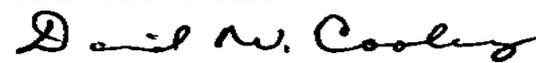


AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING S10	PAGE OF PAGES 1 63		
2. CONTRACT (Proc. Inst. Ident.) NO. N68936-04-D-0008		3. EFFECTIVE DATE 12 Jan 2004		4. REQUISITION/PURCHASE REQUEST/PROJECT NO.			
5. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049		CODE N68936	6. ADMINISTERED BY (If other than Item 5) DCMA BALTIMORE 217 E. REDWOOD, SUITE 1800 BALTIMORE MD 21202-5299		CODE S2101A		
7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, state and zip code) ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039			8. DELIVERY [] FOB ORIGIN [X] OTHER (See below)		9. DISCOUNT FOR PROMPT PAYMENT		
CODE 1Y0D7		FACILITY CODE		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: Block 12			
11. SHIP TO/MARK FOR SEE SCHEDULE		CODE	12. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [] 10 U.S.C. 2304(c)() [] 41 U.S.C. 253(c)()			14. ACCOUNTING AND APPROPRIATION DATA See Schedule				
15A. ITEM NO.	15B. SUPPLIES/ SERVICES		15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT	
SEE SCHEDULE							
15G. TOTAL AMOUNT OF CONTRACT					\$23,702,898.30		
16. TABLE OF CONTENTS							
(X) SEC.	DESCRIPTION		PAGE(S)	(X) SEC.	DESCRIPTION		PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/ CONTRACT FORM	2	X	I	CONTRACT CLAUSES	57
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS	3	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	DESCRIPTION/ SPECS./ WORK STATEMENT	42		J	LIST OF ATTACHMENTS	
X	D	PACKAGING AND MARKING	44	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	45		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVERIES OR PERFORMANCE	46		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA	48		M	EVALUATION FACTORS FOR AWARD	
X	H	SPECIAL CONTRACT REQUIREMENTS	51				
CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE							
17. [] CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. [X] AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____			
19A. NAME AND TITLE OF SIGNER (Type or print)				20A. NAME AND TITLE OF CONTRACTING OFFICER DAVID W. COOLEY / PROCURING CONTRACTING OFFICER			
19B. NAME OF CONTRACTOR BY _____ (Signature of person authorized to sign)		19C. DATE SIGNED	20B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)		20C. DATE SIGNED 09-Jan-2004		

SECTION A Solicitation/Contract Form

CLAUSES INCORPORATED BY FULL TEXT

FOR YOUR INFORMATION: The following addresses and point of contacts are provided:

Name: Tim Byrnes
Phone: (805) 989- 0959
DSN: 351- 0959
FAX: (805) 989- 0561
Email address: timothy.byrnes@navy.mil

U.S Postal Service Mailing Address:

COMMANDER
CODE 230000E (T. BYRNES - 805-989-0959)
NAVAIRWARCENWPNDIV
575 "I" AVE SUITE 1
POINT MUGU, CA 93042-5049

Direct Delivery Address (UPS, FedEx, etc):

COMMANDER
CODE 230000E (T. BYRNES)
NAVAIRWARCENWPNDIV
BLDG 65, RM 1-MAILROOM
POINT MUGU, CA 93042-5049

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Operational, managerial, analysis and technical CPAF - support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$18,722,574.05
				BASE FEE	\$899,779.38
				SUBTOTAL MAX COST + BASE	\$19,622,353.43
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$19,622,353.43

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N6893601D0007/N0001904P7CF108 PURCHASE REQUEST NUMBER 0010084902				\$ \$
				ESTIMATED COST	\$
				BASE FEE	\$
				SUBTOTAL EST COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL EST COST + FEE	\$
	ACRN AA Funded Amount				\$450,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee in support CPAF - of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$1,349,669.07
				TOTAL MAX COST + FEE	\$1,349,669.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel requirements COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$1,062,477.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Material/ other direct costs (ODC's) COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Data in support of CLIN 0001 COST - IAW DD Form 1423, Contract Data Requirement List, Exhibit A		Lot	\$	\$ NSP
				MAX COST	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006	Technical manual preparation and publishing FFP - performed IAW Statement of Work-Attachment 1			\$	\$
				MAX NET AMT	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AA	Page changes to existing technical manuals FFP - -hardcopy to digital format	12,000.00	Page	\$47.41	\$568,920.00
				MAX NET AMT	\$568,920.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AB	Page changes to existing technical manuals FFP - -digital to digital format	7,000.00	Page	\$47.41	\$331,870.00

MAX NET AMT	\$331,870.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AC	New pages in existing technical manuals FFP - -digital to digital format	3,000.00	Page	\$80.12	\$240,360.00

MAX NET AMT	\$240,360.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AD	Output of Portable Document Format FFP - (PDF) Files	30,000.00	Page	\$5.84	\$175,200.00

MAX NET AMT	\$175,200.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007	Technical manuals/technical data package FFP - conversion performed IAW Statement of Work-Attachment 1 and task orders issued herein.		Lot	\$	\$
MAX NET AMT					\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AA	Conversion of hardcopy to master FFP - revisable text files in Microsoft Word format.	2,400.00	Page	\$15.74	\$37,776.00
MAX NET AMT					\$37,776.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AB	Conversion of hardcopy to master revisable FFP - text files in Interleaf format.	18,000.00	Page	\$15.74	\$283,320.00

MAX NET AMT	\$283,320.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AC	Conversion of hardcopy/digital text FFP - or illustrations to tagged image file format (TIIF) files.	3,000.00	Page	\$3.88	\$11,640.00

MAX NET AMT	\$11,640.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AD	Conversion of hardcopy to portable FFP - document format (PDF).	4,000.00	Page	\$4.44	\$17,760.00

MAX NET AMT	\$17,760.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0008	Engineering drawing conversions FFP - performed IAW Statement of Work-Attachment 1		Lot	\$	\$
					MAX NET AMT
					\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0008AA	Hardcopy drawings FFP - to digital/CALS type 4 (C4) file format	100.00	Page	\$7.64	\$764.00
					MAX NET AMT
					\$764.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0008AB	Hardcopy drawings FFP - to digital/portable document format (PDF)	100.00	Page	\$7.88	\$788.00
					MAX NET AMT
					\$788.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009	Option Period I- Operational, CPAF - managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$18,888,256.94
				BASE FEE	\$906,576.72
				SUBTOTAL MAX COST + BASE	\$19,794,833.66
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$19,794,833.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010	Option Period I- Award Fee CPAF - in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$1,359,865.07
				TOTAL MAX COST + FEE	\$1,359,865.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011	Option Period I- Travel requirements COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$1,058,382.13

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012	Option Period I- Material/ COST - other direct costs (ODC's) in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0013	Option Period I- Data in support COST - of CLIN 0001 IAW DD Form 1423, Contract Data Requirement List, Exhibit A		Lot	\$	\$ NSP
				MAX COST	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0014AC	Option Period I- New pages in FFP - existing technical manuals-digital to digital format	3,000.00	Page	\$82.52	\$247,560.00

MAX NET AMT	\$247,560.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0014AD	Option Period I- Output of Portable FFP - Document Format (PDF) Files	30,000.00	Page	\$6.01	\$180,300.00

MAX NET AMT	\$180,300.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0015	Option Period I- Technical manuals/ FFP - technical data packageconversion performed IAW Statement of Work- Attachment 1 and task orders issued herein.		Lot	\$	\$

MAX
NET AMT \$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0015AA	Option Period I- Conversion of hardcopy FFP - to master revisable text files in Microsoft Word format.	2,400.00	Page	\$16.21	\$38,904.00

MAX
NET AMT \$38,904.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0015AB	Option Period I- Conversion of hardcopy FFP - to master revisable text files in Interleaf format.	18,000.00	Page	\$16.21	\$291,780.00

MAX
NET AMT \$291,780.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0015AC	Option Period I- Conversion of hardcopy FFP - /digital text or illustrations to tagged image file format (TIIF) files.	3,000.00	Page	\$4.00	\$12,000.00

MAX NET AMT	\$12,000.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0015AD	Option Period I- Conversion of hardcopy FFP - to portable document format (PDF).	4,000.00	Page	\$4.57	\$18,280.00

MAX NET AMT	\$18,280.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0016	Option Period I- Engineering drawing FFP - conversions performed IAW Statement of Work-Attachment 1		Lot	\$	\$
					\$
					MAX NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0016AA	Option Period I- Hardcopy drawings FFP - to digital/CALS type 4 (C4) file format	100.00	Page	\$7.87	\$787.00
					\$787.00
					MAX NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0016AB	Option Period I- Hardcopy drawings FFP - to digital/portable document format (PDF)	100.00	Page	\$8.12	\$812.00
					\$812.00
					MAX NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	Option Period II- Operational, CPAF - managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$19,167,429.26
				BASE FEE	\$920,747.45
				SUBTOTAL MAX COST + BASE	\$20,088,176.71
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$20,088,176.71

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0018	Option Period II- Award Fee CPAF - in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$1,381,121.17
				TOTAL MAX COST + FEE	\$1,381,121.17

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0019	Option Period II- Travel requirements COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$1,082,961.11

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0020	Option Period II- Material/ COST - other direct costs (ODC's) in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0021	Option Period II - Data in support of CLIN 0001 IAW DD Form 1423, Contract Data Requirement List, Exhibit A		Lot	\$	\$ NSP

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0022	Option Period II- Technical manual FFP - preparation and publishing performed IAW Statement of Work- Attachment 1			\$	\$

MAX
NET AMT

\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0022AA	Option Period II- Page changes to FFP - existing technical manuals-hardcopy to digital format	12,000.00	Page	\$50.30	\$603,600.00

MAX NET AMT	\$603,600.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0022AB	Option Period II- Page changes to FFP - existing technical manuals-digital to digital format	7,000.00	Page	\$50.30	\$352,100.00

MAX NET AMT	\$352,100.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0022AC	Option Period II- New pages in FFP - existing technical manuals-digital to digital format	3,000.00	Page	\$85.00	\$255,000.00
MAX NET AMT					\$255,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0022AD	Option Period II- Output of Portable FFP - Document Format (PDF) Files	30,000.00	Page	\$6.20	\$186,000.00
MAX NET AMT					\$186,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0023	Option Period II- Technical manuals/ FFP - technical data packageconversion performed IAW Statement of Work- Attachment 1 and task orders issued herein.		Lot	\$	\$
MAX NET AMT					\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0023AA	Option Period II- Conversion of hardcopy FFP - to master revisable text files in Microsoft Word format.	2,400.00	Page	\$16.70	\$40,080.00

MAX NET AMT	\$40,080.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0023AB	Option Period II- Conversion of hardcopy FFP - to master revisable text files in Interleaf format.	18,000.00	Page	\$16.70	\$300,600.00

MAX NET AMT	\$300,600.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0023AC	Option Period II- Conversion of hardcopy FFP - /digital text or illustrations to tagged image file format (TIIF) files.	3,000.00	Page	\$4.12	\$12,360.00
MAX NET AMT					\$12,360.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0023AD	Option Period II- Conversion of hardcopy FFP - to portable document format (PDF).	4,000.00	Page	\$4.71	\$18,840.00
MAX NET AMT					\$18,840.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0024	Option Period II- Engineering drawing FFP - conversions performed IAW Statement of Work-Attachment 1	.00	Lot	\$	\$
MAX NET AMT					\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0024AA	Option Period II- Hardcopy drawings FFP - to digital/CALS type 4 (C4) file format	100.00	Page	\$8.11	\$811.00

MAX NET AMT	\$811.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0024AB	Option Period II- Hardcopy drawings FFP - to digital/portable document format (PDF)	100.00	Page	\$8.36	\$836.00

MAX NET AMT	\$836.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0025	Option Period III- Operational, CPAF - managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$19,396,676.34
				BASE FEE	\$912,957.55
				SUBTOTAL MAX COST + BASE	<u>\$20,309,633.89</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$20,309,633.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0026	Option Period III- Award Fee CPAF - in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<u>\$0.00</u>
				MAX AWARD FEE	\$1,369,436.33
				TOTAL MAX COST + FEE	\$1,369,436.33

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0027	Option Period III- Travel requirements COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$878,093.16

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0028	Option Period III- Material/ COST - other direct costs (ODC's) in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0029	Option Period III- Data in support COST - of CLIN 0001 IAW DD Form 1423, Contract Data Requirement List, Exhibit A		Lot	\$	\$ NSP
				MAX COST	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0030	Option Period III- Technical manual FFP - preparation and publishing performed IAW Statement of Work- Attachment 1			\$	\$
				MAX NET AMT	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0030AA	Option Period III- Page changes to FFP - existing technical manuals-hardcopy to digital format	12,000.00	Page	\$51.81	\$621,720.00

MAX NET AMT	\$621,720.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0030AB	Option Period III- Page changes to FFP - existing technical manuals-digital to digital format	7,000.00	Page	\$51.81	\$362,670.00

MAX NET AMT	\$362,670.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0030AC	Option Period III- New pages in FFP - existing technical manuals-digital to digital format	3,000.00	Page	\$87.55	\$262,650.00

MAX NET AMT	\$262,650.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0030AD	Option Period III- Output of Portable FFP - Document Format (PDF) Files	30,000.00	Page	\$6.38	\$191,400.00

MAX NET AMT	\$191,400.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0031	Option Period III- Technical manuals/ FFP - technical data packageconversion performed IAW Statement of Work- Attachment 1 and task orders issued herein.		Lot	\$	\$

MAX NET AMT	\$
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0031AA	Option Period III- Conversion of hardcopy FFP - to master revisable text files in Microsoft Word format.	2,400.00	Page	\$17.20	\$41,280.00

MAX NET AMT	\$41,280.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0031AB	Option Period III- Conversion of hardcopy FFP - to master revisable text files in Interleaf format.	18,000.00	Page	\$17.20	\$309,600.00

MAX NET AMT	\$309,600.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0031AC	Option Period III- Conversion of hardcopy FFP - /digital text or illustrations to tagged image file format (TIIF) files.	3,000.00	Page	\$4.24	\$12,720.00

MAX NET AMT	\$12,720.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0031AD	Option Period III- Conversion of hardcopy FFP - to portable document format (PDF).	4,000.00	Page	\$4.85	\$19,400.00

MAX NET AMT	\$19,400.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0032	Option Period III- Engineering drawing FFP - conversions performed IAW Statement of Work-Attachment 1		Lot	\$	\$

MAX NET AMT	\$
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0032AA	Option Period III- Hardcopy drawings FFP - to digital/CALS type 4 (C4) file format	100.00	Page	\$8.35	\$835.00

MAX NET AMT	\$835.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0032AB	Option Period III- Hardcopy drawings FFP - to digital/portable document format (PDF)	100.00	Page	\$8.61	\$861.00

MAX NET AMT	\$861.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0033	Option Period IV- Operational, CPAF - managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot	\$	\$

MAX COST	\$19,635,110.94
BASE FEE	<u>\$925,475.69</u>
SUBTOTAL MAX COST + BASE	\$20,560,586.63
MAX AWARD FEE	\$0.00
TOTAL MAX COST + FEE	\$20,560,586.63

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0034	Option Period IV- Award Fee CPAF - in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$1,388,213.53
				TOTAL MAX COST + FEE	\$1,388,213.53

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0035	Option Period IV- Travel requirements COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$903,895.95

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0036	Option Period IV- Material/ COST - other direct costs (ODC's) in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0037	Option Period IV- Data in support COST - of CLIN 0001 IAW DD Form 1423, Contract Data Requirement List, Exhibit A		Lot	\$	\$ NSP
				MAX COST	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0038	Option Period IV- Technical manual FFP - preparation and publishing performed IAW Statement of Work- Attachment 1			\$	\$
				MAX NET AMT	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0038AA	Option Period IV- Page changes to FFP - existing technical manuals-hardcopy to digital format	12,000.00	Page	\$53.36	\$640,320.00
				MAX NET AMT	\$640,320.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0038AB	Option Period IV- Page changes to FFP - existing technical manuals-digital to digital format	7,000.00	Page	\$53.36	\$373,520.00

MAX NET AMT	\$373,520.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0038AC	Option Period IV- New pages in FFP - existing technical manuals-digital to digital format	3,000.00	Page	\$90.17	\$270,510.00

MAX NET AMT	\$270,510.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0038AD	Option Period IV- Output of Portable FFP - Document Format (PDF) Files	30,000.00	Page	\$6.57	\$197,100.00

MAX NET AMT	\$197,100.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0039	Option Period IV- Technical manuals/ FFP - technical data packageconversion performed IAW Statement of Work- Attachment 1 and task orders issued herein.		Lot	\$	\$
					MAX NET AMT
					\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0039AA	Option Period IV- Conversion of hardcopy FFP - to master revisable text files in Microsoft Word format.	2,400.00	Page	\$17.72	\$42,528.00
					MAX NET AMT
					\$42,528.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0039AB	Option Period IV- Conversion of hardcopy FFP - to master revisable text files in Interleaf format.	18,000.00	Page	\$17.72	\$318,960.00

MAX NET AMT	\$318,960.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0039AC	Option Period IV- Conversion of hardcopy FFP - /digital text or illustrations to tagged image file format (TIIF) files.	3,000.00	Page	\$4.37	\$13,110.00

MAX NET AMT	\$13,110.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0039AD	Option Period IV- Conversion of hardcopy FFP - to portable document format (PDF).	4,000.00	Page	\$5.00	\$20,000.00

MAX NET AMT	\$20,000.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0040	Option Period IV- Engineering drawing FFP - conversions performed IAW Statement of Work-Attachment 1	.00	Lot	\$	\$

MAX NET AMT	\$
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0040AA	Option Period IV- Hardcopy drawings FFP - to digital/CALS type 4 (C4) file format	100.00	Page	\$8.60	\$860.00

MAX NET AMT	\$860.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0040AB	Option Period IV- Hardcopy drawings FFP - to digital/portable document format (PDF)	100.00	Page	\$8.87	\$887.00

MAX NET AMT	\$887.00
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B6. REDETERMINABLE PROVISION (FIRM FIXED PRICE, NOT TO EXCEED CLINS ONLY)

Due to ever changing and advancing technology, the contractor shall be required approximately three (3) months prior to the end of the base period of contract performance to reassess the unit prices for option period one, not to exceed CLINs. If the unit price for these CLIN's has decreased, the contract will be modified to the reduction in unit prices and the total amount of the contract will be adjusted accordingly. If the unit price for these CLINs has increased, the unit prices will not be adjusted and the contract prices shall prevail. This reassessment will occur during option periods two and three. If the unit prices for the fixed priced, not to exceed portion of this contract decreases, than the award fee will reflect the contractor's effort to realize savings for the government.

5252.211-9503 LEVEL OF EFFORT (COST REIMBURSEMENT) (SEP 1999)

(a) The level of effort estimated for the base period to be ordered during the term of this contract is 601,020 man-hours of direct labor including authorized subcontract labor, if any. The level of effort estimated for option periods one, two and three to be ordered is 601,020 man-hours of direct labor including authorized subcontract labor per year. The level of effort estimated for option period four to be ordered is 601,060 man-hours of direct labor including authorized subcontract labor per year. The contractor shall not, under any circumstances, exceed one hundred (100%) percent of the total level of effort specified in this basic contract. The estimated composition of the total man-hours of direct labor by classification is as follows:

DESCRIPTION	BASE PERIOD	OPTION PERIOD I	OPTION PERIOD II	OPTION PERIOD III	OPTION PERIOD IV
Program Manager (Key)	2,880	2,880	2,880	2,880	2,880
Sr. Computer Systems Analyst	5,700	5,700	5,700	5,700	5,700
Computer Programmer/Analyst (Journeyman)	300	300	300	300	300
Sr. Configuration/Data Mgmt Specialist (Key)	1,700	1,700	1,700	1,700	1,700
Jr. Configuration/Data Mgmt Specialist	44,000	44,000	44,000	44,000	44,000
Data Management Specialist (Journeyman)	3,800	3,800	3,800	3,800	3,840
Sr. Logistics Analyst (Key)	900	900	900	900	900
Logistics Analyst	4,800	4,800	4,800	4,800	4,800
Configuration Mgmt Specialist (Journeyman)	134,400	134,400	134,400	134,400	134,400
Sr. Information Resource Manager	380	380	380	380	380
Information Resource Manager	100	100	100	100	100
Technical Publication Writer/Editor	34,560	34,560	34,560	34,560	34,560
Technical Illustrator (Journeyman)	14,000	14,000	14,000	14,000	14,000
Editorial Assistant	12,000	12,000	12,000	12,000	12,000
Editorial Clerk	7,680	7,680	7,680	7,680	7,680
Librarian	50	50	50	50	50
Sr. Library Technician	100	100	100	100	100
Library Technician (Journeyman)	12,480	12,480	12,480	12,480	12,480
Logistics Mgmt Spec (Journeyman)	960	960	960	960	960
Computer Operator (Journeyman)	19,200	19,200	19,200	19,200	19,200
Jr. Computer Operator	3,840	3,840	3,840	3,840	3,840
Sr. Draftsman	15,360	15,360	15,360	15,360	15,360
Jr. Draftsman	3,840	3,840	3,840	3,840	3,840
Administrative Asst (Journeyman)	30,720	30,720	30,720	30,720	30,720
Data Entry Clerk	57,600	57,600	57,600	57,600	57,600
Jr. Computer Systems Analyst	100	100	100	100	100
Sr. Systems Administrator (Key)	960	960	960	960	960
Systems Administrator	3,840	3,840	3,840	3,840	3,840
Sr. Systems Analyst	3,200	3,200	3,200	3,200	3,200
Sr. Computer Systems Designer	750	750	750	750	750
Jr. Computer Systems Designer	960	960	960	960	960
Sr. Data Protection Specialist	480	480	480	480	480
Jr. Data Protection Specialist	100	100	100	100	100
Data Technician	115,200	115,200	115,200	115,200	115,200
Sr. Program/Project Control Spec	6,500	6,500	6,500	6,500	6,500
Business Process Reengineering Spec (Key)	200	200	200	200	200
Sr. Functional Systems Analyst	100	100	100	100	100
Functional Systems Analyst	3,840	3,840	3,840	3,840	3,840
Sr. Logistics Manager (Key)	7,680	7,680	7,680	7,680	7,680
Jr. Logistics Manager	2,400	2,400	2,400	2,400	2,400
Logistics Manager	6,720	6,720	6,720	6,720	6,720
Sr. Analyst	8,200	8,200	8,200	8,200	8,200
Data Analyst	7,680	7,680	7,680	7,680	7,680
Technical Writer	19,200	19,200	19,200	19,200	19,200
Install Manager	100	100	100	100	100
Sr. Installer	100	100	100	100	100
Installer	100	100	100	100	100
Network Specialist	192	192	192	192	192
Local Area Network Specialist	100	100	100	100	100
Internet Sr. Systems Engineer	100	100	100	100	100
Internet Systems Engineer	768	768	768	768	768
Information Technology Specialist	100	100	100	100	100
TOTAL	601,020	601,020	601,020	601,020	601,060

(b) Either FAR Clause 52.232-20, "Limitation of Cost" or FAR Clause 52.232-22, "Limitation of Funds", depending upon whether the order is fully funded, applies independently to each order under this contract and nothing in this clause amends the rights or responsibilities of the parties hereto under either of those two clauses. In addition, the notifications required by this clause are separate and distinct from any specified in either FAR Clause 52.232-20 or FAR Clause 52.232-22.

(c) In the event that less than one hundred (100%) percent of the established level of effort of the basic contract is actually expended by the completion date of the contract (or if said Level of Effort has been previously revised

upward, or the fee bearing portion of the additional hours by which the Level of Effort was last increased), the Government shall have the option of:

(1) Requiring the Contractor to continue performance, subject to the provisions of the FAR Clause 52.232-20 or 52.232-22, as applicable, until the effort expended equals 100% of the established Level of Effort; or

(2) Effecting a reduction in the fixed fee by the percentage by which the total expended man-hours is less than one hundred (100%) percent of the established Level of Effort (or the fee bearing portion of the last upward revision).

(d) Completion Form Task Orders.

