963.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300098987				
				MAX COST	
				FIXED FEE	
				TOTAL MAX COST + FEE	<hr/>
	ACRN AA CIN: 130009898700001				\$61,001.28

**B-01 Level of Effort**

- a. The combined level of effort for this task order is authorized as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$718,342.68
ODCs & Material including handling		\$4,000.00
Total		\$722,342.68

- b. The contractor shall not exceed the total estimated cost without the authorization of the Contracting Officer.

## Section C - Descriptions and Specifications

**Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	H-1 Technical Data/Publications and Drawings
Initial Period of Performance:	03/17/08 – 12/31/08
Place(s) of Performance other than travel locations.	Contractor Facility Havelock, NC. 28532
Will contractor need assigned government spaces?	Yes
<b>Technical Point of Contact (TPOC):</b>	Tim Cartwright/6.8.5.1 (252) 464-5501
<b>TPOC Mailing address:</b>	NAVAIR In Service Support Center PSC Box 8021 Code 6.8.5.1 Cherry Point N.C. 28533-0021
<b>TPOC Email:</b>	timothy.cartwright@navy.mil
<b>TPOC Fax:</b>	252.464.5565
Task Order Effort Security Classification:	UNCLASSIFIED
Prior support expiration date	Task Orders 0093/0177

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u></b> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
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**TRAVEL PROFILE: KNOWN TRIPS****NONE****CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

<input checked="" type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
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<b>Deliverable</b>	<b>Frequency:</b>	<b>Distribution</b>
Updated Technical Publications	Incrementally starting 60 days after task order award	Agency, Code AIR-6.8.5
Updated Engineering Drawings	Draft 1 week after initial meeting, final 1 week after gov't approval	Agency, Code AIR-6.8.5

**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**

NMCI computer stations will be provided for the government site employees at no cost to the contractor.

**SCOPE PROFILE:**

The contractor shall provide support to the H-1 Technical Publications Program, NAVAIR In Service Support Center Cherry Pt, NC. In support of this effort the contractor shall provide research, technical analyses, integration and subsequent delivery of technical documentation requirements using the basic specifications and standards related to Technical Manual preparation, drawings, other engineering data and revisions as required. The contractor shall convert to editable format identified manuals. Deliveries will be made in MS Word or ARBORTEXT format and Portable Document Format (PDF) (as required) with embedded graphics in the following format:

Publications in MS WORD- TIFF, JPEG or PCX format

Publications in ARBORTEXT- TIFF, JPEG or PCX format

The contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft and/or final form for format and content. The Quality Assurance (QA) requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Publications shall be delivered in paper, on CD-ROM in editable format to include PDF with all historical documentation as detailed in the below statement of work.

Provide two in-house (Data technician, government site) personnel to support the H-1 Technical Data Publications program. A total of (2) work years (WY) is covered by this SOW for these positions (1 CSS WY = 1920 hours). The contractor will be provided tasking via the H-1 Logistics Element Manager (LEM) and/or Data Management (DM) Specialists. Duties will include but not be limited to:

Research & verification of existing source data (TPDRs, MCRs, IRACs, TDs, red line markups, etc.) to determine previous incorporation, development of source data packages, review of contract deliverables both paper and digital media (CD ROM), data entry (using Microsoft Access, Word, Excel, Arbortext) and general administrative office support functions and provide technical advice in relation to MIL-STD-3001 conversion efforts with Arbortext software.

Provide one (Sr. Draftsman/Technical Illustrator, contractor site) person to support the H-1 Engineering Program with graphics development and updates for inclusion in technical manual updates as source data. When directed by the H-1 LEM/DM, duties will also include the development and update of oversize graphics to be used in Type B IRAC's as well as the complete development of draft Type B IRAC packages.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . **If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract.** The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><b>STATEMENT OR WORK TABLE OF CONTENTS:</b></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and

	submit a technical report.
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA

	requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design

	Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change ____ dated ____ has been incorporated in this issue and makes this a complete manual."
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.

X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

### Technical Manual Contract Requirement Work Statement

#### Task Description:

1. The contractor shall update existing manuals already in digital format (MS Word) and scan and convert to editable format the manuals that require conversion (these pubs will be annotated accordingly). Deliveries are to be made in MS Word or ARBORTEXT (as required) format with embedded graphics in TIFF, JPEG or PCX format for Legacy Manuals and for pubs in MIL-STD-3001 (these pubs will be annotated accordingly). Embedded graphics will also be saved as separate files for future editing. Illustrations up to and including 11x17 inches will be prepared in a non-proprietary TIFF, JPEG or PCX format. Illustrations over 11x17 inches will be converted to 11x17 size pages IAW NATEC Guidelines. Publications will be delivered on CD-ROM in editable format and Portable Document Format (PDF) with

bookmarks IAW NATEC Guidelines. The contractor shall provide incremental deliveries of the listed manuals commencing 60 days after award.

2. The contractor shall deliver 1 CD ROM for each manual to include the MS Word, historical, graphics, and Portable Document Format (PDF) files that capture all documentation relative to each publication update.

3. Government will provide the hard copy of publication for MS WORD or ARBORTEXT (as required) conversion for those publications that require it and provide on CD ROM existing publications already in MS Word, Arbortext and Portable Document Format (PDF) along with the following Source Data (IRAC's, MCR's, TPDR's, Source Data Markups and Technical Directives, if applicable) for incorporation. Inventory of source data will be provided when contract is awarded. Additional source data may be incrementally submitted for incorporation during the contract period of performance. In addition to the source data provided, the contractor shall update all front matter, indexes and lists, as required.

4. The following list of publications has been tentatively scheduled for FY 08.

#### Legacy Manuals

Technical Manual	Proposed Change	Pages
NA01-110HCE-2-11	Change 1	246
NA01-110HCE-2-2	Change 1	98
NA01-110HCE-2-3.1	Change 1	210
NA01-110HCE-2-5	Change 3	206
NA01-110HCE-2-6	Change 1	124
NA01-110HCE-2-7	Change 1	104
NA01-110HCE-4-7	Change 1	62
NA01-110HCE-4-9	Change 1	130
NA02B-20AA-4	Change 3	374
NA11-45BB-9.4	Change 1	510
NA17-15A-38	Convert to Digital and Revise	46
NA03-30VB-2	Convert to Digital and Revise	18
NA03-5GB-52	Convert to Digital and Revise	44
NA03-95E-35	Convert to Digital and Revise	54
NA03-95E-48	Convert to Digital and Revise	21
NA03-95E-60	Convert to Digital and Revise	30
NA05-1-72	Convert to Digital and Revise	26
NA05-20-134	Convert to Digital and Revise	60
NA05-30-560	Convert to Digital and Revise	54
NA01-110HCE-3	Complete Legacy Revision	608
NA02B-20AA-6-2	Complete Legacy Revision	1362
NA03-95E-19	Complete Legacy Revision	36
NA03-95E-50	Complete Legacy Revision	734
NA17-15CA-46	Complete Legacy Revision	220
NA01-H1AAC-2-12.2.3	Complete Legacy Revision	352
NA01-H1AAC-2-12.2.4	Complete Legacy Revision	66
NA01-H1AAC-2-14.2	Complete Legacy Revision	726
NA01-H1AAC-2-14.3	Complete Legacy Revision	444
NA01-110HCE-2-12	Revision	938
NA01-110HCE-2-12-1	Revision	248