(1) An estimated level of effort shall be established for each completion form task order. This estimated level of effort is established for the purpose of determining the amount of fixed fee payable on the task order and tracking the ceiling amount of the contract, it is not to be construed as a performance requirement. In the event the task(s) can not be completed within the estimated cost, the Government will require more effort without increase in fee, provided the Government increases the estimated cost.

(2) Within thirty days after completion of the work under each completion form task order, the Contractor shall submit the following information directly, in writing, to the ordering officer, with copies to the COR and the Defense Contract Audit Agency office to which vouchers are submitted:

(i) The Contractor's estimate of the total allowable cost incurred under the task order; and

(ii) In the case of a cost underrun, the amount by which the estimated costs of the task order may be reduced to recover excess funds.

(e) Term Form Task Orders.

(1) The Contractor shall notify the Procuring Contracting Officer immediately in writing whenever it has reason to believe that:

(i) The level of effort the Contractor expects to incur under any term form order in the next 60 days, when added to the level of effort previously expended in the performance of that order, will exceed seventy-five (75%) percent of the level of effort established for that order; or

(ii) The level of effort required to perform a particular term form order will be greater than the level of effort established for that order.

As part of the notification, the Contractor shall provide the Contracting Officer a revised estimate of the level of effort required to perform the order. As part of the notification, the Contractor also shall submit any proposal for adjustment to the estimated cost and fixed fee that it deems would be equitable if the Government were to increase the level of effort as proposed by the Contractor. Any such upward adjustment shall be prospective only, i.e., will apply only to effort expended after a modification (if any) is issued. However, whether an increase in fixed fee is appropriate shall depend on the circumstances involved, and, except as otherwise provided in the contract, shall be entirely within the discretion of the Contracting Officer. In performing term form task orders, the Contractor may use any combination of hours of the labor categories listed in the task order.

(2) In performing term form task orders, the contractor may use any combination of hours of the labor categories listed in the task order.

(3) Within thirty days after completion of the work under each term form task order, the Contractor shall submit the following information directly, in writing, to the ordering officer, with copies to the COR and the Defense Contract Audit Agency office to which vouchers are submitted:

(i) The total number of man-hours of direct labor, including subcontract labor, expended and a breakdown of this total showing the number of man-hours expended in each direct labor classification listed in the task order schedule, including the identification of the key employees utilized;

(ii) The Contractor's estimate of the total allowable cost incurred under the task order; and

(iii) In the case of a cost underrun, the amount by which the estimated costs of the task order may be reduced to recover excess funds.

(4) In the event that less than one hundred (100%) percent of the established level of effort of a term order (or if said level of effort has been previously revised upward, of the fee bearing portion of the additional hours by which the level of effort was last increased) is actually expended by the completion date of the contract, the Government shall have the option of:

(i) Requiring the Contractor to continue performance, subject to the provisions of the "Limitation of Cost" or the "Limitation of Funds" clause, as applicable, until the effort expended equals one hundred (100%) percent of the established Level of Effort (or of the fee-bearing portion of the last upward revision); or

(ii) Effecting a reduction in the fixed fee by the percentage by which the total expended man-hours is less than one hundred (100%) percent of the established Level of Effort (or the fee bearing portion of the last upward revision).

(5) In the event that the expended level of effort of a term order exceeds the established level of effort by ten (10%) percent or less, but does not exceed the estimated cost of the order; the contractor shall be entitled to cost reimbursement for actual hours expended, not to exceed the ceiling cost. The contractor shall not be paid fixed fee, however, on level of effort in excess of one hundred (100%) percent without complying with subsection (e)(1) above. This understand does not supersede or change subsection (e)(1) above, whereby the contractor and Government may agree on a change to the task order level of effort with an equitable adjustment for both cost and fee.

5252.232-9505 PAYMENT OF BASE FEE (COST-PLUS-AWARD-FEE, LEVEL OF EFFORT (IDIQ) CONTRACTS) (OCT 1999)

(a) The base fee for work performed under this contract is [insert base fee amount*], provided that approximately [601,020**] man-hours of effort (including subcontractor hours and hours performed by other divisions of the contractor) are so employed on such work by the contractor. If less than ninety-five (95%) percent of the man-hours of said services are so employed for such work, the fee shall be equitably reduced to reflect the reduction of work in accordance with the clause entitled, "Level of Effort". The Government shall make payment, on account of the base fee, at the rate of [insert dollar amount***] per direct labor hour invoiced by the contractor under the contract clause entitled, "Allowable Cost and Payment", for the related period, subject to the withholding provisions of paragraph (b) of the clause at FAR Clause 52.216-8, "Fixed Fee". These withholding provisions apply to each individual task order. Any balance of base fee shall be paid the contractor, or any overpayment of base fee shall be paid by the contractor or otherwise credited to the Government, at the time of final payment.

(b) The cumulative base fee established in task orders issued hereunder shall not exceed the total base fee established in paragraph (a) above, unless the contract is modified in writing by the Contracting Officer.

(c) For the purpose of this clause, "subcontract hours" shall include only those hours incurred by the subcontractor for services where the terms of the subcontract require payment based on the number of hours used and the reporting of those hours to the prime contractor. Examples of "subcontract hours" that are included in this definition are hours used in labor hour, time and material, and level of effort (fixed-price or cost-reimbursement) type contracts.

(d) "Subcontractor" as used in this definition means any supplier, distributor, vendor, or firm that furnished services to or for a prime contractor or another subcontractor.

*to be negotiated

**If option period one exercised, the labor hours are 601,020. If option period two exercised, the labor hours are 601,020. If option period three exercised, the labor hours are 601,020. If option period four exercised, the labor hours are 601,060.

*** to be negotiated

5252.232-9506 DETERMINATION AND PAYMENT OF AWARD FEE (SEP 2003)

(a) In addition to any base fee set forth herein, the contractor may earn and be paid all or a portion of an award fee not to exceed \$[insert dollar amount*].

(b) The contractor's performance will be evaluated in two major categories. The first will be the technical performance of the delivery/task order, Category A, but will also consider economical and timely performance as factors in determining the grade. The second Category B, will be on over-all effectiveness of (1) management organization and control, (2) personnel management, and (3) cost management. The actual payment of award fee earned by the contractor will be based on three factors: (1) the grade assigned by the Government to the contractor's work on each delivery/task order active during the periods; (2) the grade assigned by the Government to the contractor's overall management during the period; and (3) the number of direct hours expended during the rating period.

(c) It is understood that the ratio between the maximum possible award fee which may be earned by the contractor and the base fee payable under the contract, as amended, which ratio is [insert ratio amount**] shall remain

constant. That is, if the base fee payable is increased or reduced by modification, the maximum amount of award fee which may be earned and paid shall be increased or reduced proportionately.

(d) Determination of award fee, if any, earned by the contractor and payment thereof shall be made quarterly. This determination will be the result of combining the Category A and B evaluations in an overall grade for the quarter.

(e) The Category A evaluation shall represent sixty (60%) percent of the award fee factor. The portion of the Category A quarterly fee which may be earned during the quarterly award fee evaluation period shall not exceed sixty (60%) percent of the amount of base fee for the contractor's labor hours (i.e., subcontractor labor is excluded from this award fee computation) earned in accordance with NAVAIR clause 5252.232-9505 "Payment of Base Fee (Cost-Plus-Award-Fee, Level of Effort (IDIQ) Contracts)" during the period multiplied by the ratio existing between the award fee and the base fee established herein.

(f) The Category B evaluation shall represent forty (40%) percent of the award fee factor. The portion of the Category B annual award fee which may be earned during the quarterly award fee evaluation period shall not exceed forty (40%) percent of the amount of base fee computation earned in accordance with NAVAIR clause 5252.232-9505 "Payment of Base Fee (Cost-Plus-Award-Fee, Level of Effort (IDIQ) Contracts)" during that period multiplied by the ratio existing between the award fee and base fee established herein.

(g) Payment of any award fee earned by the contractor shall not be subject to the withholding provisions of the FAR Clause 52.216-8, "Fixed-Fee".

(h) It is understood that the contractor shall not earn award fees for any subcontractor effort; however, base fee is applicable to subcontractor hours.

*to be negotiated

** to be determined after negotiations

B.03 DESCRIPTION/SPECIFICATIONS

The contractor shall, in conformance with the Contract Provisions set forth in Sections B, D, E, F, G, H, and I furnish all personnel, materials, services, and facilities necessary to perform the requirements set forth in the Work Statement (Section C) and in accordance with the Contractor's proposal of (1/7/2004) as amended (1/9/2004).

SECTION C Descriptions and Specifications

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C1. STATEMENT OF WORK

All work will be performed according to the Statement of Work- Attachment (1) and the Statement of Work specified for each individual task order issued against the ensuing contract and in accordance with all other terms and conditions set forth herein.

C2. PERSONNEL QUALIFICATIONS

If the government questions the qualifications of any person performing under this contract the burden of proof to sustain that person's qualifications shall be upon the offeror. Furthermore, all college degrees must be from an accredited college or university.

C.16 PLACE OF PERFORMANCE

Offerors will be required to provide off-base office spaces at the following sites where the majority of work is estimated to be performed: NAVAIR and NAWCAD Patuxent River, MD; and NATEC, San Diego, CA. Contractor office spaces shall be operational within 45 days after contract award. The contractor's local offices shall be within a fifteen-mile perimeter of these government facilities.

The services to be performed herein may include providing support at the following locations: Naval Air Warfare Center, Aircraft Division (NAWCAD) Patuxent River, MD; Naval Air Warfare Center, Aircraft Division (NAWCAD) Lakehurst, NJ; Naval Air Warfare Center, Weapons Division (NAWCWD) China Lake, CA; Naval Air Warfare Center, Weapons Division (NAWCWD) Point Mugu, CA; Naval Air Warfare Center Training Support Division (NAWCTSD) Orlando, FL; Naval Aviation Depot (NADEP) Cherry Point, NC; (NADEP) Jacksonville, FL; (NADEP) North Island, San Diego, CA; US Army Aviation & Missile Command (AMCOM) Redstone Arsenal, Huntsville, AL; Warner Robins AFB, Robins, GA; Norfolk Naval Shipyard, Norfolk, VA; Hill AFB, Ogden, UT; Tinker AFB, Oklahoma City, OK; Supervisor of Shipbuilding (SUPSHIP) Bath, Bath, ME; SUPSHIP Ingalls, Pascagoula, MS; Ships Repair Facility (SRF) Yokosuke, Yokosuka, Japan; US Army Tank & Automotive Command (TACOM) Warren, MI; Naval Surface Warfare Center (NSWC) Port Hueneme, CA; Marine Corps Logistics Base (MCLB) Albany, GA; Defense Supply Center (DSC) Columbus, OH; DSC-Richmond, Richmond, VA; US Army Communications & Electronics Command (CECOM) Fort Monmouth, NJ or any additional sites or locations as may be required in support of work efforts described in the Statement of Work.

C.17 PROGRESS AND STATUS REPORT, IDIQ CONTRACTS WITH LEVEL OF EFFORT PROVISIONS

(a) The contractor shall prepare and submit a report as a supplement to each Standard Form 1034 presented for payment. The report shall cover the term for which the invoice is submitted and shall include the following information when applicable:

- (1) Identification Elements
 - (i) Contract, Invoice and Control Numbers
 - (ii) Contractor's Name and Address
 - (iii) Date of Report
 - (iv) Reporting (invoicing) Period
- (2) Delivery Order Description Elements. For each delivery order invoice, the report shall include:
 - (i) Delivery order number
 - (ii) Number of hours and labor categories as awarded in delivery order.

(iii) Labor hours expended for the reporting period and cumulatively broken out to identify labor categories and specific individuals utilized and the amount of labor hours expended by each.

(iv) Labor hours, by labor category anticipated to be required for completion of delivery order.

(v) Extent of travel, including identification of individuals performing the travel, the labor categories of such individuals and total number of travelers.

(vi) List of materials and other direct cost items expended in performance of the delivery order during the reporting period.

(vii) The same information as specified in a. through f. above is required for any subcontractor performance on the delivery order.

(b) Each report shall address each element of paragraph (2) above. Where the element is not applicable, the report shall so state.

(c) Each period of performance and associated labor hours of the contract shall stand alone. Accordingly, when a new period begins (i.e., 1st option year, 2nd option year) the labor, travel, and material shall be reported for each performance period.

(d) Distribution of the report shall, as a minimum, be one (1) copy to [insert address], and one (1) copy to the Contracting Officer's Representative (COR). Additional requirements may be established in a DD Form 1423, Contract Data Requirements List.

(e) COR will insure this report and copies of the invoice are retained.

C.21 REPORTING REQUIREMENTS

A status report shall be submitted on a monthly basis to the Procuring Contracting Officer, Contracting Officer's Technical Representative, Ordering Officer (if applicable) and Administrative Contracting Officer. The report shall provide the number of hours expended, the total cost incurred to date, data status and delivery status.

C.24 EFFECTIVE DATES FOR SPECIFICATIONS AND STANDARDS

Unless otherwise specified, the revision level and date for each specification and standard cited within this solicitation/contract (including any specifications or standards cited in any drawing, handbook or referenced specification or standard contained within this solicitation) shall be that listed in the Department of Defense (DoD) Index of Specifications and Standards (DoDISS) dated 1 July 1996 with supplement dated 1 January 1997.

C.33 CONTRACT DATA REQUIREMENTS LIST

Item 0005 shall be in accordance with the attached Contract Data Requirements List, CDRL, DD Form 1423, Exhibit "A" of this contract.

C.34 CONTRACT DATA REQUIREMENTS LIST (OPTION)

Item 0013, 0021, 0029, 0037, if the option is exercised, shall be in accordance with the attached Contract Data Requirements List, CDRL, DD Form 1423, Exhibit "A" of this contract.

SECTION D Packaging and Marking

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5252.247-9507 PACKAGING AND MARKING OF REPORTS (SEP 1999)

(a) All unclassified data shall be prepared for shipment in accordance with best commercial practice. Classified reports, data and documentation, if any, shall be prepared for shipment in accordance with the National Industry Security Program Operating Manual, DoD 5220.22M.

(b) The contractor shall promptly display on the cover of each report the following information:

- (1) Name and business address of contractor.
- (2) Contract Number/Delivery/Task order number.
- (3) Contract/Delivery/task order dollar amount.
- (4) Whether the contract was competitively or non-competitively awarded;
- (5) Name, code and activity of sponsoring individual.

SECTION E Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE:

52.246-2	Inspection Of Supplies--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
252.246-7000	Material Inspection And Receiving Report	MAR 2003

CLAUSES INCORPORATED BY FULL TEXT

5252.246-9512 INSPECTION AND ACCEPTANCE (DESTINATION) (NAVAIR) (MAR 1999)

(a) Inspection and acceptance of the supplies or services to be furnished hereunder shall be performed at destination by the Task Order Contracting Officer's Representative (TOCOR).

(b) Acceptance of all Contract Line Items/Subcontract Line Items (CLINs/SLINs) shall be made by signature of the accepting authority on a DD Form 250, Material Inspection and Receiving Report. Acceptance will only occur when the accepting authority is sure that inspections performed demonstrate compliance with contract requirements.

5252.246-9514 INSPECTIONS AND ACCEPTANCE OF TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Inspection and acceptance of technical data and information will be performed by the Procuring Contracting Officer (PCO) or his duly authorized representative. Inspection of technical data and information will be performed by ensuring successful completion of the requirements set forth in the DD Form 1423, Contract Data Requirements List (CDRL) and incorporation/resolution of Government review comments on the data items. Acceptance will be evidenced by execution of an unconditional DD Form 250, Material Inspection and Receiving Report, as appropriate, and/or upon receipt of a second endorsement acceptance by the PCO on the attachment to this contract entitled (*not applicable*). The attached form will not be used for high cost data such as drawings, specifications, and technical manuals.

SECTION F Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE:

52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.247-48	F.O.B. Destination--Evidence Of Shipment	FEB 1999
252.247-7023	Transportation of Supplies by Sea	MAY 2002

CLAUSES INCORPORATED BY FULL TEXT

52.247-34 F.O.B. DESTINATION (NOV 1991)

(a) The term "f.o.b. destination," as used in this clause, means-

(1) Free of expense to the Government, on board the carrier's conveyance, at a specified delivery point where the consignee's facility (plant, warehouse, store, lot, or other location to which shipment can be made) is located; and

(2) Supplies shall be delivered to the destination consignee's wharf (if destination is a port city and supplies are for export), warehouse unloading platform, or receiving dock, at the expense of the Contractor. The Government shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved before the actual delivery (or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the Government acting in its contractual capacity. If rail carrier is used, supplies shall be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggyback") is used, supplies shall be delivered to truck tailgate at the unloading platform of the consignee, except when the supplies delivered meet the requirements of Item 568 of the National Motor Freight Classification for "heavy or bulky freight." When supplies meeting the requirements of the referenced Item 568 are delivered, unloading (including movement to the tailgate) shall be performed by the consignee, with assistance from the truck driver, if requested. If the contractor uses rail carrier or freight forwarded for less than carload shipments, the contractor shall ensure that the carrier will furnish tailgate delivery, when required, if transfer to truck is required to complete delivery to consignee.

(b) The Contractor shall-

- (1)(i) Pack and mark the shipment to comply with contract specifications; or
- (ii) In the absence of specifications, prepare the shipment in conformance with carrier requirements;
- (2) Prepare and distribute commercial bills of lading;
- (3) Deliver the shipment in good order and condition to the point of delivery specified in the contract;
- (4) Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the consignee at the delivery point specified in the contract;
- (5) Furnish a delivery schedule and designate the mode of delivering carrier; and
- (6) Pay and bear all charges to the specified point of delivery.

5252.211-9507 PERIOD OF PERFORMANCE (NAVAIR) (MAR 1999)

(a) The contract shall commence on 12 January 2004 and shall continue to 11 January 2005. However, the period of performance may be extended in accordance with the option provisions contained herein.

(b) If FAR Clause 52.216-18, "Ordering", is incorporated into this contract, then the period in which the Government can issue orders under the contract will be extended at the exercise of an option, and extended to the end of that option period.

5252.216-9506 MINIMUM AND MAXIMUM QUANTITIES (MAR 1999) (NAVAIR)

As referred to in paragraph (b) of FAR 52.216-22 " Indefinite Quantity" of this contract, the contract minimum quantity is \$450,000.00; the maximum quantity is the to be negotiated value of the base period.
5252.247-9505 TECHNICAL DATA AND INFORMATION (NAVAIR) (FEB 1995)

Technical Data and Information shall be delivered in accordance with the requirements of the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto, and the following:

(a) The contractor shall concurrently deliver technical data and information per DD Form 1423, Blocks 12 and 13 (date of first/subsequent submission) to all activities listed in Block 14 of the DD Form 1423 (distribution and addresses) for each item. Complete addresses for the abbreviations in Block 14 are shown in paragraph (g) below. Additionally, the technical data shall be delivered to the following cognizant codes, who are listed in Block 6 of the DD Form 1423.

(1) PCO, David Cooley, Code 230000E, Naval Air Warfare Center-Weapons Division, 575 "I" Avenue, Suite 1, Building 65, Point Mugu, CA 93042-5049.

(2) ACO, DCMC Baltimore

(b) Partial delivery of data is not acceptable unless specifically authorized on the DD Form 1423, or unless approved in writing by the PCO.

(c) The Government review period provided on the DD Form 1423 for each item commences upon receipt of all required data by the technical activity designated in Block 6.

(d) A copy of all other correspondence addressed to the Contracting Officer relating to data item requirements (i.e., status of delivery) shall also be provided to the codes reflected above and the technical activity responsible for the data item per Block 6, if not one of the activities listed above.

(e) The PCO reserves the right to issue unilateral modifications to change the destination codes and addresses for all technical data and information at no additional cost to the Government.

(f) Unless otherwise specified in writing, rejected data items shall be resubmitted within thirty (30) days after receipt of notice of rejection.

(g) DD Form 1423, Block 14 Mailing Addresses:

To be indicated on each task order DD1423, as applicable.

F-TXT-01 OPTION PERIOD OF PERFORMANCE (MAR 2003)

(1) The period of performance for CLIN(s) 0009, 0010, 0011, 0012, 0013, 0014, 0015, 0016 is one year beginning 12 January 2005 and ending 11 January 2006. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000).

(2) The period of performance for CLIN(s) 0017, 0018, 0019, 0020, 0021, 0022, 0023, 0024 is one year beginning 12 January 2006 and ending 11 January 2007. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000).

(3) The period of performance for CLIN(s) 0025, 0026, 0027, 0028, 0029, 0030, 0031, 0032 is one year beginning 12 January 2007 and ending 11 January 2008. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000).

(4) The period of performance for CLIN(s) 0033, 0034, 0035, 0036, 0037, 0038, 0039, 0040 is one year beginning 12 January 2008 and ending 11 January 2009. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000).

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1741804 4U4N 251 00019 0 050119 2D 000000
 AMOUNT: \$450,000.00

AIR30PRLA193

CLAUSES INCORPORATED BY FULL TEXT

5252.232-9000 SUBMISSION OF INVOICES (FIXED PRICE) (JUL 1992)

(a) "Invoice" as used in this clause does not include contractor's requests for progress payments.

(b) The contractor shall submit original invoices with copies to the address identified in the solicitation/contract award form (SF 26-Block 10; SF 33-Block 23; SF 1447-Block 14), unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order (DD 1155-Block 13 or SF 26-Block 10).

(c) The use of copies of the Material Inspection and Receiving Report (MIRP), DD Form 250, as an invoice is encouraged. DFARS Appendix F-306 provides instructions for such use. Copies of the MIRP used as an invoice are in addition to the standard distribution stated in DFARS F-401.

(d) In addition to the requirements of the Prompt Payment clause of this contract, the contractor shall cite on each invoice the contract line item number (CLIN); the contract subline item number (SLIN), if applicable; the accounting classification reference number (ACRN) as identified on the financial accounting data sheets, and the payment terms.

(e) The contractor shall prepare:

- a separate invoice for each activity designated to receive the supplies or services.
- a consolidated invoice covering all shipments delivered under an individual order.
- either of the above.

(f) If acceptance is at origin, the contractor shall submit the MIRP or other acceptance verification directly to the designated payment office. If acceptance is at destination, the consignee will forward acceptance verification to the designated payment office.

5252.232-9001 SUBMISSION OF INVOICES (COST-REIMBURSEMENT, TIME- AND-MATERIAL, LABOR-HOUR, OR FIXED PRICE INCENTIVE) (JUL 1992) (NAPS)

(a) "Invoice" as used in this clause includes contractor requests for interim payments using public vouchers (SF 1034) but does not include contractor requests for progress payments under fixed price incentive contracts.

(b) The Contractor shall submit invoices and any necessary supporting documentation, in an original and 3 copies, to the contract auditor at the following address: Federal Bldg. US Courthouse, Room 139, 222 West 7th Avenue, Stop 71, Anchorage, AK 99513-7552 unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order. In addition, an information copy shall be submitted to the Contracting Officer's Representative (COR). Following verification, the COR will forward the invoice to the designated payment office for payment in the amount determined to be owing, in accordance with the applicable payment (and fee) clause(s) of this contract.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than 60 calendar days between performance and submission of an interim payment invoice.

(d) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

- (1) Contract line item number (CLIN)

- (2) Subline item number (SLIN)
- (3) Accounting Classification Reference Number (ACRN)
- (4) Payment terms
- (5) Procurement activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided
- (e) A DD Form 250, "Material Inspection and Receiving Report" **is required only with the final invoice.**
- (f) A Certificate of Performance **is not required**
- (g) The Contractor's final invoice shall be identified as such, and shall list all other invoices (if any) previously tendered under this contract.
- (h) Costs of performance shall be segregated, accumulated and invoiced to the appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated on a proportional basis.

5252.232-9504 INSTRUCTIONS TO PAYING OFFICE (NAVAIR) (MAY 1998)

- (a) Invoices submitted for payment, which do not contain contract line item number (CLIN) (or subline item number (SLIN), if any) and the accounting classification references number (ACRN) information, will be returned for correction.
- (b) The disbursement of funds will be by the CLIN/SLIN/ACRN designation or when multiple ACRNs are used, disbursements will be prorated in proportion to the unliquidated balance within a CLIN or SLIN, if assigned.
- (c) Progress Payments will be prorated based upon the unliquidated balance of all ACRN(s) assigned.