NA01-110HCE-2-13	Revision	362
NA01-110HCE-2-3	Revision	306
NA01-110HCE-2-9	Revision	138
NA01-110HCE-4-10	Revision	58
NA01-110HCE-4-12	Revision	340
NA01-110HCE-4-3	Revision	156
NA01-110HCE-4-5	Revision	176
NA01-110HCE-4-6	Revision	50
NA01-110HCE-4-8	Revision	12
NA03-110AJA-1	Revision	86
NA03-110AJA-2	Revision	46
NA03-30ET-44	Revision	56
NA03-30ET-45	Revision	92
NA03-30ET-46	Revision	74
NA03-5KL-8	Revision	138
NA03-95E-17	Revision	102
NA03-95E-18	Revision	70
NA03-95E-20	Revision	10
NA03-95E-22	Revision	16
NA03-95E-25	Revision	46
NA03-95E-42	Revision	174
NA03-95E-49	Revision	50
NA03-95E-56	Revision	40
NA05-20-138	Revision	54
NA16-35HUD-1	Revision	94
NA01-H1AAC-2-3.3	Complete ETM Revision	970
NA01-H1AAC-2-10.2	Revise/convert to XML	138
NA01-H1AAC-2-11.1	Revise/convert to XML	258
NA01-H1AAC-2-12.1	Revise/convert to XML	298
NA01-H1AAC-2-12.2.1	Revise/convert to XML	294
NA01-H1AAC-2-12.2.2	Revise/convert to XML	342
NA01-H1AAC-2-12.2.3	Revise/convert to XML	352
NA01-H1AAC-2-12.2.4	Revise/convert to XML	66
NA01-H1AAC-2-12.4	Revise/convert to XML	274
NA01-H1AAC-2-13	Revise/convert to XML	66
NA01-H1AAC-2-14.1	XML-update	226
NA01-H1AAC-2-14.2	Revise/convert to XML	726
NA01-H1AAC-2-14.3	Revise/convert to XML	444
NA01-H1AAC-2-16	Revise/convert to XML	88
NA01-H1AAC-2-4	Revise/convert to XML	292
NA01-H1AAC-2-5	Revise/convert to XML	438
NA01-H1AAC-2-7	Revise/convert to XML	86
NA01-H1AAC-2-8	Revise/convert to XML	478
NA01-H1AAC-2-9	Revise/convert to XML	344
NA01-H1AAC-3.2	Revise/convert to XML	1104
NA01-H1AAC-3.3	Revise/convert to XML	858
NA01-H1AAC-6	Revise/convert to XML	74

NA01-H1AAC-6-1	Revise/convert to XML	10
NA01-H1AAC-6-2	Revise/convert to XML	58
NA01-H1AAC-6-3	Revise/convert to XML	220
NA01-H1AAC-6-4	Revise/convert to XML	456

**(A) To be Furnished:**

X	1. ____1____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. __1__ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ____1____ copy(s) of the Validation Certificate.
X	4. Original and ____1____ copy(s) of Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Engineering Drawings

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
	1. Task will be performed for NAVAIR In Service Support Center, PSC BOX 8021, CODE 6.8.5, CHERRY POINT N.C. 28533-0021
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: PMA-276. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with MIL-STD-3001 or MIL-PRF-38807 as required.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660).
X	7. All new illustrations will be in the form of line drawings (A)
X	8. Questions which arise in relation to technical manual content shall be presented to: NAVAIR In Service Support Center Cherry Pt, PSC 8021 Code 6.8.5.1(H-1 LEM/DM), Attn: Tim Cartwright.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations updated.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-1FST/6.8.5.1 Data Management Specialists for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the

requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
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**7. (A) Existing artwork which is not editable will be redrawn in an editable format. New artwork will be redrawn in an editable format.**

### **PACKAGING AND MARKING**

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

### **INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)\_6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) working days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control are the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

### **DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA CODE 6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is is NAVAIR DEPOT Cherry Point. The proper Mailing Address is:

NAVAIR In Service Support Center  
Attn: Code 6.8.5.1/Tim Cartwright  
PSC Box 8021  
CHERRY POINT, N.C. 28533-0021

A1	Incrementally, beginning 60 days after date of order IAW the approved TM delivery schedule.
A2	Incrementally, beginning 105 days after date of order IAW approved TM delivery schedule. (Includes 15 days to develop/deliver the final pub update and 1 CD)
A3 and A7	Concurrent with delivery of A2.
A4	Concurrent with delivery of A1
A8	Draft, 1 week after initial meeting. Final, 1 week after Government approval.

### **SPECIAL CONTRACT REQUIREMENTS**

#### **A. GENERAL:**

This task is UNCLASSIFIED.

#### **B. COGNIZANT FIELD ACTIVITY:**

NAVAIR In Service Support Center Cherry Pt, Code 4.0 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 17-MAR-2008 TO 31-DEC-2008	N/A	N/A FOB: Destination	
001701	POP 17-MAR-2008 TO 31-DEC-2008	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000  
COST CODE: HQ018P5PY315  
AMOUNT: \$61,001.28  
CIN 130009898700001: \$61,001.28

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.232-22            Limitation Of Funds

APR 1984

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>	2. DELIVERY ORDER/ CALL NO. <b>0192</b>	3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Mar 13</b>	4. REQ./ PURCH. REQUEST NO. <b>1300099696</b>	5. PRIORITY  <b>DO-C9</b>
--	--	--	--	---------------------------------

6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108	CODE <b>N68936</b>	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE <b>S5111A</b>	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
---	--------------------	--	--------------------	---

9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE <b>1Y0D7</b>	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO  <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE <b>HQ0338</b>	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  
**See Schedule**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND	<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER	25. TOTAL \$348,702.44	26. DIFFERENCES
--	--	---	---------------------------	-----------------

27a. QUANTITY IN COLUMN 20 HAS BEEN  
 INSPECTED     RECEIVED     ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		32. PAID BY
			33. AMOUNT VERIFIED CORRECT FOR

**36. I certify this account is correct and proper for payment.**

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
--------------------	--

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section A - Solicitation/Contract Form

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	F/A-18A-F & EA-18G Services CPFF Managerial, analysis and technical support efforts IAW Statement of Work- Section C (includes travel, material and ODC's). FOB: Destination PURCHASE REQUEST NUMBER: 1300099696	[b(4)]	Hours		
				MAX COST	\$323,772.00
				FIXED FEE	\$24,930.44
				TOTAL MAX COST + FEE	\$348,702.44
	ACRN AA CIN: 130009969600001				\$348,702.44

Level of Effort

a. The combined level of effort for this task order is as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$308,772.00
ODCs		\$15,000.00
Fixed Fee		\$24,930.44
Total		\$348,702.44

b. The contractor shall not exceed the total estimated cost without the authorization of the Contracting Officer.

## Section C - Descriptions and Specifications

**Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	F/A-18A-F & EA-18G
Initial Period of Performance:	03/15/08 – 03/14/09
Place(s) of Performance other than travel locations.	NATEC North Island, San Diego, CA 92135
Will contractor need assigned government spaces?	Yes
<b>Technical Point of Contact (TPOC):</b>	Rocky R. Hessen Code 6.8.5.1 Phone (619) 545-4770 Note: Certified TOCOR's
<b>TPOC Mailing address:</b>	NAS North Island, Bldg.90 San Diego, CA 92135-7031
<b>TPOC Email:</b>	<a href="mailto:Rocky.Hessen@navy.mil">Rocky.Hessen@navy.mil</a>
<b>TPOC Fax:</b>	(619) 545-1883
Task Order Effort Security Classification:	Secret
Prior Support provided by:	ALUTIQ Contract # N68936-04-D-0008, 0142

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address,</u></b> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008	No
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**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
F/A-18 Technical Coordination Meetings (4) and IPR's (2)	St. Louis, MO
F/A-18 Logistics Support Meetings (2)	Patuxent River, MD

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
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Deliverable	Frequency:	Distribution
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**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS: NONE****SCOPE PROFILE:**

Brief description of program/project. Highlights of program development expected to occur during the period of performance that will be covered by this SOW.

1. The Contractor shall provide services to the F/A-18 and EA-18G Technical Data Logistics Element Managers

in support of the F/A-18A-F and EA-18G air vehicles, subsystems, armament, engines, airborne weapons and support equipment (SE) in the following areas: Program Management, Engineering Support, Logistics, Financial, Training, and Configuration Management. Additionally, support of technical data development, print and distribution requirements for F/A-18 and EA-18G Technical Manuals. Includes NATEC Website monitoring and metric/report derivation. Includes response to customer queries and coordination of data reproduction at the defense automated production service. Includes maintenance of required files to track distribution and associated funding. Includes support in the transition and conversion of Intermediate Level Technical Manuals from various Vendors to Government activities. Includes sustainment support of the F/A-18 Production Line Data Transition Website and processing support of all F/A-18 and EA-18G Technical Directives.