5252.232-9521 PAYMENT INQUIRIES (NAVAIR) (AUG 1998)

Inquiries regarding payment should be referred to: the DFAS Vendor Pay Inquiry System (VPIS) at <http://www.dfas.mil/money/vendor/>. Payment information can be traced using the contract number, check number, CAGE code, DUNS number, or invoice number. The information is available for 90 days after payment is made.

5252.242-9511 CONTRACT ADMINISTRATION DATA (NAVAIR) (MAY 1998)

- (a) Contract Administration Office.
 - (1) Contract administration functions (see FAR 42.302 and DFARS 242.302) are assigned to: DCMA Baltimore, 217 East Redwood Street, Suite 1800, Baltimore, MD 21202.
 - (2) Contract administration functions withheld, additional contract administration functions assigned, or special instructions (see FAR 42.202) are: NONE
 - (3) The Accounting Classification Reference Numbers (ACRN) assigned by the Procuring Contracting Officer and shall be used in applicable contract modifications or orders or modifications thereto issued by the cognizant contract administration office. If Procuring Contracting Officer assigns no ACRN, the contract administration office may assign a two-position ACRN that can be either alpha-numeric (A1 through B9 and continuing, if necessary through Z9, excluding the letters "I" and "O") or alpha (AA through ZZ, excluding the letters "I" and "O"), (see DFARS 204.7101).
 - (4) The cognizant contract administration office shall distribute to the U.S. Navy International Logistics Control Office (NAVILCO) (Code 20), 700 Robbins Avenue, Philadelphia, Pennsylvania 19111, a copy of any report or document which indicates an anticipated or actual delay in the delivery of supplies or services called for under the Navy International Logistics Program (ILP) Foreign Military Sales (FMS) (or Military Assistance Program (MAP)) Item(s) identified in Section B, if any. Copies of reports or documents distributed to NAVILCO shall include the applicable Item number, the FMS Case identifier and FMS country (or MAP record Control/Program Directive number identifier) and the requisition number and shall be in addition to any other distribution required by this contract or directives applicable to the cognizant contract administration office.
- (b) PCO Quality Assurance Representative. Any quality assurance questions, comments, problems, recommendations, etc., which cannot be resolved at the Administrative Contracting Officer (ACO) Quality

Assurance Representative (QAR) level should be communicated to the Procuring Contracting Officer (PCO) QAR designated below:

The PCO/QAR will be appointed on individual orders

(c) Paying Office. The disbursing office that will make payments is designated as follows:

DFAS-CO/South Entitlement Operations,

PO Box 182264

Columbus, OH 43218-2264

(d) Remittance Address. The address to which payments should be mailed by the Government is:

Alutiiq Security & Technology, LLC

737 Volvo Parkway, Suite 120

Chesapeake, VA 23320

G-TXT-04 APPOINTMENT OF ORDERING OFFICER (S) (APR 2002)

(a) The following activity (ies) or individual(s) is/are designated as authorized Ordering Officer(s):

NAVAL AIR WARFARE CENTER-WEAPONS DIVISION (NAWCWD)

575 I Avenue, Suite 1, Building 65

Point Mugu, CA 93042-5049

(b) The above activity (ies) or individual(s) is/are responsible for issuing and administering any orders placed hereunder. Ordering Officers may negotiate revisions/modifications to orders, but only within the scope of this contract. Ordering Officers have no authority to modify any provision of this basic contract. Any deviation from the terms of the basic contract must be submitted to the Procuring Contracting Officer (PCO) for contractual action. Ordering Officers may enter into mutual no-cost cancellations of orders under this contract and may reduce the scope of orders/tasks, but Terminations for Convenience or Terminations for Default shall be issued only by the PCO.

SECTION H Special Contract Requirements

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5252.210-9501 AVAILABILITY OF UNIQUE DATA ITEM DESCRIPTIONS (UDIDs) AND DATA ITEM DESCRIPTIONS (DIDs) (JULY 2003)

Access Procedures for Acquisition Management System and Data Requirements Control List (AMSDDL), DoD 5010.12-L, and DIDs listed therein. The AMSDDL and all DIDs and UDIDs listed therein are available online via the Acquisition Streamlining and Standardization Information System located at <http://assist.daps.dla.mil>. To access these documents, select the Quick Search link on the site home page. For questions regarding the site, you may contact the Special Assistance Desk at (215) 697-2179. Requests may also be made by FAX and must contain each desired AMSDL, DID, or UDID listed by document identifier (e.g., AMSDL should be listed as DoD 5010.12-L) and the requestor's complete mailing address. A maximum of one (1) copy of each document will be issued. Requests should be faxed to (215) 697-1462.

5252.215-9502 AWARD FEE EVALUATION PROCEDURES (JUN 2002)

In accordance with Federal Acquisition Regulation Subpart 16.405-2, the amount of the award fee to be paid is determined by the Government's judgmental evaluation of the contractor's performance in terms of the criteria stated in this contract. The amount of award fee earned and the award fee determination methodology are unilateral decisions of the Government, made solely at the discretion of the Government.

5252.216-9501 SEGREGATION OF COSTS (MAR 1999) (NAVAIR)

The Contractor shall identify all costs incurred under this letter contract from the costs of all other work currently being performed and from all contracts that are subsequently received.

5252.216-9534 TASK ORDERS PROCEDURES (SEP 1999)

(a) The following activity(ies) or individual(s) is/are designated as Ordering Officer(s):
Naval Air Warfare Center, Weapons Division, 575 I Avenue, Suite 1, Point Mugu, CA 93042-5049

The above activity(ies) or individual(s) is/are responsible for issuing and administering any orders placed hereunder. Ordering Officers may negotiate revisions/modifications to orders, but only within the scope of this contract. Ordering Officers have no authority to modify any provision of this basic contract. Any deviation from the terms of the basic contract must be submitted to the Procuring Contracting Officer (PCO) for contractual action. Ordering Officers may enter into mutual no cost cancellations of orders under this contract and may reduce the scope of orders/tasks, but a Termination for Convenience or Termination for Default may be issued by the PCO.

(b) Task orders. All orders issued hereunder are subject to the terms and conditions of this contract. The contract shall control in the event of conflict with any order. When mailed, an order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail, or, if transmitted by other means, when physically delivered to the contractor.

(c) A task order shall be issued for each order. In addition to any other data that may be called for in the contract, the following information shall be specified in each order, as applicable:

- (1) Date of order.
- (2) Contract and task order number.
- (3) Applicable contract line item number (CLIN).
- (4) Description of the task to be performed.
- (5) Description of the end item or service.
- (6) DD Form 254 (Contract Security Classification).
- (7) DD Form 1423 (Contract Data Requirements List).
- (8) Exact place of performance.
- (9) The inspecting and accepting codes.
- (10) Estimated cost and fee and level of effort by labor category (and billing rate if known).

- (11) List of Government furnished property and the estimated value of the property.
- (12) Invoice and payment provisions to the extent not covered by the contract.
- (13) Accounting and appropriation data.
- (14) Period of performance.
- (15) Organizational Conflict of Interest provisions.
- (16) Type of order (e.g., completion, term, FFP)

(d) Negotiated Agreement. For task orders with an estimated value of greater than \$[insert dollar threshold], the information contained in each task order with respect to labor categories, man-hours and delivery date shall be the result of a negotiated agreement reached by the parties in advance of issuance of the order.

(1) The Ordering Officer shall furnish the contractor with a written preliminary task order and request for proposal. The request shall include:

- (i) a description of the specified work required,
- (ii) the desired delivery schedule,
- (iii) the place and manner of inspection and acceptance, and

(2) The contractor shall, within the time specified by the preliminary task order, provide the Ordering Officer with a proposal to perform, which shall include:

- (i) the required number of labor hours by labor classification and scheduled billing rates, for each end product or task,
- (ii) overtime hours by labor category,
- (iii) proposed completion or delivery dates,
- (iv) other direct costs (i.e., direct material, travel subsistence, and similar costs)
- (v) dollar amount and type of any proposed subcontracts, and
- (vi) total estimated cost/price.

The cost factors utilized in determining the estimated cost/price under any order shall be the rates applicable at time the order is issued.

(3) Upon receipt of the proposal, the Ordering Officer shall review the estimates therein to ensure acceptability to the Government, enter into such discussions with the contractor as may be necessary to correct and revise any discrepancies in the proposal, and effect whatever internal review procedures are required. Should the Ordering Officer and contractor be unable to reach agreement as to the terms of the order prior to its issuance, the conflict shall be referred to the Contracting Officer.

(4) For task orders under the dollar amount indicated in paragraph (d), the procedures for reaching agreement are as follows:

- (i) The Ordering Officer shall issue a fully funded, unilaterally executed task order representing a firm order for the total requirement.
- (ii) In the event the contractor cannot perform in accordance with the terms and conditions and within the estimated cost of the task order, he shall:
 - (A) notify the Ordering Officer immediately,
 - (B) submit a proposal for the work requested in the task order,
 - (C) not commence performance until such time that differences between the task order and the contractor's proposal are resolved and a modification, if necessary, is issued.

(e) Total Estimated Dollar Amount. The total estimated dollar amount of each order constitutes a ceiling price for that order. The requirements for notification set forth in Federal Acquisition Regulation paragraph (c) of FAR Clause 52.232-22, "Limitation of Funds" is applicable to individual task orders. The ceiling amount for each order may not be exceeded unless authorized by a modification to the order. All revisions providing additional funds to a task order will include fee in the same manner as established in the basic task order.

(f) Oral Orders. Oral orders may be placed hereunder only in emergency circumstances. Information described above shall be furnished to the contractor at the time of placing an oral order and shall be confirmed by issuance of a written task order within 10 working days of the oral order.

(g) Modifications. Modifications to orders shall be issued using a Standard Form 30 and shall include the information set forth in paragraph (c) above, as applicable. Orders may be modified orally by the Ordering Officer in emergency circumstances. (Oral modifications shall be confirmed by issuance of a written modification on Standard Form 30 within 10 working days from the time of the oral communication amending the order.)

(a) During the performance of this contract, the Government may use an independent services contractor (ISC), who is neither an agent nor employee of the Government. The ISC may be used to conduct reviews, evaluations, or independent verification and validations of technical documents submitted to the Government during performance.

(b) The use of an ISC is solely for the convenience of the Government. The ISC has no obligation to the prime contractor. The prime contractor is required to provide full cooperation, working facilities and access to the ISC for the purposes stated in paragraph (a) above.

(c) Since the ISC is neither an employee or agent of the Government, any findings, recommendations, analyses, or conclusions of such a contractor are not those of the Government.

(d) The prime contractor acknowledges that the Government has the right to use ISCs as stated in paragraph (a) above. It is possible that under such an arrangement the ISC may require access to or the use of information (other than restricted cost or pricing data) which is proprietary to the prime contractor.

(e) To protect any such proprietary information from disclosure or use, and to establish the respective rights and duties of both the ISC and prime contractor, the prime contractor agrees to enter into a direct agreement with any ISC as the Government requires. A properly executed copy (per FAR 9.505-4) of the agreement will be provided to the Procuring Contracting Officer.

5252.232-9509 REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS (MAR 2000)

(a) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances. All contractor personnel required to perform work on any U.S. Navy vessel shall obtain boarding authorization from the Commanding Officer of the vessel before boarding.

(b) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR Subpart 31.2. Travel required for tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

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

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

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

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

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

(d) Vehicle and/or Truck Rentals. The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in

the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

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

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

(g) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraph C8101.2C or C81181.3B(6) of the Department of Defense Joint Travel Regulations, Volume II.

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

5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES)(SEP 1999)

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of the effort. The contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution to such personnel, in accordance with paragraph (d) below.

(c) The contractor agrees that during the term of the contract, no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to: an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or maternity leave. In such an event, the contractor must promptly provide the information required by paragraph (d) below to the Contracting Officer for approval prior to the substitution or addition of key personnel.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in

paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the task order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

(h) Noncompliance with the provisions of this clause will be considered a material breach of the terms and conditions of the contract for which the Government may seek any and all appropriate remedies including Termination for Default pursuant to FAR Clause 52.249-6, Alt IV, "Termination (Cost-Reimbursement)".

5252.237-9503 ORDERING PROCEDURES FOR NAVY MARINE CORPS INTRANET (NMCI) SERVICES (SEP 2000)

(a) This Support Services contract may require the use of and/or access to Department of Navy (DoN) Information Technology (IT) Resources by contractor personnel for contract performance. Applicable DoN IT Resources for performance of this contract shall be procured from the NMCI Contractor pursuant to the authority of NMCI Contract # N00024-00-D-6000, clause 5.2 "Ordering."

(b) The Support Services contractor shall obtain written authorization from the Contracting Officer executing this contract, prior to ordering directly from the NMCI Contractor. No NMCI Order may be placed without the prior written authorization of the Contracting Officer. Any NMCI Order exceeding the written authorization of the Contracting Officer shall be treated as an unallowable cost pursuant to FAR Part 31.

(c) The Government shall reimburse the contractor for the placement of NMCI Orders including applicable indirect burdens (general & administrative, etc.), excluding profit or fee.

5252.243-9500 CHANGE ORDERS (NAVAIR) (APR 1998)

Unless otherwise specifically stated in any change order, change orders issued under this letter contract shall not increase the limitation of Government liability established in accordance with the clause "Limitation of Government Liability".

H-TXT-02 DESIGNATION OF TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (APR 2002)

(a) The Contracting Officer will designate a Task Order Contracting Officer's Representative for each individual task order as the authorized Contracting Officer's Representative (COR) for this contract/order.

(b) The COR is responsible for monitoring the performance and progress, as well as overall technical management of the orders placed hereunder and should be contacted regarding any 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 contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer prior to the completion of this contract.

(c) When, in the opinion of the Contractor, the COR requests effort outside the scope of the contract, the Contractor will promptly notify the Contracting Officer in writing. No action will be taken by the Contractor under such technical instruction until the Contracting Officer has determined if such effort is within the contract scope, and, if not, has issued a contract change.

H-TXT-03 DESIGNATION OF GOVERNMENT TECHNICAL ASSISTANT (APR 2002)

(a) The Contracting Officer hereby designates the following as Technical Assistant for this contract:

NAME: * _____

CODE: * _____

MAIL ADDRESS: * _____

*

TELEPHONE NO.: * _____

(b) The above person is responsible for monitoring the technical performance and progress of this contract 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 contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer.

(c) When, in the opinion of the Contractor, the technical assistant or any other Government representative requests effort outside the scope of the contract, the Contractor will promptly notify the Contracting Officer in writing.

(d) On all problems that pertain to contract terms and conditions, the Contractor shall contact the Contracting Officer.

*A Task Order Contracting Officer's Representative will be appointed for each task order issued and will include the information above.

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 2003
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
52.211-16	Variation In Quantity	APR 1984
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-14	Integrity of Unit Prices	OCT 1997
52.215-15	Pension Adjustments and Asset Reversions	DEC 1998
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions	OCT 1997
52.216-7	Allowable Cost And Payment	DEC 2002
52.216-8	Fixed Fee	MAR 1997
52.222-3	Convict Labor	JUN 2003
52.222-26	Equal Opportunity	APR 2002
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.223-5	Pollution Prevention and Right-to-Know Information	AUG 2003
52.223-6	Drug-Free Workplace	MAY 2001
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.226-1	Utilization Of Indian Organizations And Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.228-7	Insurance--Liability To Third Persons	MAR 1996
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-17	Interest	JUN 1996
52.232-18	Availability Of Funds	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-23 Alt I	Assignment Of Claims (Jan 1986) Alternate I	APR 1984
52.232-25	Prompt Payment	OCT 2003
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-1 Alt I	Disputes (Jul 2002) - Alternate I	DEC 1991

52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	MAY 2001
52.242-13	Bankruptcy	JUL 1995
52.243-1	Changes--Fixed Price	AUG 1987
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.244-2 Alt I	Subcontracts (Aug 1998) - Alternate I	AUG 1998
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	APR 2003
52.245-2	Government Property (Fixed Price Contracts)	JUN 2003
52.245-4	Government-Furnished Property (Short Form)	JUN 2003
52.245-5	Government Property (Cost-Reimbursement Time-And-Materials, Or Labor Hour Contracts)	JUN 2003
52.246-25	Limitation Of Liability--Services	FEB 1997
52.247-63	Preference For U.S. Flag Air Carriers	JUN 2003
52.247-67	Submission Of Commercial Transportation Bills To The General Services Administration For Audit	JUN 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-6	Termination (Cost Reimbursement)	SEP 1996
52.249-14	Excusable Delays	APR 1984
52.252-2	Clauses Incorporated By Reference	FEB 1998
52.252-5	Authorized Deviations In Provisions	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.217-7027	Contract Definitization	OCT 1998
252.219-7011	Notification to Delay Performance	JUN 1998
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	FEB 2003
252.225-7031	Secondary Arab Boycott Of Israel	APR 2003
252.225-7043	Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States	JUN 1998
252.227-7013	Rights in Technical Data--Noncommercial Items	NOV 1995
252.227-7016	Rights in Bid or Proposal Information	JUN 1995
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	JUN 1995
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7036	Declaration of Technical Data Conformity	JAN 1997
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 1999
252.231-7000	Supplemental Cost Principles	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from:

Naval Air Warfare Center-Weapons Division
575 I Avenue, Suite 1, Bldg 65
Point Mugu, CA 93042-5049

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$2,000, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of the total value of the base period of performance;

(2) Any order for a combination of items in excess of the total value of the contract; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 2 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed

during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 180 days after the end of the contract expiration.

52.216-24 LIMITATION OF GOVERNMENT LIABILITY (APR 1984)

(a) In performing this contract, the Contractor is not authorized to make expenditures or incur obligations exceeding the total value of the base period of performance.

(b) The maximum amount for which the Government shall be liable if this contract is terminated is \$450,000.00 dollars.

52.216-25 CONTRACT DEFINITIZATION (APR 1984)

(a) A Cost Plus Award Fee (CPAF) definitive contract is contemplated. The Contractor agrees to begin promptly negotiating with the Contracting Officer the terms of a definitive contract that will include (1) all clauses required by the Federal Acquisition Regulation (FAR) on the date of execution of the letter contract, (2) all clauses required by law on the date of execution of the definitive contract, and (3) any other mutually agreeable clauses, terms, and conditions. The Contractor agrees to submit a CPAF proposal.

(b) The schedule for definitizing this contract is 180 days after date of award.

(c) If agreement on a definitive contract to supersede this letter contract is not reached by the target date in paragraph (b) above, or within any extension of it granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price or fee in accordance with Subpart 15.8 and Part 31 of the FAR, subject to Contractor appeal as provided with completion of the contract, subject only to the Limitation of Government Liability clause.

(1) After the Contracting Officer's determination of price or fee, the contract shall be governed by--

(i) All clauses required by the FAR on the date of execution of this letter contract for either fixed-price or cost-reimbursement contracts, as determined by the Contracting Officer under this paragraph (c);

(ii) All clauses required by law as of the date of the Contracting Officer's determination; and

(iii) Any other clauses, terms, and conditions mutually agreed upon.

(2) To the extent consistent with subparagraph (c)(1) above, all clauses, terms, and conditions included in this letter contract shall continue in effect, except those that by their nature apply only to a letter contract.

52.216-26 PAYMENTS OF ALLOWABLE COSTS BEFORE DEFINITIZATION (DEC 2002)

(a) *Reimbursement rate.* Pending the placing of the definitive contract referred to in this letter contract, the Government will promptly reimburse the Contractor for all allowable costs under this contract at the following rates:

(1) One hundred percent of approved costs representing financing payments to subcontractors under fixed-price subcontracts; provided, that the Government's payments to the Contractor will not exceed 80 percent of the allowable costs of those subcontractors.

(2) One hundred percent of approved costs representing cost-reimbursement subcontracts; provided, that the Government's payments to the Contractor shall not exceed 85 percent of the allowable costs of those subcontractors.

(3) Eighty-five percent of all other approved costs.

(b) *Limitation of reimbursement.* To determine the amounts payable to the Contractor under this letter contract, the Contracting Officer shall determine allowable costs in accordance with the applicable cost principles in Part 31 of the Federal Acquisition Regulation (FAR). The total reimbursement made under this paragraph shall not exceed 85 percent of the maximum amount of the Government's liability, as stated in this contract.

(c) *Invoicing.* Payments shall be made promptly to the Contractor when requested as work progresses, but (except for small business concerns) not more often than every 2 weeks, in amounts approved by the Contracting Officer. The Contractor may submit to an authorized representative of the Contracting Officer, in such form and reasonable detail as the representative may require, an invoice or voucher supported by a statement of the claimed allowable cost incurred by the Contractor in the performance of this contract.

(d) *Allowable costs.* For the purpose of determining allowable costs, the term "costs" includes --

(1) Those recorded costs that result, at the time of the request for reimbursement, from payment by cash, check, or other form of actual payment for items or services purchased directly for the contract;

(2) When the Contractor is not delinquent in payment of costs of contract performance in the ordinary course of business, costs incurred, but not necessarily paid, for -

(i) Supplies and services purchased directly for the contract and associated financing payments to subcontractors, provided payments determined due will be made--

- (A) In accordance with the terms and conditions of a subcontract or invoice; and
- (B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government;
- (ii) Materials issued from the Contractor's stores inventory and placed in the production process for use on the contract;
- (iii) Direct labor;
- (iv) Direct travel;
- (v) Other direct in-house costs; and
- (vi) Properly allocable and allowable indirect costs as shown on the records maintained by the Contractor for purposes of obtaining reimbursement under Government contracts; and
- (3) The amount of financing payments that the Contractor has paid by cash, check, or other forms of payment to subcontractors.
 - (e) *Small business concerns.* A small business concern may receive more frequent payments than every 2 weeks.
 - (f) *Audit.* At any time before final payment, the Contracting Officer may have the Contractor's invoices or vouchers and statements of costs audited. Any payment may be --
 - (1) Reduced by any amounts found by the Contracting Officer not to constitute allowable costs; or
 - (2) Adjusted for overpayments or underpayments made on preceding invoices or vouchers.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days before the contract expires.

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed sixty months.

52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996)

- (a) This clause does not apply to the unrestricted portion of a partial set-aside.
- (b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for-
 - (1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.
 - (2) Supplies (other than procurement from a non-manufacturer of such supplies). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.
 - (3) General construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.
 - (4) Construction by special trade contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

- (a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed 0 or the overtime premium is paid for work --
 - (1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;
 - (2) By indirect-labor employees such as those performing duties in connection with administration, protection,

transportation, maintenance, standby plant protection, operation of utilities, or accounting;

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

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

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

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

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

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

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

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION (NOV 2001)

(a) Definitions. As used in this clause--

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://www.ccr.gov>.

252.219-7009 SECTION 8(a) DIRECT AWARD (MAR 2002)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement dated February 1, 2002, between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

US Small Business Administration
Alaska District Office
510 L Street, Suite 310
Anchorage, AK 99501-1952
907-271-4022

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The 8(a) Contractor agrees that-

(1) It will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA's 8(a) regulations at 13 CFR 124.308), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Pub. L. 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

**STATEMENT OF WORK
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ATTACHMENTS

ATTACHMENT A	Technical Manual Types
ATTACHMENT B, B-1, B-2	Current Specifications for Tech Manuals/Directives/& Drawings
ATTACHMENT C	List of Applicable Documents
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- I. 1. SCOPE.** This Statement of Work (SOW) defines the effort required for Operations & Management Support and Analysis & Technical Support on behalf of the NAVAL AIR SYSTEMS COMMAND (NAVAIR) Code 3.0 Competency and its Component Field Activities (CFAs). This support encompasses logistics and information technology engineering analysis, technical data conversion & distribution processes, and operation & management of manual and automated Technical Libraries, Repositories, and Data Control Centers. Specific codes requiring this support effort are the Technical Data Management TEAM Code 3.3 and the Joint Logistics Products and Processes TEAM Code 3.0J.

2. BACKGROUND

2.1 General Task 3.3/3.0J TECHNICAL DATA REQUIREMENTS. *The contractor shall furnish services and products in support of the following components and component related areas of the Technical Data Management and Joint Logistics Products and Processes Programs:*

- *Technical Manual Program Support (Par 3.3A)*
- *Technical Manual Preparation and Publishing (Par 3.3B)*
- *Technical Data Conversion (Par 3.3C)*
- *Technical Data Distribution (Par 3.3D)*
- *Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E)*
- *Technical Data Management And Technical Data Packages (Par 3.3F)*
- *Miscellaneous Technical Data Systems Support (Par 3.3G)*
- *Standardization, Policy And Procedures Support (Par 3.3H)*
- *JEDMICS Site Management Operations (Par 3.0JA)*
- *CMIS Site Management and Operations (Par 3.0JB)*
- *Joint Logistics Products & Processes – General Support (Par 3.0JC)*
- *Security Requirements (Par 3.3/3.0JD)*
- *Other Requirements (Par 3.3/3.0JE)*

3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

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:

3.1.1 General Task 3.3A-1 Management Support.

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.

3.1.2 General Task 3.3A-2 Requirements Analysis

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.

3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. 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.

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.

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> . 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.
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.

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. **All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government.** 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.

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.

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.

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:

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

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.
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.

3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.

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.
2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
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.
4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
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.

3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).

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.

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.
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.
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.
 - (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.

- (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.
- (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.

- (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.
- (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.

- (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).
- (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
- (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.
- (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.

C. Data/Media Management.

- (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.
- (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.

- (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.
- (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.
- (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

- (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.)

E. Data Reproduction.

- (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.
- (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.

- (3) The Contractor shall provide duplication of data/media for in-house data/media reproduction.

F. Data Acquisition and retrieval support.

- (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.

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.

H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.

- (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.

I. Technical Documentation Research. 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.

- (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
- (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.

K. Data Dissemination.

- (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.
- (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.
- (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.
- (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.

L. Mail Operations .

- (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.
- (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) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.

M. Hours of operation.

- (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.

N. Travel/mileage.

- (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.

O. Supplies, material, equipment, and facilities

- (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). 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. 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. As appropriate, library data/media shall have distribution statements affixed to them.

3.6 General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES

3.6.1 General Task 3.3F-1 Technical Data Management. 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.

- Working data, where the data is under the originator's (prime weapon systems contractor) control only
- 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

- Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval
- Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government

1. **Data Identification.** 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.**

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.

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**:

- Document identification
- Data status level management
- Data and product configuration relationships
- Data version control & management of review, comment, annotation, & disposition
- Digital data transmittal
- Data access control.

3. **Data Tracking.** 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.

4. Technical Data Maintenance. 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.
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.
6. The contractor shall assess life cycle logistics, technical, and production data pertinent to weapons systems, subsystems components, and support equipment. Prepare recommendations for incorporation into Management Information Systems, which will accommodate on-line access and cross referencing of related information. Recommendations shall be consistent and compatible with approved NAVAIR/Depot Automatic Data Processing hardware/software applications.
7. The contractor shall provide detailed information that adequately defines the proposed acquisition strategy and establishes a basis for an effective technical data package (TDP) management program.
8. The contractor shall conduct logistics review group audits focused upon the technical data process.

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:

1. As specified by task order, the Contractor shall be required to prepare a data package to meet the requirements of task order. The Contractor shall review Government furnished technical data and verify completeness, identify missing or incomplete data, and bring drawing standards into compliance with the requirements of the task order. The Contractor shall recommend specifications, performance thresholds, suitable military specifications of components in the Navy supply system, methods of testing, cleaning, inspection, and packaging to meet the specifications of the task order and provide the Government with the rationale for making such recommendations. If deemed necessary by the Government, the associated equipment will be supplied to the Contractor, as GFE, to enable him to complete the task to the requirements specified in the task order. Before acceptance by the Government, the technical data package shall meet the criteria specified by task order.
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 CADD 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: 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.

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.
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.
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.
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.
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.

8. Specifications and Standards. As specified by task order, the Contractor shall prepare, modify, or review specifications or standards. As specified by task order, the Contractor shall review top-level specifications prepared for weapon system procurements. The Contractor shall analyze the Government's operational requirements for a weapon system and compare the requirements to requirements specified in the task order. Any differences (omissions or inclusions) shall be submitted as a report to the Government. Assumptions and rationale supporting the findings shall be included. The Government will provide, as GFI, change descriptions, drawing originals, models, or rough draft. Delivery orders will specify the required format of the specifications or standards. Prior to delivering completed specifications or standards, the Contractor shall inspect each new or modified specification or standard to ensure compliance with delivery order.
9. The contractor shall provide TDP disclosure classification assessment of data requested under the Freedom of Information Act (FOIA) program.
10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
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:
 - 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
 - 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.
 - 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.
12. Review and evaluate change proposals for impact to drawing packages, specifications, associated technical documentation, product data management information and related program concerns.

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 & Installation Plans in accordance with; but not limited to, the following general specifications:

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.

- 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:

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.

Task 2: Developing a configuration audit strategy. This involves using the analysis of task 1 and formulating an audit strategy tailored to the unique characteristics of the weapon system program. Typical considerations in this area are "...should the audit address all the components of the Configuration Item, or should it address only the most critical, or should the audit be separated into several subsystem audits or approaches, with each conducted separately at vendor (vice prime contractor) facilities.

Task 3: Obtain approval of the Configuration Audit Strategy. This involves coordinating the strategy with the class desk, the APML, the Program Office and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. The staffing the strategy will involve, at a minimum, preparing a forwarding letter/memo with the draft strategy attached to each of the organizations, answering their questions as they review the strategy, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the strategy.

Task 4. Prepare a Draft Configuration Audit Plan. This involves developing the plan in accordance with DI-CMAN-80056A (with paragraph 7.1 citation of MIL-STD-973 paragraph 5.6.1.2 changed to read 5.6, inclusive.) and the applicable parts of EIA Standard IS-649, NAVAIRINST 4130.1, DODI 5000.2, MIL-STD-973 and their successor documents. This plan will define the schedule of events, any program interference impacts and contractor coordination activities and milestones, number and type of personnel, extent of audit depth and breadth, and specific exit pass/fail criteria. Also included within this schedule is specific coverage for any

associate contractor Non-Disclosure Agreements and Licensing Agreements for all tiers of involved suppliers and subcontractors.

Specifically the following will be addressed in the plan:

- a. Purpose of the Audit
- b. Hardware Configuration Items to be audited
- c. Product Base-line Content and Benchmark
- d. Software Configuration Items to be audited
- e. Documentation to be audited (including the internal and external configuration control procedures & status)
- f. Reference Material that will be required in addition to the audit documentation
- g. Summary of the Contractual requirements against which the audit will be conducted
- h. Documentation of the specific audit procedures that will be followed including the pre-audit preparation, the conduct of the audit, the processes for documenting deficiencies, procedures for tracking deficiencies and the process for accepting the contractors response for deficiency corrections.
- i. Locations and dates of the audit(s)
- j. Audit team Composition (Government and Contractors)
- k. Administrative requirements (including security)
- l. Special audit control factors for conditions such as modified commercial, non developmental products, other acquisition reform methods, intellectual property, classified products, foreign sources, digital source data, etc.

Task 5: Obtain approval of the Configuration Audit Plan. This will involve coordinating the plan with the class desk, the APML, the Program Office and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. This will involve, at a minimum, preparing a forwarding letter/memo with the draft plan attached to each of the organizations, answering their questions as they review the strategy, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the plan.

Task 6: Deliver the Plan in accordance with the CDRL specified in individual Task Orders.

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:

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

Task 2: Prepare a Draft Management Plan. This involves developing the plan in accordance with DI-MGMT-80004. This plan shall address the organizational structure, the assignment of functions, duties and responsibilities, the governing procedures and policies and the reporting requirements that are established for the initiation, monitoring, control, completion, test and evaluation and reporting of program activity, tasks, projects and programs. This plan will address:

- a. Detailed description of the system(s) to be managed
- b. Detailed description and schedule of all the key program activities
- c. Detailed description of the required program documentation
- d. Organizational Structure
- e. Program Management methodology
- f. Position Descriptions with functions, duties and responsibilities
- g. Key Personnel related to assigned Position Descriptions
- h. Security
- i. Management Information Systems to be used

Task 3: Obtain approval of the Management Plan. This will involve the contractor coordinating the plan with key personnel referenced in the Management Plan including the Program Office, and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. It involves, at a minimum, preparing a forwarding letter/memo with the draft plan attached to each of the organizations, answering their questions as they review the plan, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the plan.

Task 4: Coordinate and Administrative ly Support Program Management Reviews. This will involve the contractor planning program reviews and will require the contractor to:

- a. conduct the pre-planning,
- b. organize the review, arrange for the facilities,
- c. prepare the conference material,
- d. administratively support the conference,
- e. draft, obtain and distribute the minutes,

Task 5: Monitoring Action Item Status: This involves the contractor monitoring and updating the status of active action items. It includes contacting the actionee and obtaining the status of the action that he/she was assigned at the prior Program reviews.

Task 6: Deliver the Management Plan, the Program Review Minutes and the Action Item Status in accordance with the CDRL as specified in individual Task Orders.

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:

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

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.

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.

Task 4: Obtaining Approval of the Site Survey Plan: This will involve coordinating the plan with the Program Office, the site and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. Staffing the plan will involve, at a minimum, preparing a forwarding letter/memo with the draft plan attached to each of the organizations, answering their questions as they review the plan, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the plan.

Task 5: Conduct the Site Survey: This will involve traveling to the site to be surveyed and surveying the site. The approved site survey plan will govern the site survey. The contractor will provide appropriate subject matter experts for the duration of the site survey.

Task 6: Prepare a Draft Site Preparation Requirements and Installation Plan. This involves developing the plan in accordance with DI-MGMT-80033. This plan will address:

- a. Detailed description of the system(s) to be deployed to the site
- b. Site layout/placement drawings
- c. General Description of the Equipment Specification
- d. Lighting Requirements
- e. Facility Construction/Modification Requirements
- f. Electrical Power Requirements
- g. Equipment Inter-unit cabling/wiring
- h. Air Conditioning and Cooling requirements
- i. Shipping Requirements
- j. Environmental Considerations and Needs
- k. Detailed description and schedule of all the installation and data loading/conversion work to be done at the site

Task 7: Obtain approval of the Site Preparation Requirements and Installation Plan. This will involve coordinating the plan with the Program Office, the site and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. Staffing the plan will involve, at a minimum, preparing a forwarding letter/memo with the draft plan attached to each of the organizations, answering their questions as they review the strategy, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the plan.

Task 8: Deliver the Plan in accordance with the CDRL specified in individual Task Orders.

3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.

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.

3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES

SUPPORT. 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.
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.
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.
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.

4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.

4.1 General Task 3.0JA JEDMICS SITE MANAGEMENT AND OPERATION - 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.

1. The contractor shall provide all aspects of repository operations for JEDMICS. The contractor shall provide the labor necessary to operate and maintain Government Repositories containing engineering data, associated data, and other Technical Data, including the maintenance of Government Furnished Equipment (GFE). The data consist of items such as engineering drawings, technical manuals, microfilm, aperture cards, specifications, standards, handbooks, directives and other technical documents. This shall include, but not be limited to, the following tasks:

- A. Exercise responsibility for managing the daily operations.
- B. Exercise responsibility for the daily operations of JEDMICS including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
- C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.
- D. Determine system/subsystem access privileges granted to various user classes and the permissible user activities. Establish and maintain user/device profiles in accordance with the established procedures.
- E. Provide planning assistance relative to system technology refreshment, system maintenance, continuity of operations, data protection, consumables, process re-engineering efforts, software licensing and system interface management.
- F. Assist in the incorporation of hardware technology refreshment and software upgrades.
- G. Coordinate system/equipment maintenance actions and problem report tracking.
- H. Provide system information and reports as requested by the Service component management office, JEDMICS Program Management Office, or other designated activity.
- I. Develop and maintain system process and procedures for administration of JEDMICS.
- J. Provide for the configuration management of the site's system, such as installation of approved system baseline changes and execution of site specific changes, including related facility/network/security services.

- K. Provide system overview or introductory familiarization (i.e., users of the repository services) as required.
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:
- A. Configuration Services. Configuration services are concerned with assuring that JEDMICS (1) is operating under an approved baseline, including any site specific approved changes, (2) is operating under the protection of the mechanisms required to maintain system security and site security accreditation; (3) data is appropriately protected from unauthorized disclosure and contamination and is appropriately protected during transmission over the network, (4) equipment maintenance agreements and licensing are in place, (5) technology refreshment of hardware and software COTS has been adequately planned, (6) interfaces to other site applications and systems are being adequately managed, (7) consumables are available to meet business needs, (8) operations support workforce is appropriate to meet work projections and is adequately trained, (9) process plans and procedures are in place for all support operations, (10) assistance is provided to support process re-engineering efforts, and (11) assistance is provided for accreditation..
- 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:
- (1). The contractor shall receive documents, store and maintain incoming drawings and associated data to Government repository and make appropriate entries in the Locator files.
 - (2). The contractor shall provide customer service to include retrieving and preparing drawing packages and associated lists within established limits for reproduction and distribution to authorized personnel.
 - (3). Distribution task shall include packaging, labeling and mailing. This will include shipping single or multiple documents to single or multiple locations within or outside the Government.
 - (4). The contractor shall locate drawings in micro-form or hard copy for scanning/reproduction, conduct inventory of drawings in the Government repositories and make corrections to the data base locator files.
- 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 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.

- (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:
 - a) The system Administrator will insure backups are performed in a consistent and thorough manner to assure reliable return to operational status in the event of a system crash. The systems Administrator will also draft an executable Continuity of Operations Plan for dealing with the recommended means of reconstituting JEDMICS capabilities after various types of disasters.
 - b) The system Administrator will assist in developing personnel specific training plans, preparing In-house training material where feasible, otherwise recommending commercial sources where necessary. He will also develop qualification guides to determine when personnel are qualified to perform selected tasks unsupervised, and standard operating procedures that will assist personnel in performing critical tasks without missing steps.
 - c) Coordinating with the government to make sure only trained personnel are authorized to perform functions such as key changes, mass index updates, or other projects affecting the database structure or the synchronization with other databases. It also involves working with security personnel to assure the system is protected from intrusions, that suspicious activity is reported, and security gaps closed. A component of this area is to make sure system passwords are changed on a regular schedule and when personnel changes or possible password compromise have occurred.
- (2) The System administrator will perform an Automation Integration function including making sure JEDMICS functions in its required role, and interfaces with the necessary systems. This responsibility involves providing technical consulting to the government on potential impact of hardware and software projects.
- (3) All functions exercised by the System Administrator require close coordination with numerous government and contractor organizations and

personnel. To the maximum extent practical, business processes and decision-making authorities will be documented in memorandums or Standard Operating Procedures, which the System Administrator can assist in drafting and help in the coordination process with the stakeholders.

- (4) System problem management involves response to reported problems in operating JEDMICS, requests for information or technical assistance relative to performing a function, request for equipment repair; monitoring of systems operation, and site management of reported system wide problems (System Problem Reports (SPRs)). Reported problems may be at the system, subsystem and device level or relative to a software tool, database, or application.
- (5) Implementation of approved changes shall include supporting documentation and an analysis of the impact on existing business processes and procedures.

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.

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.
 - B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
 - C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.
 - D. Determine system/subsystem access privileges granted to various user classes and the permissible user activities. Establish and maintain user/device profiles in accordance with the established procedures.
 - (1) Provide planning assistance relative to system technology refreshment, system maintenance, continuity of operations, data protection, process re-engineering efforts, software licensing and system interface management.
 - (2) Assist in the incorporation of hardware technology refreshment and software upgrades.
 - (3) Coordinate system/equipment maintenance actions and problem report tracking.

- (4) Provide system information and reports as requested by the Program Management Office, or other designated activity.
- (5) Develop and maintain system process and procedures for administration of CMIS.
- (6) Provide for the configuration management of the site's CMIS system, such as installation of approved system baseline changes and execution of site specific changes, including related facility/network/security services.
- (7) Provide system overview/introductory familiarization as required.
- (8) Provide technical support services to populate CMIS/IDE with data relative to ECP processing and management. Provide validation to ensure the completeness and accuracy of the data as it is entered.
- (9) Provide technical support in the evaluation, design, development, testing and documentation of application enhancements for users with access to modification management tools. Provide recommendations in support of business process improvements and system migration to CMIS, the DoD's CM system of choice. Provide technical support services to populate MODMIS/IWSDB with data relative to ECP processing and management. Provide validation to ensure the completeness and accuracy of the data as it is entered.
- (10) The contractor shall review, evaluate, update and/or maintain automated management information systems used for tracking, controlling and analyzing actions, status and progress, and maintaining configuration baselines, status accounting and document control.

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:

- A. Configuration services are concerned with assuring that CMIS (1) is operating under an approved baseline, including any site specific approved changes, (2) is operating under the protection of the mechanisms required to maintain system security and site security accreditation; (3) data is appropriately protected from unauthorized disclosure and contamination and is appropriately protected during transmission over the network, (4) equipment maintenance agreements and licensing are in place, (5) technology refreshment of hardware and software COTS has been adequately planned, (6) interfaces to other site applications and systems are being adequately managed, (7) operations support workforce is appropriate to meet work projections and is adequately trained, (8) process plans and procedures are in place for all support operations, (9) assistance is provided to support process re-engineering efforts, and (10) assistance is provided for accreditation..
- B. Operations support is concerned with performing those functions related to the operation of CMIS 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.

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 data import/export functions; (2) performing conversion and quality assurance functions, (3) performing file/table maintenance; (4) creating custom reports; (5) managing data volumes; (6) starting and shutting down all or portions of the system; (7) generating routine reports; (8) performing security functions, (9) supporting multi-site process agreements such as for continuity of operations and database synchronization. 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.

- (1) A primary role of the system administrator is to ensure the system and its data are available to the users. System availability includes working with government and contractor personnel on scheduling preventative hardware maintenance to minimize disruption to customer support, and the accomplishment of remedial hardware maintenance to return the system to being fully mission capable in the shortest time. The following will be performed:
- (2) The system Administrator will insure backups are performed in a consistent and thorough manner to assure reliable return to operational status in the event of a system crash. The systems Administrator will also draft an executable Continuity of Operations Plan for dealing with the recommended means of reconstituting CMIS capabilities after various types of disasters.
- (3) The system Administrator will assist the in developing personnel specific training plans, preparing In-house training material where feasible, otherwise recommending commercial sources where necessary. He will also develop qualification guides to determine when personnel are qualified to perform selected tasks unsupervised, and standard operating procedures that will assist personnel in performing critical tasks without missing steps.
- (4) Coordinating with the government to make sure only trained personnel are authorized to perform functions such as key changes, mass index updates, or other projects affecting the database structure or the synchronization with other databases. It also involves working with security personnel to assure the system is protected from intrusions, that suspicious activity is reported, and security gaps closed. A component of this area is to make sure system passwords are changed on a regular schedule and when personnel changes or possible password compromise have occurred.
- (5) The System administrator will perform an Automation Integration function including making sure CMIS functions in its required role, and interfaces with the necessary systems. This responsibility involves providing technical

consulting to the government on potential impact of hardware and software projects.

- (6) All functions exercised by the System Administrator require close coordination with numerous government and contractor organizations and personnel. To the maximum extent practical, business processes and decision-making authorities will be documented in memorandums or Standard Operating Procedures, which the System Administrator can assist in drafting and help in the coordination process with the stakeholders.
- (7) System problem management involves response to reported problems in operating CMIS, requests for information or technical assistance relative to performing a function, request for equipment repair; monitoring of systems operation, and site management of reported system wide problems (Systems Problem Reports (SPRs)). Reported problems may be at the system, subsystem and device level or relative to a software tool, database, or application.
- (8) Implementation of approved changes shall include supporting documentation and an analysis of the impact on existing business processes and procedures.

4.3 General Task 3.0.JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT. 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 is 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.
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.
3. Program/Project Update Reports. The contractor shall develop, prepare, and distribute a Program/Project Update report containing; program information, articles citing business process improvements, planned system enhancements and software updates, meeting schedules, and other articles of interest.
4. Site Upgrade and Transition Planning. The contractor shall assist the PMO in the preparation of site upgrade and transition planning.
5. Program/Project Meetings. The contractor shall organize, prepare for and assist in the administration of Program/Project Meetings to include: site search, facility arrangements, conference planning letters, advance meeting support, conference agenda and documentation preparation, computer support, registration, audiovisuals, photocopying, and preparation of conference minutes and action items.
6. Training Analysis and Audits. The following tasks provide training support to assess, update, and implement user and operator training for future software enhancements and releases. Specifically, the contractor shall:
 - A. Prepare training reports as directed by the PMO.
 - B. Monitor the status of ongoing training programs and new training being developed.
 - C. Support implementation of new software release training.
 - D. Review and analyze contractor's training program documentation.
 - E. Assist with the distribution of site training documentation.
7. Configuration Management Support. The contractor shall provide management and technical assistance in areas directly supporting JTDI Projects Configuration Management (CM). The contractor shall provide administrative and technical assistance for the Project CM Technical Review Board and other support.

8. Service Requirements and Integrated Product Team (IPT) Meetings. The contractor will provide technical support for Service Requirements and IPT meetings/reviews, record technical notes, and distribute minutes and action items.
9. Implementation Graphics. The contractor will acquire, display, and maintain charts and other graphics, as required, for the PMO Management Information Center (MIC) and provide briefing presentation graphics as necessary.
10. Software Release Support. The contractor shall support the planning, designing, developing, testing, fielding and supporting the JTDI information technology products. This effort will ensure that each of these product areas are compliant with approved DoD architectures, guidelines and standards and will serve to further the DoD goal of achieving an integrated and interoperable DII. The efforts will include but not be limited to the following:
 - A. Plan. The contractor shall assist in the efforts to specify the content of each release, define responsibilities, estimate costs, provide schedules and define requirements for development, test and installation products.
 - B. Monitor. The contractor shall attend program review meetings, as required, to assess the progress of Releases. The contractor shall also review Release deliverables to assure Conformance with Release Plan requirements.
 - C. Software Problem Reporting System Maintenance. The JEDMICS program has developed a JEDMICS Requirements Tracking System (JRTS), the contractor shall use this system [or a more cost-effective system] as a means for documenting, tracking, and managing Software Problem Reports. The contractor shall assist the Program Manager in insuring that problems entered into the system are being evaluated and processed in accordance with the JTDI Software Problem Reporting System requirements. The contractor shall query users and Prime Contractor Level II analysts for SPR data necessary for government Engineers to review, analyze, prioritize, schedule and resolve problems. The contractor shall assist the PM in evaluating proposed updates to the JRTS System and conducting BETA Testing of approved updates. The contractor shall report periodically on SPR status to include a summary of the phase and status of all outstanding SPR's; a current copy of the complete SPR database; and the result of any requirements analysis or BETA testing performed under this task.
11. Conduct Y2K System Certification: The contractor shall assist in Y2K renovation and residual efforts. This shall involve the following:
 - A. Updating Y2K Certification Readiness for Renovation Impact
 - B. Update the Y2K Certification Test Procedures to include baseline test results and all changes made during the conduct of the test and for subsequent regression testing of the AIR 3.0.J Projects and Program software.
 - C. Updating Plans for and conduct residual Y2K Interface Testing.