**TASK PROFILE:**

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** **If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract.** The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support

	<p>requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>Provide technical support in the review of contractual documents (e.g., Statements of Work, CDRs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbook technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
X	<p>3. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements. The Contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The Contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting.</p>
X	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p>
X	<p>6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of product is achieved.</p>
X	<p>9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.</p>
	<p><b>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.</b> The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The Contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all <i>incoming</i> Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> <li>(1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.</li> <li>(2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prep folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.</li> <li>(3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system.</li> </ol>

	<p>(4) Prepare TDs requiring NAVAIR approval for shipment.</p> <p>(b) The Contractor shall process all <i>completed</i> Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.</p> <p>(c) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.</p> <p>(d) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize databases and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official. The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning preparation, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly. Technical Support to include data entry, security updates, and configuration management of the F/A-18 Production Line Transition (PLT) website is required.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	<b>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</b>
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Change Reports shall be developed as required.

	<b>I. Technical Documentation Research.</b>
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock number, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, or other purposes.
	<b>K. Data Dissemination</b>
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPTRCINST 5216.3) and local SI
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express material transmittals shall be approved by designated government authority prior to distribution.
	<b>4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS.</b> The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, D 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DC Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
X	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
X	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

SCHEDULE

**Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description:

**(A) To be Furnished:**

X	6. Original and _____ 1 _____ copy(s) of Technical Assistance Activity Reports (TAARS).
---	---

**(B) Descriptions and Specifications: N/A**

**SECTION D - PACKAGING AND MARKING: N/A****SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)\_\_\_\_\_.  
Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

**SECTION F - DELIVERY OR PERFORMANCE: N/A****SECTION G - CONTRACT ADMINISTRATION DATA**

- A. GENERAL: This task is UNCLASSIFIED.
- B. COGNIZANT FIELD ACTIVITY: N/A
- C. ACCOUNTING DATA: N/A
- H. SPECIAL CONTRACT REQUIREMENTS: N/A

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 15-MAR-2008 TO 14-MAR-2009	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781506 Y1CF 252 00019 0 050120 2D 000000

COST CODE: HQ018PR03778

AMOUNT: \$348,702.44

CIN 130009969600001: \$348,702.44

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0193</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Apr 01</b>		4. REQ./ PURCH. REQUEST NO.  See Schedule		5. PRIORITY  <b>DO-C9</b>		
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: F. ROBERTO (760) 939-3916 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6100				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO  <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$34,254.00		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		192	Page	\$49.61	\$9,525.12

Page Changes  
FFP

Page Changes to existing Technical Manuals-hardcopy to digital format.

IAW subCLIN 0022AJ with Ordering Period 12 Jan 08 - 11 Jan 09.

FOB: Destination

PURCHASE REQUEST NUMBER: 1300094717

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101					

For Informational Purposes Only

FFP

FOB: Destination

PURCHASE REQUEST NUMBER: 1300094717

CIN: 130009471700002

ACRN AA

FUNDED AMOUNT

\$3,512.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102					

For Informational Purposes Only

FFP

FOB: Destination

PURCHASE REQUEST NUMBER: 1300102374

CIN: 130010237400001

ACRN AB

FUNDED AMOUNT

\$6,013.12

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Page changes to existing technical FFP manuals-digital to digital format. IAW subCLIN 0022AK with Ordering Period 12 Jan 08 - 11 Jan 09. FOB: Destination PURCHASE REQUEST NUMBER: 1300102374	408	Page	\$49.61	\$20,240.88
	CIN: 130010237400001		ACRN AB	FUNDED AMOUNT	\$20,240.88

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Output of Portable Document Format FFP (PDF) Files. IAW subCLIN 0022AM with Ordering Period 12 Jan 08 - 11 Jan 09. FOB: Destination PURCHASE REQUEST NUMBER: 1300094717	600	Page	\$7.48	\$4,488.00
	CIN: 130009471700002		ACRN AA	FUNDED AMOUNT	\$4,488.00

## Section C - Descriptions and Specifications

SOW

**N68936-04-D-0008, TASK ORDER 0193  
FOLLOW-ON TO TASK ORDER 0179  
6.8.5 TEAM Logistics Task Order  
AIR REFUELING STORE (ARS) PUBLICATIONS  
Statement of Work (SOW)**

**SOW PROFILE:**

Platform/Project:	ARS Technical Publication Support
Initial Period of Performance:	04/01/08 – 06/17/08
Place(s) of Performance other than travel locations.	Alutiiq Security & Technology Havelock, NC 28532
Will contractor need assigned government spaces?	NO
Technical Point of Contract (TPOC):	Randy Fletcher, Code 6.8.5.1, 904-317-1558
TPOC Mailing address:	Department Of The Navy Fleet Readiness Center Southeast Attn: Randy Fletcher, Code 6.8.5.1 Jacksonville, FL 32212-0016 Randy.Fletcher@navy.mil
TPOC Fax:	904-317-1786
Contract COR:	Susan McCollum, Code 6.9.1.1, 301-757-1046
COR Mailing Address:	Naval Air Warfare Center Aircraft Division 22477 Peary Road, Bldg 516 Patuxent River, MD 20670 Susan.mccollum@navy.mil

**CDRL REQUIREMENTS**

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

<input checked="" type="checkbox"/>	Do not require any additional CDRLs.
-------------------------------------	--------------------------------------

**SCOPE PROFILE:**

Prepare changes for the ARS technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below:

Technical Manual No.	Title	Basic Date	Change No.	Change Date
AE-ARSWT-MIB-000	ORGANIZATIONAL, INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN PYLON	01 Jun 1991	REV	TBD

	WIRING TEST SET TTU-502E			
AG-ARSHD-OMP-100	ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN DOLLY, HANDLING GSU-367/E PART NUMBER 3637AS600-1	<b>30 Dec 2002</b>	REV	TBD
03-10JA-34.1	ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN AIR REFUELING STORE PN 31-301-48310, -1,-2,-3, -4 AND 31-301-48310-5	<b>1 Feb 2003</b>	CHANGE	TBD
03-10JA-34.2	ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN AIR REFUELING STORE PN 31-301-48310, -1,-2,-3 AND -4.	<b>1 Feb 2003</b>	CHANGE	TBD
03-100C-6	ORGANIZATIONAL, INTERMEDIATE AND DEPOT MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN FR300 HOSE REEL ASSEMBLY AND INSTALLATION	<b>15 Aug 2006</b>	CHANGE	TBD
11-1CNU188C-1	LOADING MAINTENANCE AND OVERHAUL WITH ILLUSTRATED PARTS BREAKDOWN F/A-18 AIRCRAFT EXTERNAL BAGGAGE CONTAINER CNU-188C/A	<b>13 May 1999</b>	REV	TBD

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The contractor shall:

- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals.

**NOTE:** This SOW deals with page deliveries only, not CSS hours.

**C.1 STATEMENT OF WORK**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
N/A	

**TASK PROFILE:**

	STATEMENT OR WORK TABLE OF CONTENTS:
	<ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW).</b>

	Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

**Technical Manual Contract Requirement Work Statement**

Task Description:

**(A) To be Furnished:**

**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
AE-ARSWT-MIB-000	REVISION	MCRs, TPDRs
AG-ARSHD-OMP-100	REVISION	MCRs, TPDRs
03-10JA-34.1	CHANGE	MCRs, TPDRs
03-10JA-34.2	CHANGE	MCRs, TPDRs
03-100C-6	CHANGE	MCRs, TPDRs
11-1CNU188C-1	REVISION	MCRs, TPDRs

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
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X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy(s) of the Validation Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for ARS FST, FRCSE Jacksonville, FL.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:  DISTRIBUTION STATEMENT C.. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to:Commander, Naval Air Systems Command (PMA-201),RADM William A Moffett Bldg, 47123 Buse Rd Bldg 2272, Patuxent River, MD 20670-1547.  DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Randy Fletcher, FRCSE Jacksonville, FL, Code 6.8.5.1B.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Randy Fletcher, FRCSE Jacksonville, FL, Code 6.8.5 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

**SECTION D - PACKAGING AND MARKING**

**Packaging:** DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

**Marking:** Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

## **SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by ARS Data Manager, FST, FRCSE, Jacksonville, FL, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, ARS Data Manager, FST, FRCSE Jacksonville, FL, Code 6.8.5.1B, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is ARS Data Manager, FST, FRCSE Jacksonville, FL, Code 6.8.5.1. The proper Mailing Address is:

Department Of The Navy  
 Commanding Officer, Fleet Readiness Center Southeast (NASJAX Box 0016)  
 Attn: Randy Fletcher, Code 6.8.5.1  
 Jacksonville, FL 32212-0016

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 6.8.5.1

## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **A. GENERAL:**

This task is UNCLASSIFIED.