- D. Conduct Problem Resolution and Regression Testing. This test will be performed after the renovation of the code and will ensure that problems noted during Y2K Certification have been resolved and that functionality has not changed as a result of the renovation.
 - E. Plan for and conduct Y2K Renovation Contingency Testing. Report results and conduct Regression Testing. Plan for and Prioritize non-Y2K Problem Resolution Efforts, review and allocate TECPs/ECPs and assist in the planning and conduct of the test.
 - F. Plan for, Prepare and Conduct Transparency Testing with security solution hardware installed.
 - G. Plan for and Conduct C2 Certification Testing.
12. Providing engineering assessments and evaluations of the prime contractor's current software products, procedures and simulation efforts. The contractor shall provide assessments that include QA parameters, software analysis and trouble report metric analysis.
 13. Assist with preparation of technical packages for and planning for software review meetings and planning conferences.
 14. The contractor shall provide Program Support and Technical Analysis and provide recommendations on the strategic plans of the JTDI program and other programs that interface with it; analyze the strategies of weapon system programs for potential ventures with JTDI; and attend senior level conferences relative to the mission and strategies of the JTDI PMO. This shall also include conference support. The contractor shall participate in and support Users' Conferences, providing technical and administrative assistance as required.
 15. The Contractor shall provide Information Technology (IT) Support Services to the JTDI Program Management Office (PMO). This effort shall consist of technical analyses and report preparation for the Program Office and direct support to DoD Acquisition Managers and the field. This effort also includes site coordination visits for the purpose of improving the flow of information between PMO and sites and among sites

4.3.1 General Task 3.0.JC-1 Design, Development, Testing, and Fielding Support. 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:

1. Provide technical support in the integration of JTDI projects. Develop migration strategies to move existing system(s) to the end state JTDI environment.
2. Provide systems analysis and technical support in the evaluation, design, development, testing and documentation of application enhancements for users with access to JTDI tools. Provide recommendations in support of business process improvements and system enhancements for the JTDI Tool set.

3. Assessing Hardware and Software (COTS and GOTS) for application and integration into IDE solutions that support the overall JTDI strategy.
4. Review and evaluate existing design, functional, interface and product specifications for integration of JTDI Project's, system, subsystems, equipment, and associated software and provide recommendations for the update of these specifications.
5. Identify support data necessary in JTDI projects, including CMIS, for assessment of the operational readiness, configuration status accounting, reliability and maintainability, and parts life tracking, in support of ECP incorporation into a weapon system, subsystem or support system.
6. Develop and apply test procedures and provide data that demonstrates that the design and development of JTDI Projects are complete, design risks are minimized, and the systems will meet government specifications. The contractor shall report findings, impacts and recommendations.
7. Technically assessing the supplier's software, hardware and data deliveries to assure proper integration with program requirements and schedules.
8. Identifying design deficiencies related to JTDI Projects, systems, subsystems, and equipment and recommending engineering change proposals.
9. Provide technical support in the evaluation, design, development, testing and documentation of application enhancements for users with access to modification management tools. Monitor accuracy and completeness of Modification Program Implementation Management (MOD PIMS) or other ECP tracking systems and provide recommended updates/improvements to existing and planned systems.
10. Monitor the accuracy and effectiveness of existing tools used to support our deployed weapon systems. Provide recommendations for business process improvements and ways to migrate to CMIS and the other JTDI tools faster and more effectively.
11. Performing computer language programming and conducting analysis during Software Quality Assurance and IV&V support efforts.
12. Conducting Software Release Performance Analysis that includes cost and schedule performance and metrics designed to enable estimation of future software releases. The analysis shall also include the impact of COTS on developmental cost and schedule. The analysis shall also include the quantification of requirements "creep".
13. Providing management and technical services for JEDMICS Requirements Tracking System (JRTS) [or substitute] support. This will include maintaining and updating the JRTS Web site by providing:
 - A. Home Page maintenance, modifications, including file conversion to HTML;
 - B. Upload of files to JRTS server, modification of files as required for HTML formatting and creation of hyperlinks from Home Page to file.

- C. JRTS Web Site directory structure and file maintenance;
 - D. File loading, periodic update, and file purging;
 - E. File content analysis and summarization to accompany file upload; and
 - 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.

4.3.2 General Task 3.0.JDC-2 Business & Financial Management. The contractor shall design and update the design of the JTDI financial management and control system. This will involve analyzing and converting the fiscal year requirements into work breakdown structure utilizing COTS data base programs such as Excel, Access and/or MS Project. The analysis of the requirements will involve the resources required for the prime contractors, the technical support contractors, the government headquarters staff and the government field activities. Also the contractor will design and update the design of the reporting forms for presenting the financial status of the program. The contractor shall also provide Cost/Schedule Status Report(C/SSR) Analysis. The contractor shall monitor prime contractor baseline development and changes for Software releases, including: attendance at management meetings for C/SSR purposes, maintaining data in Performance Analyzer to assist the Program Office in evaluating contractor performance and performing cost analysis, and preparation of analysis reports relative to C/SSR Reports submitted by the prime contractor. This includes provision of graphs showing actual technical progress vs. the reported cost and schedule performance baseline.

1. Contract-Level and Task Order (TO) Management of JTDI and related projects . The contractor shall provide the technical and functional activities at the Contract/Task Order level needed for the management of JTDI and related projects. The contractor shall include productivity and management methods such as Quality Assurance, Configuration Management, Work Breakdown Structuring, and Human Engineering at the contract/task order level. Also, the contractor shall provide the central administration, clerical, documentation, and related functions. For all JTDI and related projects, the contractor shall prepare a TO Management Plan. The Plan shall describe the technical approach, and organizational resources and management controls to be employed by the JTDI project designer, developer, integrator, etc, to meet the cost, performance, and schedule requirements throughout the total number of TOs executed by the JTDI project officer . Additionally the

contractor shall provide periodic status reports monitoring the quality assurance, configuration management, and security management applied to the various JTDI and related project TOs.

2. **Economic Analysis and Life Cycle Cost.** The contractor shall provide support in the areas of economic analysis and life cycle cost for the JTDI project efforts. Included will be trade studies and site surveys for Functional Economic Analysis (FEA), Life Cycle Cost Estimating (LCC), Economic Analysis (EA), Business Case Analysis (BCA), Net Present Value (NPV), Payback Period, Rate of Return and Benefits Verification (BV). The contractor shall also track, analyze and make management recommendations on JTDI contractor cost performance. In addition the contractor will assess JTDI and related value-engineering proposals and provide back up and support for budget issues and POM initiative preparation and justification.

4.3.3 General Task 3.0.JC-3 Business Process/Weapon Systems Integration. 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:

1. The contractor shall identify specific business processes, used on individual weapon systems or programs, such as engineering changes, manufacturing, re-procurement, etc., as candidates for reengineering. The contractor will then selectively model steps in the processes and analyze the opportunities for the insertion of digital technology into a specific weapon systems business processes. As part of this analysis the contractor shall conduct costs benefit analysis and develop plans for the insertion of digital technology into the business processes and program planning documentation.
2. The Contractor shall provide technical analyses of value engineering proposals, cost-benefit analysis of proposed business process improvements and management report preparation. The Contractor shall perform technical and cost-benefit evaluations of information technology-related projects that enhance support of Defense business processes. This effort also includes participating in IPT meetings and site coordination visits for the purpose of improving the flow of information among sites.
3. The contractor shall provide technical analysis and management support by creating an ADCS strategy to convert data to usable digital data and store it in DoD's corporate repositories. This will also include top down breakdown indexing. It will look at past, present and future data conversion requirements and make recommendations for the most cost effective and user friendly approach.
4. The contractor shall analyze existing technical data contract requirements and identify potential opportunities for the modification of the requirements into more cost effective digital data delivery requirements. Also the contractor shall identify opportunities in programs that have not yet structured the contractual requirements for data delivery and develop plans for the insertion of digital data contract requirements.

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 [REDACTED] material.

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.
2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.1H 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 checklist 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.

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.
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.

Attachment A
Technical Manual Types

The Naval Aviation Systems TEAM inventory of technical manuals includes, but is not limited to, the following types of technical manuals:

GENERAL MANUALS. These manuals include information of interest to a major portion of the aviation community. Contained therein are technical manual indexes, Standard Aircraft Characteristics Manuals, Deputy Chief of Operations (DCNO) (AIR) training literature, and other miscellaneous technical publications.

OPERATIONAL MANUALS. Publications and other forms of documentation which contain a description of weapon systems with instructions for their effective use.

- a. NATOPS Flight Manuals.
- b. Pilots Pocket Checklists/Flight Crew Checklists
- c. Functional Check Flight Checklists
- d. Tactical Manuals.
- e. Airborne Weapons/Store Loading (Conventional and Nuclear) Manuals
- f. Weapons Loading Checklists
- g. Nuclear Weapons Cargo Loading Manuals
- h. Cargo Loading Manuals

MAINTENANCE MANUALS. These manuals contain instructions for the effective use and support of weapon systems or equipment. Instructions covering troubleshooting, fault detection, installation, removal, repair and illustrated parts breakdown are provided.

- a. General Series Manuals
- b. Maintenance Instruction Manuals (MIM's)
- c. Wiring Manuals
- d. General Aircraft Information Manual
- e. Work Unit Code Manuals
- f. Weight and Balance Data Manuals
- g. Crew Station/In-Flight Maintenance Manuals
- i. Airborne Missiles, Guided Weapons, and Target, and Drone Manuals
- j. Airborne Missile Weapons Assembly Manuals and Checklists
- k. Structural Repair Manuals
- l. Illustrated Parts Breakdown (IPB) Manuals
- m. Power Plant Manuals
- n. Cross Servicing Schedules/Guides
- o. Technical Documentation List
- p. Planned Maintenance System (PMS) Documentation
- q. Turnaround Checklists.
- r. Maintenance Requirement
- s. Phase Maintenance Requirement Cards.
- t. Periodic Maintenance Information Cards (PMIC)

AERONAUTICAL COMPONENT AND EQUIPMENT MANUALS, GENERAL. They cover all types aircraft accessories and related equipment. Some of the most common are accessory, instrument, armament/ordnance, electronic/avionics, tool, test equipment, and support equipment such as test and shop equipment and ground handling equipment.

- a. Component and Equipment Manuals, General
- b. Miscellaneous Maintenance Checklist/Cards.
- a. Challenge Reply Checklists.
- b. Preoperational Checklists

SPECIAL APPLICATION TECHNICAL MANUAL SERIES.

- a. Aircraft Hardware and Rubber Materials
- b. Airfield Lighting Manuals
- c. Instructional Equipment and Training
- d. Photographic Manuals
- e. Aviation Life Support System (ALSS) Manuals
- f. Standard Preservation and Packaging Information
- g. Chemical Equipment Manuals
- h. Meteorology Manuals
- i. Ships Installation Manuals
- j. Air Traffic Control Manuals
- k. Aircraft Battle Damage Repair (ABDR) Manuals

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MIL-HDBK-1221 DEPARTMENT OF DEFENSE HANDBOOK FOR EVALUATION OF COMMERCIAL OFF- THE-SHELF (COTS) MANUALS	28 AUG 95	NOTICE 1/30 SEP 99	
MIL-STD-1840C AUTOMATED INTERCHANGE OF TECHNICAL INFORMATION	26 JUN 97		
MIL-PRF-5096F MANUALS, TECHNICAL - INSPECTION AND MAINTENANCE REQUIREMENTS; ACCEPTANCE AND FUNCTIONAL CHECK FLIGHT PROCEDURES AND CHECKLISTS; INSPECTION WORK CARDS; AND CHECKLISTS; PREPARATION OF	01 MAR 96		
MIL-PRF-5288H MANUALS, TECHNICAL AND CHECKLISTS - PREPARATION OF CARGO AIRCRAFT LOADING AND OFFLOADING	01 MAR 96		
MIL-L-7976C(AS) TECHNICAL MANUAL DATA, FOR CONTRACTOR FURNISHED EQUIPMENT AND ACCESSORIES	23 FEB 81	SD 89-1/05 APR 89 NOTICE 1/11 JUN 97#	#INACTIVE FOR NEW DESIGN. N LONGER USED EXCEPT FOR REPLACEMENT PURPOSES
MIL-D11-15014(AS) MANUALS, TECHNICAL. SEPARATE ILLUSTRATED PARTS BREAKDOWN; TECHNICAL CONTENT REQUIREMENTS (WORK PACKAGE CONCEPT)	26 NOV 97		
MIL-D11-22202D AIRCRAFT CROSS-SERVICING MANUALS, TECHNICAL, PREPARATION OF	31 MAR 99		
MIL-D11-22202D, SUPPLEMENT 1 AIRCRAFT CROSS-SERVICING MANUALS, TECHNICAL, PREPARATION OF	31 MAR 99		LIST OF ISAs USED WITH MIL-D11- 22202D
MIL-M-22202C MANUAL, TECHNICAL, AIRCRAFT CROSS-SERVICING GUIDE, PREPARATION OF	08 JUL 77		
MIL-P-22203 PERFORMANCE DATA REPORT FOR STANDARD AIRCRAFT CHARACTERISTICS CHARTS FOR PILOTTED AIRCRAFT	21 SEP 59	NOTICE 1/04 APR 98#	#INACTIVE FOR NEW DESIGN. N LONGER USED EXCEPT FOR REPLACEMENT PURPOSES
MIL-D11-23618H(AS) MANUALS, TECHNICAL: PERIODIC MAINTENANCE REQUIREMENTS, PREPARATION OF	12 DEC 97	SD 98-1/23 APR 98	

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MIL-M-23782C(AS) MANUALS, TECHNICAL: WORK UNIT CODE: PREPARATION OF	02 NOV 83	SD 93-1/23 AUG 93	
MIL-PRF-28000B DIGITAL REPRESENTATION FOR COMMUNICATION OF PRODUCT DATA: IGES APPLICATION SUBSETS AND IGES APPLICATION PROTOCOLS	30 SEP 99		
MIL-PRF-28001C MARKUP REQUIREMENTS AND GENERIC STYLE SPECIFICATION FOR EXCHANGE OF TEXT AND ITS PRESENTATION	02 MAY 97		
MIL-PRF-28002C RASTER GRAPHICS REPRESENTATION IN BINARY FORMAT, REQUIREMENTS FOR	30 SEP 97		
MIL-PRF-28003A DIGITAL REPRESENTATION FOR COMMUNICATION OF ILLUSTRATION DATA: CGM APPLICATION PROFILE	15 NOV 91	A-1/14 AUG 92	
MIL-STD-38784 STANDARD PRACTICE FOR MANUALS, TECHNICAL: GENERAL STYLE AND FORMAT REQUIREMENTS	02 JUL 95	SD 98-1/04 JUN 98	
MIL-HDBK-38790 PRINTING PRODUCTION OF TECHNICAL MANUALS	24 FEB 97		
MIL-PRF-38793B TECHNICAL MANUALS: CALIBRATION PROCEDURES - PREPARATION	06 FEB 97		
MIL-DTL-81218C(AS) MANUALS, TECHNICAL: AIRCRAFT ENGINE INTERMEDIATE AND DEPOT MAINTENANCE, PREPARATION OF (WORK PACKAGE CONCEPT)	26 NOV 97		
MIL-C-81222C(AS) CHECKLISTS; FLIGHT CREW, PREPARATION OF	01 FEB 74	A-1/22 FEB 78 SD 87-1/09 SEP 87 SD 88-1/11 AUG 88	
MIL-M-81260A(AS) MANUALS, TECHNICAL: AIRCRAFT/SYSTEM/EQUIPMENT MAINTENANCE	28 MAY 71	A-1/29 OCT 71 SD 90-1/05 NOV 90 NOTICE 1/17 SEP 97#	#INACTIVE FOR NEW DESIGN. N LONGER USED, EXCEPT FOR REPLACEMENT PURPOSES.

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MIL-M-81310E(AS) MANUALS, TECHNICAL: AIRBORNE WEAPONS/STORES LOADING (CONVENTIONAL AND NUCLEAR) WEAPON ASSEMBLY/DISASSEMBLY/SUPPORT EQUIPMENT CONFIGURATION	01 OCT 94		
MIL-M-81715(AS) MANUALS, TECHNICAL, SHIP WEAPON INSTALLATIONS	03 FEB 69		
MIL-DTL-81748D(AS) MANUALS, TECHNICAL: RAPID ACTION CHANGES; GENERAL SPECIFICATION FOR PREPARATION OF	15 DEC 95	SD 97-1/24 NOV 97 SD 98-1/29 JAN 98	
MIL-M-81754A(AS) MANUALS, TECHNICAL: WEAPON SYSTEMS TECHNICAL DOCUMENTATION LIST; PREPARATION OF	25 JUL 80	NOTICE 1/04 APR 98#	#INACTIVE FOR NEW DESIGN. N LONGER USED, EXCEPT FOR REPLACEMENT PURPOSES
MIL-M-81792A(AS) MANUALS, TECHNICAL: LOADING AND TRANSPORT OF NUCLEAR WEAPONS IN CARGO AIRCRAFT; PREPARATION OF	15 MAR 87		
MIL-C-81810(AS) CHECKLIST, AIRBORNE MISSILE AND GUIDED WEAPON ASSEMBLY	11 JAN 71	NOTICE 1/09 OCT 91	VALIDATION FOR USE
MIL-M-81834A(AS) MANUALS, AIRCRAFT, TACTICAL; REQUIREMENTS FOR PREPARATION OF	28 NOV 80	SD 91-1/23 JAN 91 SD 95-1/08 AUG 95 (NTSA-ED-10-1, REV D)	
MIL-M-81901(AS) MANUAL, TECHNICAL: AIRCRAFT FIRE FIGHTING AND RESCUE; REQUIREMENTS FOR PREPARATION OF INFORMATION FOR INCLUSION IN	03 APR 72		
MIL-DTL-81919C(AS) MANUALS, TECHNICAL, EQUIPMENT OPERATION AND/OR MAINTENANCE INSTRUCTIONS, TECHNICAL CONTENT REQUIREMENTS (WORK PACKAGE CONCEPT)	26 NOV 97		
MIL-DTL-81927C(AS) MANUALS, TECHNICAL: WORK PACKAGE STYLE, FORMAT, AND COMMON TECHNICAL CONTENT REQUIREMENTS; GENERAL SPECIFICATION FOR (WORK PACKAGE CONCEPT)	26 NOV 97		

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MIL-DTL-81928C(AS) MANUALS, TECHNICAL: AIRCRAFT MAINTENANCE INSTRUCTIONS, TECHNICAL CONTENT REQUIREMENTS (WORK PACKAGE CONCEPT)	26 NOV 97	
MIL-DTL-81929C(AS) MANUALS, TECHNICAL: ILLUSTRATED PARTS BREAKDOWN FIGURES; TECHNICAL CONTENT REQUIREMENTS (WORK PACKAGE CONCEPT)	26 NOV 97	
MIL-D-81992B(AS) DIRECTIVES, TECHNICAL: PREPARATION OF	27 JUL 94	
MIL-M-85025A(AS) MANUALS, NATOPS FLIGHT REQUIREMENTS FOR PREPARATION	08 DEC 80	SD 88-1/11 AUG 88 SD 95-1/08 AUG 95 (NTSA-ED-10-1, REV D)
MIL-M-85337A(NAVY) QUALITY ASSURANCE PROGRAM FOR TECHNICAL MANUALS	15 NOV 84	SD 86-2/09 DEC 86 SD 87-1/09 JAN 87
MIL-C-85358(AS) CHECKLIST, AIRCRAFT GUNS JAM CLEARING	05 AUG 80	NOTICE 1/09 OCT 86 NOTICE 2/09 OCT 91 NOTICE 3/30 SEP 97#
MIL-DTL-85383A(AS) MANUALS, TECHNICAL: AIRCRAFT STRUCTURE REPAIR; PREPARATION OF (WORK PACKAGE CONCEPT)	26 NOV 97	
MIL-M-85707(AS) MANUALS, TECHNICAL, DEPOT MAINTENANCE REQUIREMENTS FOR MAINTENANCE/DEMILITARIZATION OF AIRBORNE WEAPONS (CONVENTIONAL); REQUIREMENTS FOR	27 FEB 85	NOTICE 1/10 SEP 91
MIL-PRF-87268A MANUALS, INTERACTIVE ELECTRONIC TECHNICAL - GENERAL CONTENT, STYLE, FORMAT, AND USER-INTERACTION REQUIREMENTS	01 OCT 95	
MIL-PRF-87269A DATA BASE, REVISABLE - INTERACTIVE ELECTRONIC TECHNICAL MANUALS, FOR THE SUPPORT OF	01 OCT 95	

#INACTIVE FOR NEW DESIGN. N
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NTSAED-10-1, REV. D NAVY TACTICAL SUPPORT ACTIVITY STYLE GUIDE	AUG 94	SD 95-1/08 AUG 95 SD 97-1/14 APR 97	
NAVAIR 00-25-150 SPECIFICATION AND POLICY GUIDE FOR PRINTING NAVAIR TECHNICAL MANUALS	30 MAR 90		
NAVAIR 00-25-700 GUIDE TO THE GENERAL STYLE AND FORMAT OF WORK PACKAGE TECHNICAL MANUALS	01 JAN 94		
NAVAIR 00-25-701 TECHNICAL GUIDE FOR ORGANIZATIONAL LEVEL AIRCRAFT WIRING SYSTEMS REPAIR MANUALS	01 SEP 86		PREPARATION OF NEW PROGRA DEPOT MANUALS FOR EQUIPMENT
ATA-100 MANUFACTURERS TECHNICAL DATA	15 JAN 95		PREPARATION OF NEW PROGRA DEPOT MANUALS FOR SE
ATA-101 GROUND EQUIPMENT TECHNICAL DATA	01 OCT 86		
ATA-2100 DIGITAL DATA STANDARDS FOR AIRCRAFT SUPPORT	MAR 95		
CASS ATI DEVELOPMENT GUIDE, VERSION 1.00	14 NOV 94		3.5" FLOPPY DISK ONLY

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ATTACHMENT B-1
INDEXING REQUIREMENTS SPECIFICATIONS
COMPACT DISK EXCHANGE (CDEX) REQUIREMENTS

COMPACT DISK EXCHANGE (CDEX). The delivery and interchange of Engineering Drawings and Associated Lists and other Product Data for the Department of Defense electronic repository shall be submitted on Compact Disk Optical Media IAW ISO 9660 and 10149 and comply with the CDEX requirement contained in this attachment.

CORRECTIVE ACTION. The Contractor shall implement and maintain a corrective action system responding to correction of defects that cause the data to be non-compliant to the digital process requirements detailed herein and elsewhere in the delivery order.

DATA PROTECTION AND INTEGRITY. All applicable marking provisions pertaining to limited rights, distribution statements, export controls, and other special labels and markings that are applied to the source data shall also be applied to digital data in all of its forms.

PACKAGING. The sender of digitally encoded transfer packages shall be responsible for protection of the transfer medium or media sets. A packing slip showing the names and volume numbers of each reel, disk or other media type shall be included in each package. A printed listing of the transfer unit declaration files shall be attached to the packing slip.

MEDIA MARKING AND LABELING. As a minimum, each transfer media volume will be labeled with contract number, submittal number (from the DD form 250), system name, highest security classification, and highest distribution statement assigned to the data written to the CR ROM. When multiple volumes of a set are submitted, a sequence number depicting the order relationship for the volumes in a set will also be applied.

VOLUME IDENTIFIER FILE. Each CD Volume shall contain a Volume Identifier File named volumeid.txt. The file should be located at the root level of the file structure. The file, as a minimum, shall contain the Senders Activity Name and CAGE, Senders Point of Contact (POC), Highest security classification associated with the data on the volume, highest distribution statement code associated with the data on the volume, Contract Number, submittal number and Exhibit for which the data represents.

INDEX.DLF FILE. All CD transfer media created for in process review and final delivery shall contain an INDEX.DLF file at the Root level of the file structure. The INDEX.DLF file shall contain an index record for each image file contained on the CD as described in the DATA FIRLD INDEX STRUCTURE (DFIS) shown in table 1.

COMPACT DISK MASTERING. The compact disk virtual image will contain a hierarchical directory structure and file naming conventions consistent with ISO-9660 conventions. CD's produced by this process will be compliant with ISO 10149 Mode 1 (Yellow Book) physical format.