### **B. COGNIZANT FIELD ACTIVITY:**

FRCSE Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**SECTION H – SPECIAL CONTRACT REQUIREMENTS**

**None**

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	Destination	Government	Destination	Government
000102	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-APR-2008 TO 17-JUN-2008	N/A	N/A FOB: Destination	
000101	POP 01-APR-2008 TO 17-JUN-2008	N/A	N/A FOB: Destination	
000102	POP 01-APR-2008 TO 17-JUN-2008	N/A	N/A FOB: Destination	
0002	POP 01-APR-2008 TO 17-JUN-2008	N/A	N/A FOB: Destination	
0003	POP 01-APR-2008 TO 17-JUN-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4C7C 252 00019 0 050120 2D 000000  
COST CODE: HQ018HQAD17M  
AMOUNT: \$8,000.00  
CIN 130009471700002: \$8,000.00

AB: 1781804 4A4N 252 00019 0 050120 2D 000000  
COST CODE: HQ018PR05345  
AMOUNT: \$26,254.00  
CIN 130010237400001: \$26,254.00

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0194</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Dec 01</b>		4. REQ./ PURCH. REQUEST NO. <b>N0001908P5PS005</b>		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER				DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		X This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL \$510,746.14		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER		
										35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	CM Logistics support CPFF In accordance with Section C SOW This task order is severable FOB: Destination	6,720	Hours		
				ESTIMATED COST	\$474,230.40
				FIXED FEE	\$36,515.74
				TOTAL EST COST + FEE	<u>\$510,746.14</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: N0001908P5PS005	
	ACRN AA CIN: N0001908P5PS0050001	\$138,000.00

Section C - Descriptions and Specifications

**6.8 TEAM Logistics Task Order (TO)  
Statement of Work (SOW)**

**SCOPE PROFILE:**

Contractor shall analyze Kit and TD transaction data and ensure accuracy of data.

**TASK PROFILE:**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

- (A) The contractor shall monitor data transactions including inputs, outputs and reports generated by the Technical Directive Status Accounting (TDSA) system and the Kit Management Information System (KITMIS) to ensure database integrity and data accuracy.
- (B) Contractor shall provide TD kit and TD Status accounting metrics to track approved ECP implementation milestones. Contractor shall prepare reports in electronic format.
- (C) Contractor shall monitor Navy ERP and other DoD data system consolidation initiatives to ensure data requirements for KITMIS and TDSA are aligned and accommodated. Contractor will make recommendations to NAVAIR regarding these initiatives.

<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li><input type="checkbox"/> <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li><input type="checkbox"/> <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li><input type="checkbox"/> <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li><input type="checkbox"/> <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li><input type="checkbox"/> <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li><input type="checkbox"/> <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li><input type="checkbox"/> <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li><input type="checkbox"/> <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li><input type="checkbox"/> <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li><input type="checkbox"/> <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li><input type="checkbox"/> <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li><input type="checkbox"/> <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
<p><b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>	
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.
X	(4) Provide system information and reports as requested by the Program Management Office, or other designated activity.

## Section E - Inspection and Acceptance

### INSPECTION AND ACCEPTANCE TERMS

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 6.8.3.2/6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-DEC-2007 TO 30-NOV-2008	N/A	N/A FOB: Destination	

Destination of all deliverables is (AIR 6.8.3.2/AIR6.8.5. The proper Mailing Address is:

Attn: Chuck Pearson  
Commander, Naval Air Systems Command  
47033 McLeod Rd Bldg 449 Suite 100A  
Patuxent River, MD 20670

Attn: Robert Brown  
Commander, Naval Air Systems Command  
47056 McLeod Rd Bldg 446  
Patuxent River, MD 20670

## Section G - Contract Administration Data

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

The Total Not to Exceed Amount of the order is \$510,746.14 The balance to fully fund is \$372,746.14.

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A6A 251 00019 0 050120 2D 000000

COST CODE: HQ018P5PS005

AMOUNT: \$138,000.00

CIN N0001908P5PS0050001: \$138,000.00

## CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

## Section H - Special Contract Requirements

**SPECIAL INSTRUCTIONS**

Place(s) of Performance other than travel locations.	NAVAIR HDQTRS, Other locations as required
Will contractor need assigned government spaces?	No
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.</b>	Chuck Pearson, AIR 6.8.3.2, 301-757-1014
<b>TOCOR Mailing address:</b>	47033 McLeod Rd Suite 100A Bldg 449 Patuxent River MD 20670
<b>TOCOR Email:</b>	<a href="mailto:Chuck.pearson@navy.mil">Chuck.pearson@navy.mil</a>
<b>TOCOR Fax:</b>	301-757-8251
Task Order Effort Security Classification:	Unclassified
Prior Support provided by:	Alutiiq, N68936-04-D-0008 Task Order 136
Prior support expiration date	30 Nov 2007

<b>Reports</b>	<b>Frequency:</b>	<b>Distribution</b>
TD and Kit Status Technical Report for each PMA	Semi-Annually	Agency, code AIR-6.8.5/6.8.3.2
CKA Retrofit Kit Assembly Status Report	Qtrly	Agency, code AIR-6.8.3.2

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0195		3. DATE OF ORDER/ CALL (YYYYMMDD) 2007 Dec 20		4. REQ./ PURCH. REQUEST NO. N0001908HQZZTDM		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15									
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		PURCHASE <input type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:			
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>									
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY						25. TOTAL	\$580,162.41
								26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	ATCM Functional and Help Desk Support CPFF FOB: Destination	14,864	Hours	
			ESTIMATED COST	\$538,683.76
			FIXED FEE	\$41,478.65
			TOTAL EST COST + FEE	<u>\$580,162.41</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: N0001908HQZZTDM	
	ACRN AA CIN: N0001908HQZZTDM0001	\$190,000.00

## Section C - Descriptions and Specifications

**3.3 Technical/Management Logistics Support Services****ATCM Data Management/Help Desk/CMIS-OOMA-NALDA  
Functional Support****SCOPE PROFILE:**

NAVAIR has a requirement for data entry and management of aircraft component rework data from fleet reported sources and applied into the Aeronautical Time Cycle Management (ATCM) system. Maintain the OOMA/CMIS/NALDA Help Desk. Provide NALDA and OOMA Weapons West Coast Functional Support.

**TASK PROFILE:****THIS TASK IS BROKEN INTO THREE AREAS:**

a. The contractor shall support the AIR 6.8 Consolidated Help Desk (hours of operations are five days a week 0600 to 1800 eastern standard time) to facilitate resolution of problems encountered in the development, maintenance, or use of OOMA and CMIS baselines.

- To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the data systems and sources:
  - Automated Help Desk Software
  - NALDA/NAVICP/HAYSTACK/FEDLOG/NATEC/OOMA Server Access
  - Provide individual support in government spaces to the Consolidated Help Desk team in answering the incoming calls supporting the following applications: LMDSS, DECKPLATE, AIRRS, AEMS, AV3M Reports, CMIS, eRIIP Slice 1 and 3, and TDSA, also help users with connectivity issues, setup problems, and query development. Maintain all call and email problems in the current chit tracking system; identify application, problem/request, resolution and time expended on issue.
  - Provide ID/Password security control for the above systems, using current process and ITIM, also provide email status reports weekly on number and type of access granted, (i.e. New Access or Reset) broken down by system

- b. The contractor shall provide qualified staffs to review, collate, transpose and convert rework data reported on PMIC and other related source documents and enter the information into ATCM as required by the NAMP. The contractor shall conduct data entry to ensure all required information is entered into ATCM in a timely manner. The contractor shall conduct audits, as directed by the TCOR, to ensure the accuracy and quality of data entry and collect information related to error rates, non-compliant source data, and complete time cycle analysis to establish standards for data entry. The contractor shall periodically measure and report the efficiency of data entry to acceptable standards. The contractor shall record Data entry metrics in the Monthly Progress Report.
- c. The contractor shall provide an OOMA Weapons Specialist to be present when SPAWAR installs its upgraded version of OOMA to perform the following tasks:
- Ensure weapons interests are functionality established, properly recorded, and connected
  - Ensure OOMA is correctly installed and functional prior to use by the Weapons Departments
  - Assist when software is loaded by SPAWAR, specifically in unique areas where weapon activity is associated with data entry or collection
  - Prepare a System Operational Verification Test (SOVT) message to include a statement that OOMA Weapons was also tested and functional.
- d. The contractor shall analyzing relevant program documentation (provide by the Government). This will involve the contractor reviewing and analyzing program management, logistics and engineering data. Examples of the type of documents that the government will provide the contractor for this task are:
- 1) Engineering Design Specification
  - 2) General Equipment Specifications
  - 3) Engineering Drawings
  - 4) Test and Evaluation Requirements
  - 5) System Safety Requirements
  - 6) Human Factors Requirements
  - 7) Reliability and Maintainability Requirements/Test Results
  - 8) Site Specific Planning Data
  - 9) Maintenance Plans
  - 10) Spend Plans
  - 11) Requirements Documentation
  - 12) Logistics Support Analysis Data
  - 13) Site Specific general policy and constraints.

## CC.1 STATEMENT OF WORK

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Othe Rééquipements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	3.6
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES.</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION</b> - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
<b>X</b>	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including

	the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p><b>SPECIFIC TASKING FOR THE OOMA/CMIS BASELINE HELPDESK</b></p> <ul style="list-style-type: none"> <li>• The contractor shall receive, research, and reply to fleet Baseline Trouble Reports (BTRs).</li> <li>• The contractor shall maintain the OOMA/CMIS baseline Trouble Report Tracking Program.</li> <li>• The contractor shall provide weekly updates to the Monthly OOMA Baseline Status Report.</li> <li>• The contractor shall post Weekly Summary of Baseline Changes as directed.</li> <li>• The contractor shall post daily BTRs as directed.</li> <li>• The contractor shall assist in developing and maintaining a Technical Data Repository for all affected Type Model Series aircraft.</li> <li>• The contractor shall assist BLMs in researching technical data required to resolve BTRs.</li> <li>• The contractor shall provide functional testing as required in support of baseline development and sustainment.</li> <li>• The contractor shall assist the OOMA BLM Training Coordinator in developing and implementing a Training Plan.</li> <li>• The contractor shall assist in the development of web-based discrepancy report tracking.</li> <li>• The contractor workweek shall encompass Monday through Friday and Work Hours 0800-1630 (not to exceed 40 hours per week).</li> </ul> <p><b>SPECIFIC TASKING FOR THE CMIS/NALCOMIS/NALDA FUNCTIONAL ANALYST:</b></p> <ul style="list-style-type: none"> <li>• Review, research and reply to fleet issues with respect to CMIS/NALCOMIS/NALDA applications in coordination with AIR 6.8.4.</li> <li>• Assist in conduct of beta testing of Fleet maintenance/operations processes related to CMIS/NALCOMIS/NALDA operations.</li> <li>• Assist in development and coordination of NAMP changes related to CMIS/NALCOMIS/NALDA applications.</li> <li>• Assist OOMA/CMIS Baseline managers in development and sustainment of assigned Type/Model/Series (TMS) baselines in coordination with AIR 6.8.5.2 Baseline Quality Assurance Staff.</li> </ul> <p>Assist NALCOMIS Function Manager and NALCOMIS Development Test Director in coordination of specific tests and Fleet design Team activity/meetings with respect to CNAF staff.</p>

## Section E - Inspection and Acceptance

1. Inspection and acceptance of deliverable items will be performed by **(CFA Code: NA)**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control are the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code: NA) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

CLIN	DELIVERY DATE
0001	POP 20-DEC-2007 TO 19-DEC-2008

Destination of all deliverables is (CFA: NA). The proper Mailing Address is:

Attn: Patrick Montgomery  
Naval Air Systems command  
47038 McLeod Road  
STE 204, Bldg 446,  
Patuxent River, Mad 20670-1626

**Section G - Contract Administration Data**

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and (fixed/award) fee for all effort performed.

The Total Not to Exceed Amount of the order is \$580,162.40 The balance to fully fund is \$390,162.40.

**ACCOUNTING AND APPROPRIATION DATA**

AA: 1781804.4A4N 252 00019 0 050120 2D 000000

COST CODE: HQ018HQZZTDM

AMOUNT: \$190,000.00

CIN N0001908HQZZTDM0001: \$190,000.00

## Section H - Special Contract Requirements

Platform/Project:	ATCM/Functional and Help Desk Support
Place(s) of Performance other than travel locations.	Contractor Facilities Located with 15 miles of NAVAIR HQ's and NAS North Island San Diego
Will contractor need assigned government spaces?	Yes
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.</b>	Patrick Montgomery, Air 6.8.4 301-757-2311
<b>TOCOR Mailing address:</b>	Attn: Patrick Montgomery, Naval Air Systems Command, 47038 McLeod Road, Bldg 448, Room 205, Patuxent River, Md. 20670-1629
<b>TOCOR Email:</b>	<a href="mailto:Patrick.Montgomery@navair.mil">Patrick.Montgomery@navair.mil</a>
<b>TOCOR Fax:</b>	301-757-8451
Task Order Effort Security Classification:	Unclassified
List all Funding Appn/Yrs to be used:	FY 08 O&M,N)

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
OOMA/Weapons Div Testing	Norfolk, VA
OOMA/Weapons Div Testing	Yuma, AZ
OOMA/Weapons Div Testing	Jacksonville, FL
OOMA/Weapons Div Testing	Patuxent River, MD
OOMA/Weapons Div Testing	Bremerton, WA
OOMA/Weapons Div Testing	Kenehoe Bay, HI
OOMA/Weapons Div Testing	Yokosuka, JP

Deliverable	Frequency:	Distribution
<b>Progress Review</b>	Initial due 30 DAC; monthly	Agency, code AIR-6.8.4
Conference minutes	Draft 1 week after conclusion of meeting, final 1 week after govt approval	Agency, code AIR-6.8.4
Technical Publication Deficiency Reports (TPDRs)	As Required	Agency, code AIR-6.8.4
ATCM Data Entry Report	Initial due 30 DAC; monthly	Agency, code AIR-6.8.4

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0196</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2007 Nov 29</b>		4. REQ./ PURCH. REQUEST NO. <b>N0001908P5PS006</b>		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: S. RIZZARDINI (760) 939-3258 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108			CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE <b>S5111A</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE <b>HQ0338</b>		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		<b>SEE SCHEDULE</b>									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA TEL: (760) 939-2983 EMAIL: colette.nalley@navy.mil BY: COLETTE C NALLEY				 CONTRACTING / ORDERING OFFICER		25. TOTAL		\$266,908.00	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
0001	Configuration Life Cycle Logistics Asses CPFF In Accordance with Section C This task order is severable FOB: Destination	5,760	Hours	
			ESTIMATED COST	\$247,826.00
			FIXED FEE	\$19,082.00
			TOTAL EST COST + FEE	<u>\$266,908.00</u>

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	For Navy Accounting purposes only PURCHASE REQUEST NUMBER: N0001908P5PS006	
	ACRN AA CIN: N0001908P5PS0060001	\$138,000.00

Section C - Descriptions and Specifications

**3.3 Technical/Management Logistics Support Services**

**Alutiiq – N68936-04-D-0008, TO 0196**

**SCOPE PROFILE:**

Configuration Life Cycle Logistics Assessment identifies the ability of Navy Weapon Systems programs to meet Fleet standards for support. Continuous assessment of key performance factors allows for corrective actions for issues that have potential long lead time solutions. To support Fleet operations by keeping cost and risk under control for selected elements, results will be continuously fed back to Weapon System program teams aimed at a marked improvement in supportability.