ATTACHMENT B-1
INDEXING REQUIREMENTS SPECIFICATIONS
Table 1
DATA FIELD INDEX STRUCTURE

<u>Seq</u>	<u>DATA ELEMENT</u>	<u>Purpose</u>	<u>Data Size /Type</u>	<u>Mandatory For Input to JEDMICS</u>	<u>Notes *</u>
1	JMX_DocNumber	Document Number	32 bytes / char	x	
2	JMX_DocCage	Commercial and Govn't Entity Reference	5 bytes / char	x	
3	JMX_DocType	Document Type	2 bytes / char	x	(4)
4	JMX_DocumentSize	Size of drawing (May be A Through K and R except I)	2 bytes / char	x	
5	JMX_DocRevision	Document Revision	2 bytes / char	x	(4) (6) (11)
6	JMX_DocumentRevDate	Document Revision Date	18 bytes / char		(7) (12)
7	JMX_DocumentTitle	Document Title	40 bytes / char		
8	JMX_SheetNumber	Sheet Number of Document	12 bytes / char	x	
9	JMX_NumberOfSheets	Number of Sheets for Document	4 bytes / char	x	(15)
10	JMX_DocSheetRevision	Sheet Revision	2 bytes / char	x	(4) (11)
11	JMX_FrameNumber	Frame Number	4 bytes / char	x	
12	JMX_NumberOfFrames	Number of Frames for Sheet	4 bytes / char	x	
13	JMX_FileType	Designator for the Data Format Type of File	5 bytes / char	x	
14	JMX_FileTypeFormat	Description of the Format of the File Type	20 bytes / char	x	(3) (10)
15	JMX_FileTypeSrcFlavor	Description of the File Type Source Flavor	20 bytes / char	x	(3) (10)
16	JMX_FileTypeDestFlavor	Description of the File Type Destination Flavor	20 bytes / char	x	(3) (10)
17	JMX_FileTypeContent	Description of the File Type Content	20 bytes / char	x	(3) (10)
18	JMX_FileTypeVersion	Description of the File Type Version	14 bytes / char	x	(3) (10)
19	IDX_DfisSourceCage	CAGE Code of The Originator of The DFIS Data Set	5 bytes / char	x	(3)
20	IDX_FileName	File Name of Image File (without extension)	8 bytes / char	x	(8)
21	IDX_FileExtension	File Extension of Image File	3 bytes / char	x	(8)
22	IDX_FilePath	File Path Where Image File is Located	242 bytes / char	x	(8) (9)
23	IDX_MediaVolumeID	Media Volume ID of Media Where File is Located	11 bytes / char	x	(8)
24	IDX_MajorGroup	Major Group Designation Within Index	20 bytes / char		
25	IDX_MinorGroup	Minor Group Designation Within Index	8 bytes / char		
26	JMX_SecurityLevel	Security Level	1 byte / char	x	
27	JMX_Rights	Viewing Rights	1 byte / char	x	"U" or "L"
28	JMX_ForeignSecure	Indicates if Foreign Personnel May View the Drawing	1 byte / char	x	"N" or "Y"
29	JMX_Nuclear	Indicates if Drawing Contains Nuclear Equipment	1 byte / char	x	"N" or "Y"
30	JMX_Subsafe	Indicates if Critical Safety	1 byte / char	x	"N" or "Y"
31	JMX_AirType	Model/Device	6 bytes / char	x	
32	JMX_Apl	Allowance Parts List Reference	35 bytes / char		
33	JMX_CadInfo	Computer Aided Design Reference	2 bytes / char		
34	JMX_ControlCode	Activity Code Furnished by Procuring Activity	2 bytes / char	x	
35	JMX_Hsc	Hierarchical Structure Code	12 bytes / char		

ATTACHMENT B-1
INDEXING REQUIREMENTS SPECIFICATIONS

36	JMX_Nsn	National Stock Number	13 bytes / char		
37	JMX_Uic	Unit Identification Code	5 bytes / char		
38	JMX_System	Associated Equipment/System Group	32 bytes / char	X	
39	JMX_Nomenclature	Name of Equipment Described in the Drawing	20 bytes / char	X	
40	JMX_ShipClass	Ship Classification	4 bytes / char		
41	JMX_ShipTypeHullNum	Ship Type/Hull Number Classification	9 bytes / char		
42	JMX_MasterLocation	Engineering Drawing Master Location	30 bytes / char		
43	JMX_OfflineLocation	Engineering Drawing Off-line Location	80 bytes / char		
44	JMX_ParentCage	CAGE of Parent Drawing	5 bytes / char		
45	JMX_ParentDocNumber	Drawing Number of Parent Drawing	32 bytes / char		
46	JMX_PartNumber	Identifies Associated Part Number With CAGE	32 bytes / char	X	
47	JMX_SubSheet	Further Identifies Sheet	3 bytes / char		
48	JMX_Succeeding	Drawing Number and CAGE of Superseding Drawing	20 bytes / char		
49	JMX_DistStmt	Distribution Statement	2 bytes / char	X	
50	JMX_AccDocType	Accompanying Document - Document Type	2 bytes / char	X	(5) (13)
51	JMX_AccDocNumber	Accompanying Document - Document Number	32 bytes / char	X	(5) (13)
52	JMX_AccDocCage	Accompanying Document - CAGE Code	5 bytes / char	X	(5) (13)
53	JMX_AccDocRevision	Accompanying Document - Document Revision	2 bytes / char	X	(4) (5) (13)
54	[Blank]	[This Field Reserved For Future Use]	0 bytes / char		(13)
55	[Blank]	[This Field Reserved For Future Use]	0 bytes / char		(13)
56	JMX_WeaponsSystemCode	Weapon System Code	15 bytes / char		
57	IDX_DfisVersion	Version of the DFIS Structure Implemented	4 bytes / char	X	
58	Record End	Indicate end of record CR/LF (Hex 0D0A)	2 bytes	X	

* See notes.

NOTES:

- (1) The Data File Index Structure (DFIS) is a character delimited ASCII text file with one Image Row Entry (Record) per image referencing a data file in a hierarchical directory structure. The file and hierarchical directory structure naming convention is not pre-defined. Each Image Row Entry contains a sequenced series of pre-defined standard Data Elements (Fields) separated by the pipe bar character "|". Image Row Entries are separated by a Carriage Return/Line Feed (CR/LF). There should be no blank lines, or lines that do not conform to an Image Row Entry description as defined in the DFIS.
- (2) The DFIS file format does not pre-define the size (width) of the Data Elements. Data Element sizes defined indicate the maximum size allowed. Padding of Data Elements is not required (i.e. sheet 1 can be entered as "|1|" and does not require an entry of "|000000000001|". All entries in Data Elements should be uppercase. Leading and trailing spaces within the Data Element are ignored(i.e. "| 1 |" will be interpreted the same as "|1|". Null entries may be represented by "|").
- (3) DFIS Usage Only. These Data Elements are informational within the DFIS and are not used as is valid, "|" is invalid). "Blank" is not a valid entry for other Mandatory Data Elements.
- (4) Mandatory Data Element when Image Row Entry is an Accompanying Document.
- (5) The Document Revision (Data Element 5) for multiple sheet documents will be the same as the Sheet Revision (Data Element 10) for Sheet 1 of the document for the other sheets of the document.
- (6) Enter the date of the original drawing when drawing is the original release (i.e. Data Element 10 (Sheet Revision) is blank).
- (7) If media is an ISO-9660 Compact Disk, Data Elements 20, 21, 22, and 23 (Filename, File Extension, File Path, and Media Volume ID) entries must contain only d-characters (i.e., the letters A through Z (upper case), the numbers 0 through 9, and the underscore symbol "_"). Corresponding file names of the data files on the media should also conform to being only d-characters.
- (8) If media is an ISO-9660 Compact Disk, Data Element 22 (File Path) should not exceed 66 characters (including any drive designator, colon, directory names, and forward slashes), and should include no more than eight (8) levels in a directory hierarchy. Individual directory names within the File Path may contain no more than eight (8) d-characters (i.e., the letters A through Z (upper case), the numbers 0 through 9, and the underscore symbol "_"). Corresponding file paths on the media to the data files should also conform to the aforementioned.
- (9) Data Element 13 (File Type) is the JEDMICS five character File Type code which indicates the file format of the image file (e.g. CALS Type 1 raster, Autocad 13 Vector, etc.). A listing of current JEDMICS values must be obtained to properly fill out this Data Element. Data Elements 14 through 19 are descriptors of Data Element 13.
- (10) JEDMICS 2.5 stores only one revision value for an Individual Sheet of a document, Sheet Revision. This value is stored in both the Document Revision and Sheet Revision database fields within JEDMICS 2.5. The Drawing Revision is calculated by JEDMICS 2.5 during execution, using the drawing book algorithm. For this reason, both the Document Revision and Sheet Revision database fields within JEDMICS 2.5 will be populated with the same DFIS Data Element, Sheet Revision (Data Element 10).
- (11) Dates will be expressed in the following format: DD-MON-YY:HH24:MI:SS were DD is the Day, MON is the Month, YY is the Year, HH24 is the 24 hour representation of the Hour (i.e. 15 for 3:00PM), MI is the Minutes, and SS is the Seconds. Examples include "27-JUN-96:15:50:59" and 28-JAN-92:00:00:00.

(12) ACCOMPANYING DOCUMENT NOTES:

(12 A1.) Data Elements 1, 2, 3, 5, & 10 (Document Number, CAGE Code, Document Type, Document Revision, and Sheet Revision) pertain to the Parent Document when the identified image is an Accompanying Document. Only the aforementioned Data Elements should contain entries pertaining to the Parent Document for an Image Row Entry describing an Accompanying Document; all other Data Elements pertain to the Accompanying Document. Within JEDMICS 2.5, an Accompanying Document is associated with a Parent Document's Document Revision (Sheet Revision of Sheet 1 of the Parent Document). Therefore, during upload of an Accompanying Document to a JEDMICS 2.5 system, the Parent Document Revision for an Accompanying Document within JEDMICS 2.5 will be populated with the DFIS Data Element 5 (Parent Document Revision). Data Element 10 (Parent Document Sheet Revision) is ignored during the upload of an Accompanying Document to a JEDMICS 2.5 system.

(12 A2.) Data Elements 54 and 55 are not defined in current implementation of the index but are retained as placeholders for future use. These Data Elements should be null.

(12 A3.) If Data Element 51 (Accompanying Document Number) is non-null and contains entries other than blanks, then the Image Row Entry is assumed to be an Accompanying Document.

(12 A4.) Data Element 52, (Accompanying Document CAGE Code) is included in the Index but is not currently used in populating the JEDMICS 2.5 database during a JEDMICS import. The Accompanying Document CAGE Code in JEDMICS 2.5 is assumed to be the same as the Base Document CAGE Code (Data Element 2, JMX_cage). Data Element 52 is included only to provide the ability to accurately capture the data for potential future use. Data Element 2 (Base Document CAGE Code) should not be used to reflect the actual Accompanying Document CAGE code if it is different from the Base Document CAGE Code. Doing so will cause the relationship between the Accompanying Document and the Base Document to not be established within the JEDMICS 2.5 database.

(13) IDX.DFIS Version "CD's" using this structure shall enter 1.0.

Range Values. The following fields employ range value checking. Only the values listed herein shall be used when populating the following fields.

Document Size field. The value for the document size field shall be selected from the following approved values. A, B, C, D, E, F, G, H, J, K, R.

File Type field. The complete list of file types can be found in Table 2. When an Appropriate file type is not listed in Table 1, contact NAVAIRSYSCOM AIR-3.0J1 AT (301)757-9158 for a new file type assignment.

Rights field. The value of the rights field shall reflect the following Government Rights in Data values. L (Limited rights), U (Unlimited rights).

Foreign Secure field, Nuclear and Subsafe fields. The foreign secure, nuclear and Sub-safe fields shall contain the value Y if the condition is true and the value N if the condition is false.

Distribution Statement Code field. The distribution statement code value shall be as specified in each delivery order. The acceptable values are A, B, C, D, E, F and X.

Table 2
JEDMICS Data File Types

File Type	Comments	File Ext	Format Code	Source Flavor	Dest Flavor	Content Code	Format Code Desc	Source Flavor Desc	Dest Flavor Desc	Content Code D
1	JEDMICS CCITT4	C4	RSTR	C4	C4	-	Raster Format	JEDMICS CCITT4	JEDMICS CCITT4	-
2	IGES-2D v3	IGS	VCTR	IGES	V3	-	Vector Format	IGES Format	V3	-
3	CGM Type 1	CGM	CGM	CGM	T1	-	CGM Format	Compu Graph Metafile	Type 1	-
4	SGML	SGM	SGML	SGML	-	-	SGML Format	Std.Gen. Markup Lang	-	-
5	Text File	TXT	ASCI	TEXT	-	-	Text Format	ASCII Text File	-	-
6	Offline / Unknown	OFF	OFFL	OFFL	-	-	Offline Format	Offline Image unknwn	-	-
7	NIRS/NIFF File	NIF	RSTR	NIFF	-	-	Raster Format	NAVY TIFF	-	-
8	CALS Type 1	CAL	RSTR	CALS	-	-	Raster Format	CCITT G4 Type 1 CALS	-	-
9	Unknown file format	UNK	BIN	UNKN	-	-	Binary Format	Unknown file format	-	-
20	TIFF Group 6	TIF	RSTR	TIFF	G6	-	Raster Format	TIFF raster	Group 6	-
21	PCX	PCX	RSTR	PCX	ALL	NATIVE	Raster Format	PC PaintBrush	ALL	NATIVE
23	Encapsulated Postscript	EPS	RSTR	EPS	-	-	Raster Format	Encapsul. postscript	-	-
25	Unknown Raster	RST	RSTR	UNKN	-	-	Raster Format	Unknown Raster file	-	-
26	Off-line - restricted	EXT	EXT	-	-	-	External	Offline restricted	-	-
27	CALS Type 2	CT2	RSTR	CALS2	ALL	NATIVE	Raster Format	CCITT G4 Type 2 CALS	ALL	NATIVE
28	Off-line - not scanned	NOF	NIOF	NIOF	NIOF	-	No Image on File	No Image scanned	No Image on File	-
29	PDF v2.1	PDF	DOC	PDF	V2.1	NATIVE	Wordprocessing	Portable Doc Format	Version 2.1	NATIVE

3.3 Technical Data

30	ACAD R9 NATIVE	DWG	CAD	ACAD	R9	NATIVE	CAD Format	AutoCAD Drawing file	Release 9	NATIVE
31	ACAD R10 NATIVE	DWG	CAD	ACAD	R10	NATIVE	CAD Format	AutoCAD Drawing file	Release 10	NATIVE
32	ACAD R11 NATIVE	DWG	CAD	ACAD	R11	NATIVE	CAD Format	AutoCAD Drawing file	Release 11	NATIVE
33	ACAD R12 NATIVE	DWG	CAD	ACAD	R12	NATIVE	CAD Format	AutoCAD Drawing file	Release 12	NATIVE
34	ACAD R13 NATIVE	DWG	CAD	ACAD	R13	NATIVE	CAD Format	AutoCAD Drawing file	Release 13	NATIVE
35	ACAD R14 NATIVE	DWG	CAD	ACAD	R14	NATIVE	CAD Format	AutoCAD Drawing file	Release 14	NATIVE
36	ACAD R9 ZIP	ZIP	CAD	ACAD	R9	ZIP	CAD Format	AutoCAD Drawing file	Release 9	ZIP
37	ACAD R10 ZIP	ZIP	CAD	ACAD	R10	ZIP	CAD Format	AutoCAD Drawing file	Release 10	ZIP
38	ACAD R11 ZIP	ZIP	CAD	ACAD	R11	ZIP	CAD Format	AutoCAD Drawing file	Release 11	ZIP
39	ACAD R12 ZIP	ZIP	CAD	ACAD	R12	ZIP	CAD Format	AutoCAD Drawing file	Release 12	ZIP
40	ACAD R13 ZIP	ZIP	CAD	ACAD	R13	ZIP	CAD Format	AutoCAD Drawing file	Release 13	ZIP
41	ACAD R14 ZIP	DWG	CAD	ACAD	R14	ZIP	CAD Format	AutoCAD Drawing file	Release 14	ZIP
42	ACAD3D R13 NATIVE	DWG	CAD	ACAD3D	R13	NATIVE	CAD Format	AutoCAD 3D Drawing	Release 13	NATIVE
43	ACAD3D R13 ZIP	ZIP	CAD	ACAD3D	R13	ZIP	CAD Format	AutoCAD 3D Drawing	Release 13	ZIP
44	ACAD DXF	DXF	VCTR	DXF	ALL	NATIVE	Vector Format	AutoCAD DXF Neutral	ALL	NATIVE
45	CADENCE v6 NATIVE	DGN	CAD	ALLEGR	V6	NATIVE	CAD Format	CADENCE ALLEGRO Dgn	Version 6	NATIVE
46	CADENCE v7 NATIVE	DGN	CAD	ALLEGR	V7	NATIVE	CAD Format	CADENCE ALLEGRO Dgn	Version 7	NATIVE
47	CADENCE v8 NATIVE	DGN	CAD	ALLEGR	V8	NATIVE	CAD Format	CADENCE ALLEGRO Dgn	Version 8	NATIVE
48	CADENCE v9 NATIVE	DGN	CAD	ALLEGR	V9	NATIVE	CAD Format	CADENCE ALLEGRO Dgn	Version 9	NATIVE
49	CADENCE v10 NATIVE	DGN	CAD	ALLEGR	V10	NATIVE	CAD Format	CADENCE ALLEGRO Dgn	Version 10	NATIVE
50	CADENCE v11 NATIVE	DGN	CAD	ALLEGR	V11	NATIVE	CAD Format	CADENCE ALLEGRO Dgn	Version 11	NATIVE

3.3 Technical Data

51	CADENCE v6 tar	TAR	CAD	ALLEGR	V6	TAR	CAD Format	CADENCE ALLEGRO Dgn	Version 6	TAR
52	CADENCE v7 tar	TAR	CAD	ALLEGR	V7	TAR	CAD Format	CADENCE ALLEGRO Dgn	Version 7	TAR
53	CADENCE v8 tar	TAR	CAD	ALLEGR	V8	TAR	CAD Format	CADENCE ALLEGRO Dgn	Version 8	TAR
54	CADENCE v9 tar	TAR	CAD	ALLEGR	V9	TAR	CAD Format	CADENCE ALLEGRO Dgn	Version 9	TAR
55	CADENCE v10 tar	TAR	CAD	ALLEGR	V10	TAR	CAD Format	CADENCE ALLEGRO Dgn	Version 10	TAR
56	CADENCE v11tar	TAR	CAD	ALLEGR	V11	TAR	CAD Format	CADENCE ALLEGRO Dgn	Version 11	TAR
57	CADENCE v6 ZIP	ZIP	CAD	ALLEGR	V6	ZIP	CAD Format	CADENCE ALLEGRO Dgn	Version 6	ZIP
58	CADENCE v7 ZIP	ZIP	CAD	ALLEGR	V7	ZIP	CAD Format	CADENCE ALLEGRO Dgn	Version 7	ZIP
59	CADENCE v8 ZIP	ZIP	CAD	ALLEGR	V8	ZIP	CAD Format	CADENCE ALLEGRO Dgn	Version 8	ZIP
60	CADENCE v9 ZIP	ZIP	CAD	ALLEGR	V9	ZIP	CAD Format	CADENCE ALLEGRO Dgn	Version 9	ZIP
61	CADENCE v10 ZIP	ZIP	CAD	ALLEGR	V10	ZIP	CAD Format	CADENCE ALLEGRO Dgn	Version 10	ZIP
62	CADENCE v11 ZIP	ZIP	CAD	ALLEGR	V11	ZIP	CAD Format	CADENCE ALLEGRO Dgn	Version 11.x	ZIP
63	ANVIL v5 NATIVE	ANV	CAD	ANVILU	R5.X	NATIVE	CAD Format	ANVIL-5000 Mech Unix	Release 5.x	NATIVE
64	ANVIL v5 tar	TAR	CAD	ANVILU	R5.X	TAR	CAD Format	ANVIL-5000 Mech Unix	Release 5.x	TAR
65	ANVIL-win v5 NATIVE	ANV	CAD	ANVILW	R5.X	NATIVE	CAD Format	ANVIL-5000 Mech Win	Release 5.x	NATIVE
66	ANVIL-win v5 ZIP	ZIP	CAD	ANVILW	R5.X	ZIP	CAD Format	ANVIL-5000 Mech Win	Release 5.x	ZIP
67	AP201-I	TXT	PDES	AP201	I	NATIVE	PDES Format	Explicit Draughting	I	NATIVE
68	AP202-E	TXT	PDES	AP202	E	NATIVE	PDES Format	Assoc. Draughting	E	NATIVE
69	AP202-F	TXT	PDES	AP202	F	NATIVE	PDES Format	Assoc. Draughting	F	NATIVE
70	AP202-I	TXT	PDES	AP202	I	NATIVE	PDES Format	Assoc. Draughting	I	NATIVE
71	AP203-I	TXT	PDES	AP203	I	NATIVE	PDES Format	Config. Control Dgn	I	NATIVE
72	AP207-E	TXT	PDES	AP207	E	NATIVE	PDES Format	Sheet Metal Die Dgn	E	NATIVE

3.3 Technical Data

73	AP207-F	TXT	PDES	AP207	F	NATIVE	PDES Format	Sheet Metal Die Dgn	F	NATIVE
74	AP207-I	TXT	PDES	AP207	I	NATIVE	PDES Format	Sheet Metal Die Dgn	I	NATIVE
75	AP210-E	TXT	PDES	AP210	E	NATIVE	PDES Format	PCA: Design & Mfg	E	NATIVE
76	AP210-F	TXT	PDES	AP210	F	NATIVE	PDES Format	PCA: Design & Mfg	F	NATIVE
77	AP210-I	TXT	PDES	AP210	I	NATIVE	PDES Format	PCA: Design & Mfg	I	NATIVE
78	AP213-E	TXT	PDES	AP213	E	NATIVE	PDES Format	NC Process Plans	E	NATIVE
79	AP213-F	TXT	PDES	AP213	F	NATIVE	PDES Format	NC Process Plans	F	NATIVE
80	AP213-I	TXT	PDES	AP213	I	NATIVE	PDES Format	NC Process Plans	I	NATIVE
81	AP214-E	TXT	PDES	AP214	E	NATIVE	PDES Format	Core Data Automotive	E	NATIVE
82	AP214-F	TXT	PDES	AP214	F	NATIVE	PDES Format	Core Data Automotive	F	NATIVE
83	AP214-I	TXT	PDES	AP214	I	NATIVE	PDES Format	Core Data Automotive	I	NATIVE
84	AP223-E	TXT	PDES	AP223	E	NATIVE	PDES Format	Dgn/Mfg Cast Parts	E	NATIVE
85	AP223-F	TXT	PDES	AP223	F	NATIVE	PDES Format	Dgn/Mfg Cast Parts	F	NATIVE
86	AP223-I	TXT	PDES	AP223	I	NATIVE	PDES Format	Dgn/Mfg Cast Parts	I	NATIVE
87	AP224-E	TXT	PDES	AP224	E	NATIVE	PDES Format	Proc Plan Mach. Feat	E	NATIVE
88	AP224-F	TXT	PDES	AP224	F	NATIVE	PDES Format	Proc Plan Mach. Feat	F	NATIVE
89	AP224-I	TXT	PDES	AP224	I	NATIVE	PDES Format	Proc Plan Mach. Feat	I	NATIVE
90	AP232-E	TXT	PDES	AP232	E	NATIVE	PDES Format	STEP TDP	E	NATIVE
91	AP232-F	TXT	PDES	AP232	F	NATIVE	PDES Format	STEP TDP	F	NATIVE
92	AP232-I	TXT	PDES	AP232	I	NATIVE	PDES Format	STEP TDP	I	NATIVE
93	APOLLO NATIVE	TXT	CAD	APOLLO	ALL	NATIVE	CAD Format	Soltire Apollonius	ALL	NATIVE
94	APOLLO ZIP	ZIP	CAD	APOLLO	ALL	ZIP	CAD Format	Soltire Apollonius	ALL	ZIP
95	APT	APT	MFG	APT	ALL	NATIVE	CAM Format	Auto Prog Tool (NC)	ALL	NATIVE

3.3 Technical Data

96	AUTOTROL B-5000	AB5	CAD	AUTB5K	ALL	NATIVE	CAD Format	AUTO-TROL-BASE 5000	ALL	NATIVE
97	AUTOTROL F-5000	AF5	CAD	AUTF5K	ALL	NATIVE	CAD Format	AUTO-TROL-FULL 5000	ALL	NATIVE
98	AUTOTROL M-5000	AM5	CAD	AUTM5K	ALL	NATIVE	CAD Format	AUTO-TROL-MID 5000	ALL	NATIVE
99	AUTOTROL 7000	A70	CAD	AUTS7K	ALL	NATIVE	CAD Format	AUTO-TROL-7000	ALL	NATIVE
100	BCL	BCL	MFG	BCL	ALL	NATIVE	CAM Format	BINARY CUTTER LOC.	ALL	NATIVE
101	BMP	BMP	RSTR	BMP	ALL	NATIVE	Raster Format	PC Win Bitmap Image	ALL	NATIVE
102	BRAVO 3 NATIVE	BRA	CAD	BRAVO	V3	NATIVE	CAD Format	Applicon Bravo	Version 3	NATIVE
103	BRAVO 4.9 NATIVE	BRA	CAD	BRAVO	V4.9	NATIVE	CAD Format	Applicon Bravo	Version 4.9	NATIVE
104	BRAVO 3 tar	TAR	CAD	BRAVO	V3	TAR	CAD Format	Applicon Bravo	Version 3	TAR
105	BRAVO 4.9 tar	TAR	CAD	BRAVO	V4.9	TAR	CAD Format	Applicon Bravo	Version 4.9	TAR
106	CADAM v3 NATIVE	CDM	CAD	CADAM	V3	NATIVE	CAD Format	Dassault Cadam	Version 3	NATIVE
107	CADAM v3 tar	TAR	CAD	CADAM	V3	TAR	CAD Format	Dassault Cadam	Version 3	TAR
108	CADDS 4X NATIVE	CAD	CAD	CADDS	V4.X	NATIVE	CAD Format	CV CADDSnX Solid	Version 4.x	NATIVE
109	CADDS 5X NATIVE	CAD	CAD	CADDS	V5.X	NATIVE	CAD Format	CV CADDSnX Solid	Version 5.x	NATIVE
110	CADDS 4X tar	TAR	CAD	CADDS	V4.X	TAR	CAD Format	CV CADDSnX Solid	Version 4.x	TAR
111	CADDS 5x tar	TAR	CAD	CADDS	V5.X	TAR	CAD Format	CV CADDSnX Solid	Version 5.x	TAR
112	CADKEY v6 NATIVE	CAD	CAD	CADKEY	V6	NATIVE	CAD Format	CadKey Professional	Version 6	NATIVE
113	CADKEY v7 NATIVE	CAD	CAD	CADKEY	V7	NATIVE	CAD Format	CadKey Professional	Version 7	NATIVE
114	CADKEY v6 ZIP	ZIP	CAD	CADKEY	V6	ZIP	CAD Format	CadKey Professional	Version 6	ZIP
115	CADKEY v7 ZIP	ZIP	CAD	CADKEY	V7	ZIP	CAD Format	CadKey Professional	Version 7	ZIP
116	CADMPR v3r6 NATIVE	CAD	CAD	CADMPR	V3R6	NATIVE	CAD Format	Dassault Prof. Cadam	Version 3	NATIVE
117	CADMPR v3r7 NATIVE	CAD	CAD	CADMPR	V3R7	NATIVE	CAD Format	Dassault Prof. Cadam	Version 3	NATIVE

3.3 Technical Data

118	CADMPR v3r6 tar	TAR	CAD	CADMPR	V3R6	TAR	CAD Format	Dassault Prof. Cadam	Version 3	TAR
119	CADMPR v3r7 tar	TAR	CAD	CADMPR	V3R7	TAR	CAD Format	Dassault Prof. Cadam	Version 3	TAR
120	CATIA v2 NATIVE	CAT	CAD	CATIA	V2	NATIVE	CAD Format	Dassault CATIA	Version 2	NATIVE
121	CATIA v3 NATIVE	CAT	CAD	CATIA	V3	NATIVE	CAD Format	Dassault CATIA	Version 3	NATIVE
122	CATIA v4 NATIVE	CAT	CAD	CATIA	V4.X	NATIVE	CAD Format	Dassault CATIA	Version 4.x	NATIVE
123	CATIA v2 tar	TAR	CAD	CATIA	V2	TAR	CAD Format	Dassault CATIA	Version 2	TAR
124	CATIA v3 tar	TAR	CAD	CATIA	V3	TAR	CAD Format	Dassault CATIA	Version 3	TAR
125	CATIA v4 tar	TAR	CAD	CATIA	V4.X	TAR	CAD Format	Dassault CATIA	Version 4.x	TAR
126	CATIA v2 ZIP	ZIP	CAD	CATIA	V2	ZIP	CAD Format	Dassault CATIA	Version 2	ZIP
127	CATIA v3 ZIP	ZIP	CAD	CATIA	V3	ZIP	CAD Format	Dassault CATIA	Version 3	ZIP
128	CATIA v4 ZIP	ZIP	CAD	CATIA	V4.X	ZIP	CAD Format	Dassault CATIA	Version 4.x	ZIP
129	CCG4	CG4	RSTR	CCG4	ALL	NATIVE	Raster Format	CCITT Group 4	ALL	NATIVE
130	CALCOMP GL	GL	RSTR	CCGL	ALL	NATIVE	Raster Format	CalComp Graphic Lang	ALL	NATIVE
131	CALCOMP RF	RF	RSTR	CCRF	ALL	NATIVE	Raster Format	CalComp Ras. Format	ALL	NATIVE
132	CALCOMP RFIL	RFI	RSTR	CCRFIL	ALL	NATIVE	Raster Format	CalComp Intlc Raster	ALL	NATIVE
133	CALCOMP RFUN	RFU	RSTR	CCRFUN	ALL	NATIVE	Raster Format	CalComp Raster Uncom	ALL	NATIVE
134	CGM Type 2	CGM	VCTR	CGM	V2	NATIVE	Vector Format	Compu Graph Metafile	Version 2	NATIVE
135	ClarisWorks 1 mac	CLW	SPRD	CLARM	V1	NATIVE	Spreadsheet	ClarisWorks (MAC)	Version 1	NATIVE
136	ClarisWorks 2 mac	CLW	SPRD	CLARM	V2	NATIVE	Spreadsheet	ClarisWorks (MAC)	Version 2	NATIVE
137	ClarisWorks 3 mac	CLW	SPRD	CLARM	V3	NATIVE	Spreadsheet	ClarisWorks (MAC)	Version 3	NATIVE
138	ClarisWorks 1 win	CLW	SPRD	CLARW	V1	NATIVE	Spreadsheet	ClarisWorks (WIN)	Version 1	NATIVE
139	ClarisWorks 3 win	CLW	SPRD	CLARW	V3	NATIVE	Spreadsheet	ClarisWorks (WIN)	Version 3	NATIVE
140	MICROSTATION v4	DGN	CAD	DGN	V4	NATIVE	CAD Format	MICROSTATION 2D/3D	Version 4	NATIVE
141	MICROSTATION v5	DGN	CAD	DGN	V5	NATIVE	CAD Format	MICROSTATION 2D/3D	Version 5	NATIVE

3.3 Technical Data

142	MICROSTATION v4 tar	TAR	CAD	DGN	V4	TAR	CAD Format	MICROSTATION 2D/3D	Version 4	TAR
143	MICROSTATION v5 tar	TAR	CAD	DGN	V5	TAR	CAD Format	MICROSTATION 2D/3D	Version 5	TAR
144	DLF v1	DLF	ASCII	DLF	ALL	NATIVE	Text Format	JEDMICS Metadata	ALL	NATIVE
145	DMIS 82	TXT	ELEC	DMIS	1982	NATIVE	Instrument I/O Formt	DMIS (ANSI Y14.5)	1982	NATIVE
146	DMIS 94	TXT	ELEC	DMIS	1994	NATIVE	Instrument I/O Formt	DMIS (ANSI Y14.5)	1994	NATIVE
147	EDIF0 v2	EDI	ELEC	EDIF0	V2	NATIVE	Instrument I/O Formt	EDIF Level 0	Version 2	NATIVE
148	EDIF0 v3	EDI	ELEC	EDIF0	V3	NATIVE	Instrument I/O Formt	EDIF Level 0	Version 3	NATIVE
149	EDIF0 v4	EDI	ELEC	EDIF0	V4	NATIVE	Instrument I/O Formt	EDIF Level 0	Version 4	NATIVE
150	EDIF1 v2	EDI	ELEC	EDIF1	V2	NATIVE	Instrument I/O Formt	EDIF Level 1	Version 2	NATIVE
151	EDIF1 v3	EDI	ELEC	EDIF1	V3	NATIVE	Instrument I/O Formt	EDIF Level 1	Version 3	NATIVE
152	EDIF1 v4	EDI	ELEC	EDIF1	V4	NATIVE	Instrument I/O Formt	EDIF Level 1	Version 4	NATIVE
153	EDIF2 v2	EDI	ELEC	EDIF2	V2	NATIVE	Instrument I/O Formt	EDIF Level 2	Version 2	NATIVE
154	EDIF2 v3	EDI	ELEC	EDIF2	V3	NATIVE	Instrument I/O Formt	EDIF Level 2	Version 3	NATIVE
155	EDIF2 v4	EDI	ELEC	EDIF2	V4	NATIVE	Instrument I/O Formt	EDIF Level 2	Version 4	NATIVE
156	EIA-274	EIA	ELEC	EIA274	1988	NATIVE	Instrument I/O Formt	ANSI/EIA-274-D-80	1988	NATIVE
157	EIA-274 GERBER	EIA	ELEC	GERBER	ALL	NATIVE	Instrument I/O Formt	GERBER EIA-274-X	ALL	NATIVE
158	EMS v2 NATIVE	EMS	CAD	EMS	V2.2	NATIVE	CAD Format	Intergraph EMS Solid	Version 2.2	NATIVE
159	EMS v3 NATIVE	EMS	CAD	EMS	V3	NATIVE	CAD Format	Intergraph EMS Solid	Version 3	NATIVE
160	EMS v2 tar	TAR	CAD	EMS	V2.2	TAR	CAD Format	Intergraph EMS Solid	Version 2.2	TAR
161	EMS v3 tar	TAR	CAD	EMS	V3	TAR	CAD Format	Intergraph EMS Solid	Version 3	TAR
162	EMS v2 ZIP	ZIP	CAD	EMS	V2.2	ZIP	CAD Format	Intergraph EMS Solid	Version 2.2	ZIP

3.3 Technical Data

163	EMS v3 ZIP	ZIP	CAD	EMS	V3	ZIP	CAD Format	Intergraph EMS Solid	Version 3	ZIP
164	CIT INGR	CIT	RSTR	IGCIT	ALL	NATIVE	Raster Format	INTERGRAPH CIT	ALL	NATIVE
165	I/VDS v2 NATIVE	VDS	BIN	IGVDS	V2	NATIVE	Binary Format	Intergraph I/VDS	Version 2	NATIVE
166	I/VDS v2 tar	TAR	BIN	IGVDS	V2	TAR	Binary Format	Intergraph I/VDS	Version 2	TAR
167	I/ROUTE v2 NATIVE	IR	CAD	IROUTE	V2	NATIVE	CAD Format	Intergraph I/Route	Version 2	NATIVE
168	I/ROUTE v2 tar	IR	CAD	IROUTE	V2	TAR	CAD Format	Intergraph I/Route	Version 2	TAR
169	I/STRUCT v2 NATIVE	IS	CAD	ISTRCT	V2	NATIVE	CAD Format	Intergraph I/Struct	Version 2	NATIVE
170	I/STRUCT v2 tar	IS	CAD	ISTRCT	V2	TAR	CAD Format	Intergraph I/Struct	Version 2	TAR
171	Intergraph RLE	RLE	CAD	INTRLE	-	NATIVE	CAD Format	Intergraph RLE	-	NATIVE
172	Encapsulated Postscript Level 1	EPS	RSTR	EPS1	ALL	NATIVE	Raster Format	Encapsulate PS lev 1	ALL	NATIVE
173	Encapsulated Postscript Level 2	EPS	RSTR	EPS2	ALL	NATIVE	Raster Format	Encapsulate PS lev 2	ALL	NATIVE
174	EXCEL v1	XLS	SPRD	EXCEL	V1	NATIVE	Spreadsheet	Microsoft Excel File	Version 1	NATIVE
175	EXCEL v2	XLS	SPRD	EXCEL	V2.2	NATIVE	Spreadsheet	Microsoft Excel File	Version 2.2	NATIVE
176	EXCEL v3 mac	XLS	SPRD	EXCEL	V3M	NATIVE	Spreadsheet	Microsoft Excel File	Version 3 mac	NATIVE
177	EXCEL v3 win	XLS	SPRD	EXCEL	V3W	NATIVE	Spreadsheet	Microsoft Excel File	Version 3 win	NATIVE
178	EXCEL v4 mac	XLS	SPRD	EXCEL	V4M	NATIVE	Spreadsheet	Microsoft Excel File	Version 4 mac	NATIVE
179	EXCEL v4 win	XLS	SPRD	EXCEL	V4W	NATIVE	Spreadsheet	Microsoft Excel File	Version 4 win	NATIVE
180	EXCEL v5	XLS	SPRD	EXCEL	V5	NATIVE	Spreadsheet	Microsoft Excel File	Version 5	NATIVE
181	EXCEL v7	XLS	SPRD	EXCEL	V7	NATIVE	Spreadsheet	Microsoft Excel File	Version 7	NATIVE
182	HPGL	HPL	VCTR	HPGL	ALL	NATIVE	Vector Format	HP Graphics Language	ALL	NATIVE
183	HPGL2	HPL	VCTR	HPGL2	ALL	NATIVE	Vector Format	HP Graphics Lang. 2	ALL	NATIVE
184	HTML v1	HTM	DOC	HTML	V1	NATIVE	Wordprocessing	Hypertext Markup	Version 1	NATIVE
185	HTML v2	HTM	DOC	HTML	V2	NATIVE	Wordprocessing	Hypertext Markup	Version 2	NATIVE

3.3 Technical Data

186	HTML v3	HTM	DOC	HTML	V3	NATIVE	Wordprocessing	Hypertext Markup	Version 3	NATIVE
187	IADS v1	IAD	DOC	IADS	V1	NATIVE	Wordprocessing	Authoring Display	Version 1	NATIVE
188	IADS v2	IAD	DOC	IADS	V2	NATIVE	Wordprocessing	Authoring Display	Version 2	NATIVE
189	IDEAS v2 tar	TAR	CAD	IDEAS	V2	TAR	CAD Format	SDRC I-DEAS	Version 2	TAR
190	IDEAS v2.1 tar	TAR	CAD	IDEAS	V2.1	TAR	CAD Format	SDRC I-DEAS	Version 2.1	TAR
191	IDEAS v3 tar	TAR	CAD	IDEAS	V3	TAR	CAD Format	SDRC I-DEAS	Version 3	TAR
192	IDEAS v2 ZIP	ZIP	CAD	IDEAS	V2	ZIP	CAD Format	SDRC I-DEAS	Version 2	ZIP
193	IGES v4	IGS	VCTR	IGES	V4	NATIVE	Vector Format	IGES	Version 4	NATIVE
194	IGES v5	IGS	VCTR	IGES	V5	NATIVE	Vector Format	IGES	Version 5	NATIVE
195	IGES v5.2	IGS	VCTR	IGES	V5.2	NATIVE	Vector Format	IGES	Version 5.2	NATIVE
196	INTLMT v6 NATIVE	INT	DOC	INTLMT	V6	NATIVE	Wordprocessing	INTERLEAF MOTIF	Version 6	NATIVE
197	INTLSG v6 NATIVE	INT	DOC	INTLSG	V6	NATIVE	Wordprocessing	INTERLEAF SGML	Version 6	NATIVE
198	INTLWIN v6 NATIVE	INT	DOC	INTLWN	V6	NATIVE	Wordprocessing	INTERLEAF Windows	Version 6	NATIVE
199	IPC-D-350 ver B	IPC	ELEC	IPC	VB	NATIVE	Instrument I/O Formt	IPC-D-350	Version B	NATIVE
200	IPC-D-350 ver C	IPC	ELEC	IPC	VC	NATIVE	Instrument I/O Formt	IPC-D-350	Version C	NATIVE
201	IPC-D-350 ver D	IPC	ELEC	IPC	VD	NATIVE	Instrument I/O Formt	IPC-D-350	Version D	NATIVE
202	PDF Indexed	ZIP	DOC	IPDF	ALL	ZIP	Wordprocessing	Indexed PDF	ALL	ZIP
203	JPEG v6	JPG	RSTR	JPEG	V6	NATIVE	Raster Format	Joint Photo Experts	Version 6	NATIVE
204	Lotus 123, Release 2	WKS	SPRD	LT123O	R2	NATIVE	Spreadsheet	Lotus 123 File (OS2)	Release 2	NATIVE
205	Lotus 123, Version 1	WKS	SPRD	LT123W	V1	NATIVE	Spreadsheet	Lotus 123 File (OS2)	Version 1	NATIVE
206	Lotus 123, Version 2	WKS	SPRD	LT123W	V2	NATIVE	Spreadsheet	Lotus 123 File (WIN)	Version 2	NATIVE
207	Lotus 123, Version 3	WKS	SPRD	LT123W	V3	NATIVE	Spreadsheet	Lotus 123 File (WIN)	Version 3	NATIVE
208	Lotus 123, Version 4	WKS	SPRD	LT123W	V4	NATIVE	Spreadsheet	Lotus 123 File (WIN)	Version 4	NATIVE
209	Lotus 123, Version 5	WKS	SPRD	LT123W	V5	NATIVE	Spreadsheet	Lotus 123 File (WIN)	Version 5	NATIVE

3.3 Technical Data

210	MENTOR v7 tar	TAR	ELEC	MENTOR	V7	TAR	Instrument I/O Formt	Mentor Graphics Dgn	Version 7	TAR
211	MENTOR v8 tar	TAR	ELEC	MENTOR	V8	TAR	Instrument I/O Formt	Mentor Graphics Dgn	Version 8	TAR
212	PCI	PCI	VCTR	PCI	ALL	NATIVE	Vector Format	Vector Plot ext. 907	ALL	NATIVE
213	PCL	PCL	VCTR	PCL	ALL	NATIVE	Vector Format	Printer Control Lang	ALL	NATIVE
214	Rich Text Format	RTF	DOC	RTF	-	NATIVE	Wordprocessing	Rich Text Format	-	NATIVE
215	PERMS	PMS	RSTR	PERMS	V4	NATIVE	Raster Format	PERMS (US Army)	Version 4	NATIVE
216	PICT v1	PIC	RSTR	PICT1	ALL	NATIVE	Raster Format	Macintosh PICT 1	ALL	NATIVE
217	PICT v2	PIC	RSTR	PICT2	ALL	NATIVE	Raster Format	Macintosh PICT 2	ALL	NATIVE
218	PLOT -907	PLT	VCTR	PLOT	907	NATIVE	Vector Format	Vector Plot Format	907	NATIVE
219	PROE v13 NATIVE	PRO	CAD	PROE	V13	NATIVE	CAD Format	PTC Pro/Engineer	Version 13	NATIVE
220	PROE v14 NATIVE	PRO	CAD	PROE	V14	NATIVE	CAD Format	PTC Pro/Engineer	Version 14	NATIVE
221	PROE v15 NATIVE	PRO	CAD	PROE	V15	NATIVE	CAD Format	PTC Pro/Engineer	Version 15	NATIVE
222	PROE v16 NATIVE	PRO	CAD	PROE	V16	NATIVE	CAD Format	PTC Pro/Engineer	Version 16	NATIVE
223	PROE v17 NATIVE	PRO	CAD	PROE	V17	NATIVE	CAD Format	PTC Pro/Engineer	Version 17	NATIVE
224	PROE v13 tar	TAR	CAD	PROE	V13	TAR	CAD Format	PTC Pro/Engineer	Version 13	TAR
225	PROE v14 tar	TAR	CAD	PROE	V14	TAR	CAD Format	PTC Pro/Engineer	Version 14	TAR
226	PROE v15 tar	TAR	CAD	PROE	V15	TAR	CAD Format	PTC Pro/Engineer	Version 15	TAR
227	PROE v16 tar	TAR	CAD	PROE	V16	TAR	CAD Format	PTC Pro/Engineer	Version 16	TAR
228	PROE v17 tar	TAR	CAD	PROE	V17	TAR	CAD Format	PTC Pro/Engineer	Version 17	TAR
229	PROM v13 NATIVE	PRO	MFG	PROM	V13	NATIVE	CAM Format	PTC Pro/Manufacture	Version 13	NATIVE
230	PROM v14 NATIVE	PRO	MFG	PROM	V14	NATIVE	CAM Format	PTC Pro/Manufacture	Version 14	NATIVE
231	PROM v15 NATIVE	PRO	MFG	PROM	V15	NATIVE	CAM Format	PTC Pro/Manufacture	Version 15	NATIVE
232	PROM v13 tar	TAR	MFG	PROM	V13	TAR	CAM Format	PTC Pro/Manufacture	Version 13	TAR

3.3 Technical Data

233	PROM v14 tar	TAR	MFG	PROM	V14	TAR	CAM Format	PTC Pro/Manufacture	Version 14	TAR
234	PROM v15 tar	TAR	MFG	PROM	V15	TAR	CAM Format	PTC Pro/Manufacture	Version 15	TAR
235	Postscript Level 1	PS1	RSTR	PS1	ALL	NATIVE	Raster Format	Adobe Postscript L1	ALL	NATIVE
236	Postscript Level 2	PS2	RSTR	PS2	ALL	NATIVE	Raster Format	Adobe Postscript L2	ALL	NATIVE
237	PTO	PTO	RSTR	PTO	ALL	NATIVE	Raster Format	Patent Trade Office	ALL	NATIVE
238	RS494-B	RS	MFG	RS494	VB	NATIVE	CAM Format	NC FILE	Version B	NATIVE
239	STL	STL	MFG	STL	ALL	NATIVE	CAM Format	Stereo Lithographic	ALL	NATIVE
240	THEDA v2.1 tar	TAR	CAD	THEDA	V2.1	TAR	CAD Format	Incases Theda Design	Version 2.1	TAR
241	THEDA v3.1 tar	TAR	CAD	THEDA	V3.1	TAR	CAD Format	Incases Theda Design	Version 3.1	TAR
242	THEDA v3.2 tar	TAR	CAD	THEDA	V3.2	TAR	CAD Format	Incases Theda Design	Version 3.2	TAR
243	THEDA v4.0 tar	TAR	CAD	THEDA	V4	TAR	CAD Format	Incases Theda Design	Version 4	TAR
244	THEDA TL v2.1	THE	CAD	THEDTL	V2.1	NATIVE	CAD Format	Incases Theda TL	Version 2.1	NATIVE
245	THEDA TL v3.1	THE	CAD	THEDTL	V3.1	NATIVE	CAD Format	Incases Theda TL	Version 3.1	NATIVE
246	THEDA TL v3.2	THE	CAD	THEDTL	V3.2	NATIVE	CAD Format	Incases Theda TL	Version 3.2	NATIVE
247	THEDA TL v4.0	THE	CAD	THEDTL	V4	NATIVE	CAD Format	Incases Theda TL	Version 4	NATIVE
248	TIFF LZW	TIF	RSTR	TIFF	ALL	LZW	Raster Format	TIFF raster	ALL	LZW
249	TIFF UNCOM	TIF	RSTR	TIFF	ALL	UNCOM	Raster Format	TIFF raster	ALL	UNCOM
250	TIFF G3	TIF	RSTR	TIFFG	G3	CCG3	Raster Format	TIFF CCITT	Version G3	CCG3
251	TIFF G3-2	TIF	RSTR	TIFFG	G3-2	CCG3	Raster Format	TIFF CCITT	Version G3-2	CCG3
252	TIFF G4	TIF	RSTR	TIFFG	G4	CCG4	Raster Format	TIFF CCITT	Version G4	CCG4
253	TRDMRK	TRD	RSTR	TRDMRK	ALL	NATIVE	Raster Format	Trademark	ALL	NATIVE
254	UCADAM v14 tar	TAR	CAD	UCADAM	R14	TAR	CAD Format	Micro Cadam	Release 14	TAR
255	UCADAM v14 ZIP	ZIP	CAD	UCADAM	R14	ZIP	CAD Format	Micro Cadam	Release 14	ZIP
256	UCADAM+ v14	UCA	CAD	UCADMP	R14.1	NATIVE	CAD Format	Micro Cadam Plus	Release 14.1	NATIVE
257	UCADAM+ v14.x	UCA	CAD	UCADMP	R14	NATIVE	CAD Format	Micro Cadam Plus	Release 14	NATIVE