**TASK PROFILE:**

**Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Technical Data Distribution (Par 3.3D, Page)</i></li> <li>• <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i></li> <li>• <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i></li> <li>• <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i></li> <li>• <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i></li> <li>• <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i></li> <li>• <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i></li> <li>• <i>Joint Logistics Products &amp; Processes – General Support (Par 3.0JC, Pag)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

X	<p>4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.</p>
	<p><b>3.6</b></p>
	<p><b>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES .</b> The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> <li>• Working data, where the data is under the originator's (prime weapon systems contractor) control only</li> <li>• Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</li> <li>• Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval</li> <li>• Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government</li> </ul>
	<p><b>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</b></p>
X	<p>11. Provide support to Government configuration audit teams, by verifying and documenting that Configuration Items (CI) and their configuration identification are accurate, complete (according to specified requirements), adequate to establish the product baseline, and compatible with the next higher level design documentation. Discrepancies and recommended corrective actions shall be documented according to procedures established by the audit team and submitted to the Government with the Contractor's justification for recommendations and evaluations. The contractor shall support the configuration verification and audit process, which includes but not limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Configuration verification of the initial configuration of a CI, and the incorporation of approved engineering changes, to assure that the CI meets its required performance and documented configuration requirements</li> <li>• Configuration audit of configuration verification records and physical product to validate that a development program has achieved its performance requirements and configuration documentation or the system/CI being audited is consistent with the product meeting the requirements.</li> <li>• The contractor shall conduct configuration audits and/or inspections to ensure conformance to and/or validation of specifications, drawings and associated lists, product data management information and reference documents which define and/or document the characteristics of the item.</li> </ul>
	<p>A. The scope of the effort required by this specification involves performing all the tasks required to prepare and deliver a fully staffed Configuration Audit Plan to the Customer.</p>
	<p>B. This effort involves the following tasks:</p>
X	<p>Task 1: Analyzing relevant program documentation (provided by the Government). This will involve the contractor reviewing and analyzing program management, logistics and engineering data. Examples of Government Furnished Information provided to the contractor for this task are Acquisition and Logistics plans, related Milestone schedules, Configuration Management plans, contract requirements relative to Technical Data Packages (TDPs) and Configuration Management, technical manuals (draft and or final), Logistics Support Analysis data, Configuration Item top-down breakdowns, and so forth.</p>
	<p><b>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.</b> Contractor may</p>

	be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	3. Review the policies, processes, procedures, and tools used to support the technical information needs of the Naval Air Systems Team. Make recommendations for changes/modifications/enhancements that will provide improvement in efficiency and effectiveness of the support providing additional benefits to the user, and/or reductions in the cost of operations. Support update and maintenance of standard operating procedures, policies, and instructions.
X	4. Review technical documentation specifications, standards, guides, handbooks, and other documents used to support the information needs of the Naval Aviation Systems TEAM. Make recommendations for changes/modifications/enhancements that will provide improvement in efficiency and effectiveness of the support providing additional benefits to the user, and/or reductions in the cost of operations. Support update and maintenance of specifications, standards, guides, handbooks, and other documents.
	<b>4.3 General Task 3.0.JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT.</b> AIR 3.0J is charged to plan and direct the transition of Defense technical data management from the migratory stove-pipe systems to a fully-interoperable, open, logistics integrated data environment (IDE). This effort will require research and preparation of required system acquisition and management documentation, along with associated briefing materials, point papers and reports. The Contractor shall provide analyses of existing business processes and development of schema to evolve these processes to the digital environment; develop case study reports; maintain management action reporting records and prepare point papers, concept papers, and analyses of technical topics related to Navy and DoD Technical Data Management. The Contractor shall develop and maintain acquisition strategy documents including a strategic planning schedule. The contractor shall also support the Joint Technical Data Integration (JTDI) program management team in managing the JTDI Projects. This includes, but it not limited to, the design, development, testing, fielding and support, both domestically and internationally, of such information technology systems as JEDMICS, CMIS, and CAD II. This will involve Acquisition Planning, Acquisition Program Base-lining, Program Protection and System Security, Budget justification backup and execution including spend plan development and tracking, Contract Planning, Systems Engineering, Risk Management and Analysis, Integrated Logistics Support, Integrated Product and Process Development and Configuration Management. The contractor shall also prepare required Memorandums of Agreements /Understandings; assist in conducting Acquisition Reviews; assist in the development of backup data for Planning, Programming & Budgeting; provide C4I support; plan and assist in the implementation of Quality Assurance Programs; develop Information Requirements for Milestone Reviews; conduct Analysis of Alternatives; perform Cost Analysis; provide Threat Assessments; plan and assist in the development and implementation of Test & Evaluation Plans; and provide Program Management Assistance in the oversight and integration of other JTDI contracting efforts and related field activity taskings. The contractor shall perform, but is not limited to the following tasks:
X	2. Site Status Tracking and Reporting. The contractor will maintain a system for collecting, tracking, and reporting the status of essential information such as, site points of contact, loading performance metrics and usage data, site install tracking, issues, events, and other information as necessary. Reports shall be developed and provided on a recurring basis for briefing and status display purposes. The contractor will also assist in the preparation of a PM notebook containing current operational information, issues, and configuration for each operational site.

## Section E - Inspection and Acceptance

1. Inspection and acceptance of deliverable items will be performed by **Linda J. Bushell NAVAIR 6.8.5**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-DEC-2007 TO 30-NOV-2008	N/A	N/A FOB: Destination	

**SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule **Linda J. Bushell NAVAIR 6.8.5** shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is **Linda J. Bushell NAVAIR 6.8.5** The proper Mailing Address is:

Linda J. Bushell  
47038 McCloud Rd  
Bldg 448 Rm 100B  
**Patuxent River, MD 20670**

## Section G - Contract Administration Data

In accordance with the clause entitled Limitation of Funds (Apr 84) FAR 52.232-22, the total amount presently available for payment by the Government and allocated to this contract is as shown below. The allotted funding includes estimated cost and fixed fee for all effort performed.

The Total Not to Exceed Amount of the order is \$266,908.60. The balance to fully fund is \$128,908.60.

### ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A6A 251 00019 0 050120 2D 000000

COST CODE: HQ018P5PS006

AMOUNT: \$138,000.00

CIN N0001908P5PS0060001: \$138,000.00

### CLAUSES INCORPORATED BY REFERENCE

52.232-22

Limitation Of Funds

APR 1984

Section H - Special Contract Requirements

**SPECIAL INSTRUCTIONS**

Place(s) of Performance other than travel locations.	NAVAIR HDQTRS
Will contractor need assigned government spaces?	Yes – 3 spaces
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.</b>	Linda J. Bushell (301)757-8257
<b>TOCOR Mailing address:</b>	47038 McCleod Rd, Bldg 446, Rm 100B-2 Mail Stop 8, Patuxent River, MD
<b>TOCOR Email:</b>	Linda.Bushell@Navy.Mil
<b>TOCOR Fax:</b>	(301)342-4260

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
Program Review (2-3 days) X 2 trips	San Diego, CA
Program Review (2 days) X 3 trips	Cherry Point NC

**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**

**PKI Certificates 3 required covered in material costs. 2 NMCI Units required covered in material costs.**

**CDRL PROFILE: KNOWN DELIVERABLES\***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Deliverable	Frequency:	Distribution
A001. Progress, Status/Management Report	Monthly	NAVAIR 6.8.5 TOCOR
A002. Progress, Status/Management Report Employee Accesses	As changes occur Or Quarterly if no changes required	NAVAIR 6.8.5 TOCOR
A003. Technical Report- Study/Services	Biweekly Every 15 calendar days	NAVAIR 6.8.5 TOCOR

This task is UNCLASSIFIED.

**COGNIZANT FIELD ACTIVITY:**

**Linda J. Bushell NAVAIR 6.8.5** has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENT (1) CDRLS

Attached separately

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>				2. DELIVERY ORDER/ CALL NO. <b>0197</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Mar 14</b>		4. REQ./ PURCH. REQUEST NO. <b>1300099661</b>		5. PRIORITY <b>DO-C9</b>					
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				CODE <b>N68936</b>		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE <b>S5111A</b>					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE <b>1Y0D7</b>		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO <b>SEE SCHEDULE</b>				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE <b>HQ0338</b>		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
<p style="text-align: center;"><b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b></p>															
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.												
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:													
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
<b>SEE SCHEDULE</b>															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL <b>\$78,795.00</b>		26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED															
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
36. I certify this account is correct and proper for payment.															
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		34. CHECK NUMBER					
										35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

Section A - Solicitation/Contract Form

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	H-46 Technical Publications CPFF Managerial, analysis and technical support efforts IAW Statement of Work- Section C (includes travel, material and ODC's). FOB: Destination PURCHASE REQUEST NUMBER: 1300099661	[b(4)]	Hours		
				MAX COST	\$73,161.56
				FIXED FEE	\$5,633.44
				TOTAL MAX COST + FEE	\$78,795.00
	ACRN AA CIN: 130009966100001				\$78,795.00

Level of Effort

a. The combined level of effort for this task order is as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$72,940.24
ODCs		\$221.32
Fixed Fee		\$5,633.44
Total		\$78,795.00

b. The contractor shall not exceed the total estimated cost without the authorization of the Contracting Officer.

## Section C - Descriptions and Specifications

**Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	6.0 Competency Technical Manual and Directives Division 6.8.5.1 H46FST Tech Data
Initial Period of Performance:	03/14/2008-03/13/2009
Place(s) of Performance other than travel locations.	In-Service Support Center Cherry Point, NC
Will contractor need assigned government spaces?	No
<b>Technical Point of Contact (TPOC):</b>	Jim Isennock, H46FST Tech Data /6.8.5.1 252-464-5575
<b>TPOC Mailing address:</b>	SITE OPERATIONS LEAD IN-SERVICE SUPPORT CENTER ATTN: CODE H46FST TECH DATA PSC 8021 CHERRY POINT, NC 28533-0021
<b>TPOC Email:</b>	james.isennock@navy.mil
<b>TPOC Fax:</b>	252-464-5565
Task Order Effort Security Classification:	Unclassified
Prior Support provided by:	N68936-04-D-0008, Task Order 0155

**HARDCOPY MATERIAL FOR REVIEW:**

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <b><u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u></b> ALUTIIQ SECURITY & TECHNOLOGY, LLC 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039 Attn: RON HANCOCK	No (Material available for review at government site)
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**TRAVEL PROFILE: KNOWN TRIPS: NONE****CDRL PROFILE: KNOWN DELIVERABLES:**

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

**Do you need additional CDRLs? Check one**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	I have attached my own CDRLs that I want incorporated into the final task order
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**ODC PROFILE: UNUSUAL OTHER DIRECT COSTS****SCOPE PROFILE:**

To develop routine pick-up revisions to existing A1-H46AE-MRC-350 and A1-H46AE-MRC-400 technical publications. The latest version of the H46/T58-TMG-01-CP shall be used for guidance in the development of all technical manuals and updates along with NATEC guidelines for PDF posting on the web site.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>
	<ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JE)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JF)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
X	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
X	<b>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT.</b> The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	<b>3.1.1 General Task 3.3A-1 Management Support.</b>
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports,

	memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	<b>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports.</b> The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
X	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and

	facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/classes.html">http://navysgml.dt.navy.mil/ietm/classes.html</a> .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b> . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO

	9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x

	36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art, which may require research of

	engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high-density tonal values.
X	<b>CHANGES.</b> Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	<b>REVISIONS.</b> Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change dated _____ has been incorporated in this issue and makes this a complete manual."
X	<b>MANUSCRIPT (DRAFT) COPIES.</b> When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	<b>NEW MANUALS.</b> A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment, which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDS 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents

	furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	<b>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.</b>
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

**Technical Manual Contract Requirement Work Statement**

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

Task Description: To perform pick-up revision on the H-46 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-08 (2 Total). Incremental delivery of prepubs is IAW the COGNIZANT LEM/Data Managers' schedule.

**H-46**

A1-H46AE-MRC-350

A1-H46AE-MRC-400

**(A) To be Furnished:**

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 2 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for <b>IN-SERVICE SUPPORT CENTER CODE 6.8.5.1 Cherry Point, NC</b>

X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, PMA-226, PCS Box 8026 Cherry Point, NC 28533-8026. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: <b>SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</b>
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: <b>REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</b>
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: <b>THE COGNIZANT LEM/DATA MANAGER.</b>
X	9. Direct Image copy shall be prepared in accordance with <b>THE COGNIZANT LEM/DATA MANAGER/</b> Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to <b>THE COGNIZANT LEM/DATA MANAGER</b> for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

#### SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the **COGNIZANT LEM/PROGRAM DATA MANAGER** during start of work meeting.

#### SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by **COGNIZANT LEM/DATA MANAGER H46FST Tech Data**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days for PUBS after receipt of delivered items. If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within fifteen (15) calendar days from the date of rejection for PUBS. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

4. Source Data delivered during pub updates that shall affect safety of flight will be given to the contractor to be incorporated in the update as long as it is before the delivery of the proof copy back to the contractor.

#### **SECTION F - DELIVERY OR PERFORMANCE**

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA IN-SERVICE SUPPORT CENTER CP H46FST Tech Data) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (IN-SERVICE SUPPORT CENTER CP H46FST Tech Data). The proper Mailing Address is:

SITE OPERATIONS LEAD  
IN-SERVICE SUPPORT CENTER  
ATTN; CODE H46FST TECH DATA  
PSC 8021  
CHERRY POINT NC 28533-0021

#### **SECTION G - CONTRACT ADMINISTRATION DATA**

A. GENERAL: This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY: Program engineering support has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 14-MAR-2008 TO 13-MAR-2009	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 251 00019 0 050120 2D 000000

COST CODE: HQ018PR03737

AMOUNT: \$78,795.00

CIN 130009966100001: \$78,795.00

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. <b>N68936-04-D-0008</b>		2. DELIVERY ORDER/ CALL NO. <b>0199</b>		3. DATE OF ORDER/ CALL (YYYYMMDD) <b>2008 Feb 13</b>		4. REQ./ PURCH. REQUEST NO. <b>1300097281</b>		5. PRIORITY <b>DO-C9</b>		
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)				
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME GREG HAMBRIGHT AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS				
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15										
14. SHIP TO <b>SEE SCHEDULE</b>		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264				16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER										
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT	
<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: (760) 939-8182 EMAIL: theodore.fiske@navy.mil BY: THEODORE W FISKE			25. TOTAL \$969,436.25		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER		35. BILL OF LADING NO.		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Services CPFF The contractor shall provide operational, managerial, analysis, and technical support efforts IAW Statement of Work. FOB: Destination	32,010	Hours		
				ESTIMATED COST	\$900,126.51
				FIXED FEE	\$69,309.74
				TOTAL EST COST + FEE	<u>\$969,436.25</u>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001701	For Navy Accounting Purposes Only CPFF FOB: Destination PURCHASE REQUEST NUMBER: 1300097281				
				ESTIMATED COST	\$0.00
				FIXED FEE	\$0.00
				TOTAL EST COST + FEE	<u>\$0.00</u>
	ACRN AA CIN: 130009728100001				\$564,480.00

## Section C - Descriptions and Specifications

**6.8.5 (3.3) Technical/Management Logistics Support Services**  
**Alutiiq – N68936-04-D-0008, Task Order 0199****Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	H-53
Initial Period of Performance:	2/12/08 – 2/11/09
Place(s) of Performance other than travel locations.	Government Site and Contractor Site
Will contractor need assigned government spaces?	Yes
<b>Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the COR.</b>	Laur's Kruse, 6.8.5.1, (252) 464-5517
<b>TOCOR Mailing address:</b>	Site Operations Lead ISSC Cherry Point, H-53ISST Attn: Laur's Kruse, Code 6.8.5.1 PSC BOX 8021 Cherry Point, NC 28533-0021
<b>TOCOR Email:</b>	<a href="mailto:Laur's.kruse@navy.mil">Laur's.kruse@navy.mil</a>
<b>TOCOR Fax:</b>	252-464-5517
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	N/A

**TRAVEL PROFILE: KNOWN TRIPS**

PURPOSE	LOCATION
None	

**SCOPE PROFILE:**

At contractor site, provide 32,010 hours of support to incorporate source data to produce publication updates. Perform, scanning and conversion of documents to PDF format compatible with NATEC website requirements, hyperlink PDF manuals as required, and provide electronic scanning and archiving of program data as required.

Provide two persons with sufficient hours to provide Data Entry Clerk support at the government site for 365 days. This individual will perform as a member of the technical publications data management team and perform the tasks identified in the TMCR.

**TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p style="text-align: center;"><b>STATEMENT OR WORK TABLE OF CONTENTS:</b></p> <ul style="list-style-type: none"> <li>• <i>Technical Manual Program Support (Par 3.3A, Page)</i></li> <li>• <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i></li> <li>• <i>Technical Data Conversion (Par 3.3C, Page)</i></li> <li>• <i>Security Requirements (Par 3.3/3.0JD, Page)</i></li> <li>• <i>Other Requirements (Par 3.3/3.0JE, Page2)</i></li> <li>• <i>TMCR, Page 13</i></li> </ul>
	<b>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, &amp; TECHNICAL SUPPORT REQUIREMENTS.</b>
	<b>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</b> The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <a href="http://navysgml.dt.navy.mil/ietm/ietm.html">http://navysgml.dt.navy.mil/ietm/ietm.html</a> . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in <b>Attachment B, B-1, and B-2 of the Statement of Work (SOW)</b>. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in <b>Attachment B</b> of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p> <p>a. Attachment B-2 does not adequately address card decks. All PDF conversions of card decks IAW MIL-DTL-23618H will be 5 x 8".</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p> <p>a. All text will be in MSWord. Card decks will be in either portrait mode in standard 8.5"x11" format or custom 5"x8" format.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, <b>and</b> ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.</p>
	<p>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</p>
	<p>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph</p>

	titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	<b>PROOF COPIES.</b> When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	<b>MASTER REVISABLE FILES.</b> The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. <b>All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.</b> In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	<b>REPRODUCIBLE COPY.</b> Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	<b>DIRECT IMAGE COPY.</b> Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	<b>FACSIMILE/REPRODUCED COPIES.</b> Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	<b>CD ROM.</b> Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	<b>PORTABLE DOCUMENT FORMAT (PDF).</b> When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	<b>ASSEMBLY AND PRINTING INSTRUCTIONS.</b> When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	<b>RECORD OF SOURCE DATA INCORPORATION.</b> For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	<b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals. <b>SUPPLEMENTS.</b> Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	<b>PAGE.</b> A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages

	shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revise pages shall include new pages generated by the “rollover” of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	<b>3.3 General Task 3.3C TECHNICAL DATA CONVERSION.</b> The contractor shall accomplish conversion of

	data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> <li>• MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals</li> <li>• MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)</li> <li>• MIL-M-38784 Manuals, Technical: General Style And Format Requirements</li> <li>• MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements</li> <li>• NAVSEA C2 DTD</li> <li>• MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of</li> </ul>
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

## SCHEDULE

### Technical Manual Contract Requirement Work Statement

**\*\*NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.\*\*

#### Task Description:

Contractor will provide two Data Entry clerks for one work year, to augment the H-53 Data Management team. The individuals will work as an integral part of the technical publications team and perform functions/tasks following ISO and H-53 peculiar procedures for assigned technical publications. The individual's work schedule will coincide with the government office schedule and dress requirements will match those required for ISSC/FRC East employees in an office environment. Breaks and lunch hours will be scheduled to align with ISSC/FRC East requirements. Duties will include but not be limited to:

Constructs, verifies the content, and manages the master technical data package for an assigned weapons system and all its peculiar components. Maintains master data packages (MDP) in a manner, which will facilitate accurate and expedient publication updates and revisions. MDP include electronic media in MS Word and graphics.

Researches, answers, and processes Technical Publication Deficiency Reports using background materials such as blueprints, schematics, supply and logistics data. Consults with cognizant engineers or manufacturing representatives before modifying the technical data package.

Prepares Technical Manual Source Data Records to locally change a technical manual to enhance in-house production efforts until a formal manual change can be issued.

Must be knowledgeable of and apply aspects of the governing specifications and policy as required in the manuals, technical manual plan, and the technical manual in-process review, validation and verification plans.

Must be knowledgeable of and apply computer skills for desk top computers and peripheral devices using MS Office, Adobe Acrobat software and email.

May be required to respond to telephone requests on the status of the assigned program; therefore the incumbent must possess oral communication skills and be able to communicate effectively with a wide range of persons to convey complex technical data program requirements in a clear, understandable fashion.

Assists the lead data manager by identifying the manuals that require updates, estimating the number of pages affected. Establish manual update schedules and update priority based upon outstanding source data.

Assists in developing and reviewing source data packages, prescribed format, style, number of pages, etc. for the manuals to be updated.

The incumbent reviews the finished Direct Image Copy and prepares print sequence sheets for submission to the Defense Automated Printing Service Office.

Assists in the preparing of Interim Rapid Action Changes to correct technical publication problems that affect safety of flight and personnel.

**MANUAL**

03-25B-23

03-95-2

03-95B-110

03-95B-117

A1-482PA-120-100

A1-489PB-150-100

A1-700PA-290-000

A1-861PA-150-300

A1-866PA-260-000

A1-866PA-260-100

A1-866PA-260-800

A1-868PA-150-100

A1-H53AD-110-000

A1-H53AD-260-000

A1-H53CE-150-200

A1-H53CE-150-400

A1-H53CE-260-000

A1-H53CE-260-400  
A1-H53CE-400-000  
A1-H53CE-450-000  
A1-H53CE-450-100  
A1-H53CE-450-200  
A1-H53CE-460-400  
A1-H53CE-600-200  
A1-H53CE-700-000  
A1-H53CE-760-000  
A1-H53CE-760-200  
A1-H53CE-760-400  
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A1-H53CE-MRC-200  
A1-H53CE-SRM-000  
A1-H53CE-VIB-000  
03-10EB-41  
03-25GAA-4  
03-30BL-7  
03-30CL-153  
03-30SKY-72  
03-90B-1  
03-90SKY-1  
03-95B-96  
03-95B-107  
03-95B-544  
03-95F-3  
03-95G-1  
03-95G-2  
A1-220PA-140-350  
A1-426PA-130-000  
A1-445PA-450-000  
A1-484PB-490-600  
A1-580PA-290-200  
A1-H53AD-WDM-000  
A1-H53BE-WCR-000  
A1-H53BE-WDM-000  
A1-H53CE-AML-000  
A1-H53CE-GAI-000  
A1-H53CE-GSE-400  
A1-H53CE-IPB-450  
A1-H53CE-MRC-100  
A1-H53CE-SRM-010  
A1-H53CE-110-000  
A1-H53CE-110-400  
A1-H53CE-150-000  
A1-H53CE-260-200  
A1-H53CE-400-400

A1-H53CE-420-000  
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 A1-H53CE-420-400  
 A1-H53CE-450-400  
 A1-H53CE-500-400  
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 A1-H53CE-570-200  
 A1-H53CE-570-400  
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 A1-H53CE-700-200  
 A1-H53CE-700-100  
 A1-H53CE-700-400  
 A1-H53ME-WCR-000  
 A1-H53ME-WDM-000  
 03-95B-97  
 03-95B-98  
 03-95B-99  
 A1-861PA-150-200  
 A1-861PA-150-400  
 A1-862PA-260-100  
 01-230HMA-6-3  
 01-230HMA-6-4  
 A1-H53CE-MRC-300  
 A1-H53CE-MRC-400  
 A1-H53CE-400-100  
 01-230HM-8  
 03-25HA-1  
 03-30MG-18  
 03-5GB-27  
 03-95B-101  
 03-95B-103  
 03-95B-106  
 17-15BA-216  
 19-600-299-6-2  
 A1-216PA-420-000  
 A1-216PB-420-100  
 A1-470PA-460-100  
 A1-861PA-150-600

**(A) To be Furnished:**

X	1. <u>Two (2)</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products
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	are resubmitted for final acceptance until approved.
X	2. ___One (1)___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ___None___ copy(s) of the Validation Certificate.
X	4. Original and ___One (1)___ copy(s) of Record of Source Data Incorporation.
X	5. Original and ___One (1)___ copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

**(B) Descriptions and Specifications:**

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : H-53 ISST/ISSC, Cherry Point NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Site Operations Lead, In-Service Support Center Cherry Point, H-53ISST, PSC Box 8021, Cherry Point, NC 28533-0021. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807, MIL-DTL-81929
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11, 11 x 14, 11 x 17 and 11 x 26 as indicated in task order in MSWord with embedded graphics in Bitmap format..
X	7. All new illustrations will be in the form of line drawings. Smaller than 11 x 17 in Bitmap format, larger than 11 x 17 will be converted to 11 x 17 in Bitmap format.
X	8. Questions which arise in relation to technical manual content shall be presented to: H-53 ISST. 11/6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-53ISST.11/6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by Government Rep.

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 12-FEB-2008 TO 11-FEB-2009	N/A	N/A FOB: Destination	
001701	POP 12-FEB-2008 TO 11-FEB-2009	N/A	N/A	N/A

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000  
COST CODE: HQ018HQC520M  
AMOUNT: \$564,480.00  
CIN 130009728100001: \$564,480.00