3.3 Technical Data

258	UCADAM+ V1R5M1	UCA	CAD	UCADMP	V1R5M1	NATIVE	CAD Format	Micro Cadam Plus	Version 1 R5	NATIVE
259	UCADAM+ v14 ZIP	ZIP	CAD	UCADMP	R14	ZIP	CAD Format	Micro Cadam Plus	Release 14	ZIP
260	UCADAM+ V1R5M1 ZIP	ZIP	CAD	UCADMP	V1R5M1	ZIP	CAD Format	Micro Cadam Plus	Version 1 R5	ZIP
261	UDRAFT v3.1	UDR	CAD	UDRAFT	V3.1	NATIVE	CAD Format	CV MicroDraft	Version 3.1	NATIVE
262	UDRAFT v3.1 tar	TAR	CAD	UDRAFT	V3.1	TAR	CAD Format	CV MicroDraft	Version 3.1	TAR
263	UDRAFT v3.1 ZIP	ZIP	CAD	UDRAFT	V3.1	ZIP	CAD Format	CV MicroDraft	Version 3.1	ZIP
264	UG v9.1 NATIVE	UG	CAD	UG	V9.1	NATIVE	CAD Format	EDS Unigraphics	Version 9.1	NATIVE
265	UG v9.2 NATIVE	UG	CAD	UG	V9.2	NATIVE	CAD Format	EDS Unigraphics	Version 9.2	NATIVE
266	UG v10.4 NATIVE	UG	CAD	UG	V10.4	NATIVE	CAD Format	EDS Unigraphics	Version 10.4	NATIVE
267	UG v10.5 NATIVE	UG	CAD	UG	V10.5	NATIVE	CAD Format	EDS Unigraphics	Version 10.5	NATIVE
268	UG v11 NATIVE	UG	CAD	UG	V11.X	NATIVE	CAD Format	EDS Unigraphics	Version 11.x	NATIVE
269	UG v9.1 tar	TAR	CAD	UG	V9.1	TAR	CAD Format	EDS Unigraphics	Version 9.1	TAR
270	UG v9.2 tar	TAR	CAD	UG	V9.2	TAR	CAD Format	EDS Unigraphics	Version 9.2	TAR
271	UG v10.4 tar	TAR	CAD	UG	V10.4	TAR	CAD Format	EDS Unigraphics	Version 10.4	TAR
272	UG v10.5 tar	TAR	CAD	UG	V10.5	TAR	CAD Format	EDS Unigraphics	Version 10.5	TAR
273	UG v11 tar	TAR	CAD	UG	V11.X	TAR	CAD Format	EDS Unigraphics	Version 11.x	TAR
274	VERSAT	VER	RSTR	VERSAT	ALL	NATIVE	Raster Format	Versatec Random Fmt	ALL	NATIVE
275	Word v1 dos	DOC	DOC	WORD	V1	NATIVE	Wordprocessing	Microsoft Word	Version 1	NATIVE
276	Word v2	DOC	DOC	WORD	V2	NATIVE	Wordprocessing	Microsoft Word	Version 2	NATIVE
277	Word v5	DOC	DOC	WORD	V5	NATIVE	Wordprocessing	Microsoft Word	Version 5	NATIVE
278	Word v6	DOC	DOC	WORD	V6	NATIVE	Wordprocessing	Microsoft Word	Version 6	NATIVE
279	Word v7	DOC	DOC	WORD	V7	NATIVE	Wordprocessing	Microsoft Word	Version 7	NATIVE
280	WP v4.2 dos	WPD	DOC	WPDOS	V4.2	NATIVE	Wordprocessing	Wordperfect (DOS)	Version 4.2	NATIVE
281	WP v5.x dos	WPD	DOC	WPDOS	V5	NATIVE	Wordprocessing	Wordperfect (DOS)	Version 5	NATIVE
282	WP v1 mac	WPD	DOC	WPMAC	V1	NATIVE	Wordprocessing	Wordperfect (MAC)	Version 1	NATIVE
283	WP v2 mac	WPD	DOC	WPMAC	V2	NATIVE	Wordprocessing	Wordperfect (MAC)	Version 2	NATIVE

3.3 Technical Data

284	WP v3 mac	WPD	DOC	WPMAC	V3	NATIVE	Wordprocessing	Wordperfect (MAC)	Version 3	NATIVE
285	WP v6 win	WPD	DOC	WPWIN	V6	NATIVE	Wordprocessing	Wordperfect (WIN)	Version 6	NATIVE
286	VIDEO	AVI	VID	VIDEO	-	NATIVE	VIDEO	VIDEO	-	NATIVE
287	SOUND	WAV	SND	SOUND	-	NATIVE	SOUND	SOUND	-	NATIVE
288	ABEL V3.x (by DATA I/O Corp)	ZIP	CAD	ABEL	V3	ZIP	CAD Format	ABEL Data I/O Corp	Version 3	ZIP
289	ABEL V4.x (by DATA I/O Corp)	ZIP	CAD	ABEL	V4	ZIP	CAD Format	ABEL Data I/O Corp	Version 4	ZIP
290	ABEL V5.x (by DATA I/O Corp)	ZIP	CAD	ABEL	V5	ZIP	CAD Format	ABEL Data I/O Corp	Version 5	ZIP
291	ABEL V6.x (by DATA I/O Corp)	ZIP	CAD	ABEL	V6	ZIP	CAD Format	ABEL Data I/O Corp	Version 6	ZIP
292	Altera Maxplus Ver 1.x Binary	ZIP	ELEC	AMXBI	V1	ZIP	Instrument I/O Format	Altera Maxplus Ver 1.x Binary	Version 1	ZIP
293	ASCII - Hex Space (Programming File for Logic Devices)	ZIP	ELEC	ASHXSP	Hex	ZIP	Instrument I/O Format	ASCII - Hex Space - Logic Files	Hex Space	ZIP
294	ASCII BIN	ZIP	ELEC	ASBI	-	ZIP	Instrument I/O Format	ASCII BIN	-	ZIP
295	Text File	ZIP	ASCI	TEXT	-	ZIP	Text Format	ASCII Text File	-	ZIP
296	ATLAS Test Language	ZIP	ASCI	ATLAS	-	ZIP	Text Format	ATLAS Test Language	-	ZIP
297	CADD 5x ZIP	ZIP	CAD	CADDS	V5.x	ZIP	CAD Format	CV CADDsNx Solid	Version 5.x	ZIP
298	DEC Binary HEX (DATA IO Format 11)	ZIP	BIN	DEBIHX	F11	ZIP	Binary Format	DEC Binary HEX	Format 11	ZIP
299	DXF (AUTOCAD Ver 12)	ZIP	VCTR	DXF	V12	ZIP	Vector Format	AutoCAD DXF Neutral	Version 12	ZIP
300	EDIF V200 Netlist	ZIP	ELEC	EDIFNL	V200	ZIP	Instrument I/O Format	EDIF Netlist	Version 200	ZIP

3.3 Technical Data

301	EDIF V200 Schematics	ZIP	ELEC	EDIFSC	V200	ZIP	Instrument I/O Format	EDIF Schematics	Version 200	ZIP
302	EDIF V300 Netlist	ZIP	ELEC	EDIFNL	V300	ZIP	Instrument I/O Format	EDIF Netlist	Version 300	ZIP
303	EDIF V300 Schematics	ZIP	ELEC	EDIFSC	V300	ZIP	Instrument I/O Format	EDIF Schematics	Version 300	ZIP
304	EDIF V400 Netlist	ZIP	ELEC	EDIFNL	V400	ZIP	Instrument I/O Format	EDIF Netlist	Version 400	ZIP
305	EDIF V400 Schematics	ZIP	ELEC	EDIFSC	V400	ZIP	Instrument I/O Format	EDIF Schematics	Version 400	ZIP
306	Gerber RS-274X (Extended Gerber)	ZIP	ELEC	GERBER	274X	ZIP	Instrument I/O Format	GERBER EIA-RS-274-X	Gerber RS-274X	ZIP
307	Gerber Std RS-274C	ZIP	ELEC	GBRSTD	RS274C	ZIP	Instrument I/O Format	GERBER EIA-RS-274	Gerber RS-274C	ZIP
308	Gerber Std RS-274D	ZIP	ELEC	GBRSTD	RS274D	ZIP	Instrument I/O Format	GERBER EIA-RS-274	Gerber RS-274D	ZIP
309	HEX (ASCII)	ZIP	ELEC	ASHEX	-	ZIP	Instrument I/O Format	ASCII HEX	-	ZIP
310	Intel Hex (Programming File For Logic Devices)	ZIP	ELEC	ITHX	-	ZIP	Instrument I/O Format	Intel Hex – Logic Devices	-	ZIP
311	INTELLEC 8/MDS HEX	ZIP	ELEC	IHM8	-	ZIP	Instrument I/O Format	INTELLEC 8/MDS HEX	-	ZIP
312	IPC-D-350 Rev B	ZIP	ELEC	IPC	VB	ZIP	Instrument I/O Format	IPC-D-350	Version B	ZIP
313	IPC-D-350 Rev C	ZIP	ELEC	IPC	VC	ZIP	Instrument I/O Format	IPC-D-350	Version C	ZIP
314	IPC-D-350 Rev D	ZIP	ELEC	IPC	VD	ZIP	Instrument I/O Format	IPC-D-350	Version D	ZIP
315	JEDEC EIA JESD3 (Programming File For Logic Devices)	ZIP	ELEC	JESD3	-	ZIP	Instrument I/O Format	JEDEC EIA	-	ZIP
316	JEDEC EIA JESD3-A (Programming File for Logic Devices)	ZIP	ELEC	JESD3	A	ZIP	Instrument I/O Format	JEDEC EIA	V3-A	ZIP
317	JEDEC EIA JESD3-B (Programming Device for Logic Devices)	ZIP	ELEC	JESD3	B	ZIP	Instrument I/O Format	JEDEC EIA	V3-B	ZIP
318	JEDEC EIA JESD3-C (Programming)	ZIP	ELEC	JESD3	C	ZIP	Instrument I/O Format	JEDEC EIA	V3-C	ZIP

3.3 Technical Data

	Device for Logic Devices										
319	Maxplus Ver 1.x by Altera Corp	ZIP	CAD	MXPLU	V1.x	ZIP	CAD Format	MaxPlus CAD Source Dgn	Version 1.x	ZIP	
320	Intel Hex MCS-86 (Programming File for Logic Devices)	ZIP	ELEC	MCS86	-	ZIP	Instrument I/O Format	Intel MCS-86 HEX	-	ZIP	
321	Tektronix Hexadecimal	ZIP	ELEC	TKHX	-	ZIP	Instrument I/O Format	Tektronix Hexadecimal	-	ZIP	
322	Motorola 32-bit (S-3) Format (Programming File for Logic Devices)	ZIP	ELEC	M32S3	-	ZIP	Instrument I/O Format	Motorola 32-bit (S-3) Format	-	ZIP	
323	Motorola EXORMacs Format (Programming File for Logic Devices)	ZIP	ELEC	MEXOR	-	ZIP	Instrument I/O Format	Motorola EXORMacs Format	-	ZIP	
324	MS-Access Ver 97 (by Microsoft Corporation)	ZIP	SPRD	ACCESS	V97	ZIP	Spreadsheet	Microsoft Access File	Version 97	ZIP	
325	MS-Word Ver 6.x (by Microsoft Corporation)	ZIP	DOC	WORD	V6.x	ZIP	Word Processing	Microsoft Word	Version 6.x	ZIP	
326	OrCAD Capture by OrCAD, Inc.	ZIP	CAD	ORCADC	V7.x	ZIP	CAD Format	OrCAD Capture	Version 7.x	ZIP	
327	PADS – Perform V.5x by PADS Software, Inc.	ZIP	CAD	PADSP	V5.x	ZIP	CAD Format	PADS – Perform	Version 5.x	ZIP	
328	PADS2000 V3.x	ZIP	CAD	PADS2	V3.x	ZIP	CAD Format	PADS2000	Version 3.x	ZIP	
329	Pads-Power PCB R2.1 for Win NT 4.0 by PADS Software	ZIP	CAD	PPP	R2.1	ZIP	CAD Format	Pads-Power PCB Win NT 4.0	R2.1	ZIP	
330	PALASM 2 V2.x (by ADVANCED MICRO DEVICES, INC)	ZIP	CAD	PALAS2	V2.x	ZIP	CAD Format	PALASM 2-Advanced Micro Device	Version 2.x	ZIP	
331	PALASM 4 V1x (by ADVANCED MICRO DEVICES, INC)	ZIP	CAD	PALAS4	V1.x	ZIP	CAD Format	PALASM 4-Advanced Micro Device	Version 1.x	ZIP	
332	PASCAL – Unknown	ZIP	ASCI	PASCAL	-	ZIP	Text Format	PASCAL ASCI	-	ZIP	
333	PCAD Version 8.x (by ACCEL Incorp)	ZIP	CAD	PCAD	V8.x	ZIP	CAD Format	PCAD (ACCEL Incorp)	Version 8.x	ZIP	

3.3 Technical Data

334	PowerPCB V2.x by PADS Software, Inc.	ZIP	CAD	PPCB	V2.x	ZIP	CAD Format	PowerPCB	Version 2.x	ZIP
335	QuickBasic 4.x	ZIP	ASCI	Qbasic	V4.x	ZIP	Text Format	QuickBasic – ASCI	Version 4.x	ZIP
336	RACAL-REDAC – Unknown Version	ZIP	CAD	RCRD	-	ZIP	CAD Format	RACAL-REDAC	-	ZIP
337	SpDE Version 5.x (by Quicklogic Corp)	ZIP	CAD	SpDE	V5.x	ZIP	CAD Format	SpDE CAD Source Dgn	Version 5.x	ZIP
338	TIFF Ver 5.0 Compressed	ZIP	RSTR	TIFF	V5	ZIP	Raster Format	TIFF Raster	Version 5	ZIP
339	Unknown ASCII File Format	ZIP	ASCI	UNKNAF	-	ZIP	Text Format	Unknown ASCII File Format	-	ZIP
340	Unknown Binary File Format	ZIP	BIN	UNKBNF	-	ZIP	Binary Format	Unknown Binary File Format	-	ZIP
341	VeriBest Design Capture V14.x	ZIP	CAD	VBSCH	V14.x	ZIP	CAD Format	VERIBEST Design Capture	Version 14.x	ZIP
342	VeriBest PCB V14.x	ZIP	CAD	VBPCB	V14.x	ZIP	CAD Format	VERIBEST PCB Dgn	Version 14.x	ZIP
343	ViewDraw 7.X for Win95 by Viewlogic Systems, Inc.	ZIP	CAD	VWDR95	V7.x	ZIP	CAD Format	ViewDraw for Win 95	Version 7.x	ZIP
344	ViewDraw xX for Win95 by Viewlogic Systems, Inc.	ZIP	CAD	VWDR95	V5.x	ZIP	CAD Format	ViewDraw for Win 95	Version 5.x	ZIP
345	MS-Access 97 (by Microsoft Corp)	MDB	SPRD	ACCESS	V97	NATIVE	Spreadsheet	Microsoft-Access File	Version 97	NATIVE
346	CGM Type 3	CGM	VCTR	CGM	V3	NATIVE	Vector Format	CompuGraph Metafile	Version 3	NATIVE
347	CGM Type 4	CGM	VCTR	CGM	V4	NATIVE	Vector Format	CompuGraph Metafile	Version 4	NATIVE
348	Multiple files	ZIP	BIN	Floppy	All	ZIP	Binary Format	Floppy disk	All	ZIP
349	Computervision	DRW	CAD	PERDES	Micro	NATIVE	CAD Format	Personal Designer	Microdraft	NATIVE
350	Solidworks 98	DRW	CAD	SLD	98	NATIVE	CAD Format	Solidworks	98	NATIVE
351	AutoCAD 2000	DWG	CAD	ACAD	2000	NATIVE	CAD Format	AutoCAD Drawing File	2000	NATIVE
352	AutoCAD 2000	ZIP	CAD	ACAD	2000	ZIP	CAD Format	AutoCAD Drawing File	2000	ZIP
353	MS-Excel Ver 97	XLS	SPRD	EXCEL	97	NATIVE	Spreadsheet	Microsoft Excel File	97	NATIVE

3.3 Technical Data

354	MS-Word 97	DOC	DOC	WORD	97	NATIVE	Word Processing	Microsoft Word File	97	NATIVE
355	Lotus 123 Version 8	WK3	SPRD	LT123W	V6	NATIVE	Spreadsheet	Lotus 123 File (WIN)	Version 6	NATIVE
356	Lotus 123 Version 7	WK4	SPRD	LT123W	V7	NATIVE	Spreadsheet	Lotus 123 File (WIN)	Version 7	NATIVE
357	ICEM-DDN Version 3.x by ICEM Technologies	ZIP	CAD	ICEMDN	V3.x	ZIP	CAD Format	ICEM-DDN Design File	Version 3.x	ZIP
358	Pro/Engineer V18 by Parametric Technology Corp	ZIP	CAD	PROE	V18	ZIP	CAD Format	PTC Pro/Engineer	Version 18	ZIP
359	Pro/Engineer V2000 by Parametric Technology Corp	ZIP	CAD	PROE	V2000	ZIP	CAD Format	PTC Pro/Engineer	Version 2000	ZIP

ATTACHMENT B-2

**NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE COMMAND
TECHNICAL MANUAL CONVERSION SPECIFICATION (TMCS)**

**Basic, Dated 1 October 1999
Current Revision, 1 February 2000**

I. Visual Presentation

A. Requirements

1. The Technical Manual (TM) cover page shall be the first page displayed in the Indexed Portable Document Format (IPDF) TM.
2. When opening TM, the entire cover page and bookmarks shall be visible in the "fit in window" view.
3. Bookmarks shall be collapsed into their respective sections as explained in Section I B, below.
4. Common Adobe fonts or standard MS-Windows fonts shall be used in the IPDF file to match the typeface and font characteristics of the original TM. When an original typeface is unavailable, a substitute typeface shall be selected within the same class as that used in the source document.
5. All blank pages shall be included in the digital file, and shall not be cropped or deleted. Blank pages shall be labeled "This Page Intentionally Left Blank" and centered on page.
6. All digital TMs shall be digitally converted to PDF.
7. All PDF output shall be image plus hidden text for scanned TMs.
8. All 8 1/2" x 11" pages shall be scanned/digitally converted at 200 dpi. If higher detail is needed for 8 1/2" x 11", e.g. for performance charts, etc., 8 1/2" x 11" pages may be scanned at higher resolutions. Foldouts shall normally be scanned at 400 dpi. If foldouts are primarily text, 400 dpi may not be required. In that case, 200 dpi is acceptable for foldouts.
9. PDF files shall be optimized in final save process.

B. Bookmark Generation

1. Bookmarks shall be generated as specified in subparagraphs 2 through 11. The case shall match the TM or shall be the first letter of each word "upper" followed by "lower" except for those as specified in subparagraph 2, 5 and 6 below.
2. The first bookmark shall be labeled "TITLE" and shall link to the TM cover page. The "TITLE" bookmark shall appear even in the absence of any other links within the IPDF TM.
3. A bookmark entry for Table of Contents shall be labeled "Table of Contents."
4. A bookmark entry for the List of Effective Pages shall be labeled "List of Effective Pages". If the TM refers to the List of Effective Pages in any other manner, the bookmark shall follow the TM convention.
5. A bookmark entry for TPDR shall be labeled "TPDR."
6. A bookmark entry for HMWS shall be labeled "HMWS."

7. All section, work package and chapter bookmark entries shall be sequenced according to tables of contents.
8. A bookmark entry for the Illustrations, Tables, Figures and Foldouts shall be labeled as such and indented under the respective chapter or work package.
9. All glossaries and appendices shall be bookmarked and labeled as such.
10. Supplements shall be handled per the requiring authority direction.
11. As applicable, each bookmark shall be linked to its appropriate destination and/or shall serve as a “drop-down” (indented) menu.

C. Thumbnail Creation

1. Thumbnails shall be created for all PDF documents covered by this specification.

D. Graphics

1. Graphics, illustrations, drawings or diagrams shall be presented as an image consistent with the paper copy to insure 100% visual accuracy.
2. Foldouts shall not exceed 11” x 17” unless a variance is granted by NATEC.
3. Text within a graphics frame shall be treated as a graphic. A graphics frame is defined as a visible or invisible rectangle around the artwork.
4. Two-tone graphics shall appear with the same level of clarity as in the original.
5. Contrast, light and dark adjustment shall be implemented to insure a quality scan.
6. Blank aprons and large areas of white space on foldouts shall be cropped.

E. Supplements

1. Interim Rapid Action Change (IRAC)

NOTE: The preferred method of linking IRACs to the technical manual is provided below. However, if available funding does not permit linking IRACs to the manual prior to delivery of the digital technical manual, NATEC will provide the links.

- All IRACs shall be bookmarked to the applicable IRAC.
 - A hyperlink shall be created from each applicable paragraph in the IRAC to the effected location in the TM.
 - A hyperlink shall be created from the effected location in the TM to the applicable paragraph in the IRAC.
 - A “sticky” note shall be created that contains the descriptive information copied directly from the issued IRAC.
 - Cancelled IRACs shall be retained until incorporated. All cancelled IRACs shall have a stamp underlaid diagonally from bottom left in their PDF file which reads CANCELLED. The font shall be Helvetica Bold at 128 point in a medium shade of gray.
2. Interim Changes to operational manuals shall be bookmarked, but no internal hyperlinks shall be created.

II. Text

Source Documents Which Originated as Digital

NOTE: The preferred method of digital technical manual delivery is to convert directly from the digital source to PDF. Scanning paper is the least preferred method.

B. Accuracy for Digital Data Delivery

1. The Title Page, Tables of Contents, Alphabetical Index, Warnings, Cautions and Notes shall contain no spelling/case errors.
2. Abbreviations and acronyms shall contain no spelling/case errors.
3. Text of a technical nature, whether plain text, hidden text or image plus text, shall be spelled correctly unless covered by an allowance listed herein. This includes, but is not limited to, Maintenance Procedures, Operating Instructions, Inspections, Operating Characteristics, etc.
4. Documents must be spell checked. Words detected by the MS Word 6.0 dictionary as misspelled such as "deenergize, reenergize" or "depressurize, repressurize" or "deweld, reweld" shall be checked against the printed page to verify correct spelling. These words should not be added to a custom dictionary.

B. Searchability of Source Documents Which Originated as Paper

1. All text shall be searchable to the extent of the Optical Character Recognition (OCR) software's capability to recognize the text without manual intervention.

F. Formatting

1. Formatting of each page in the IPDF file shall be visually accurate and validated against the source document.
2. For documents created in digital / editable form, the TM must adhere to all applicable instructions and/or TMCRs.

III. Delivery

A. Media

1. The original paper copy of the TM shall be delivered with the electronic file.
2. Electronic TM files shall be delivered via Compact Disk-Read Only Memory (CD-ROM). The delivery shall include one complete PDF file of the TM.

B. Format

1. If delivery is made via CD, only single sessions shall be delivered.
2. Each TM file shall be named using the TM number.
3. An index.txt file shall accompany each CD identifying the TM number(s) and TM date(s). Commas shall separate the fields in the index.txt file. Each record shall be separated by a carriage return.

- File Name shall follow the convention of the TM number (use “-“ vs. “.”) preceded by a letter indicating the document is New (“N”), Revision (“R”), Rapid Action Changes (“A”) or Changes/Notices (“C”). The “.pdf” shall be the file extension.
4. A current, digital copy of the rule file used to generate links automatically shall be delivered with each IPDF TM.

IV. Delivery of Technical Manuals in Other than PDF Format

1. Delivery of technical manuals to NATEC in other digital formats (e.g. SGML, XML, etc.) is acceptable with prior coordination with NATEC. This is required to ensure that the digital technical manual is viewable over the web site and can be distributed to the fleet.
2. Local printing of pages from the web site will be prohibited unless supplier of the digital technical manual certifies and verifies that the printed pages are accurate and meet requirements.
3. If a program desires NATEC to distribute an entire printed manual, a PDF version of that manual must be provided to NATEC along with a certification that the PDF version is equivalent to the viewable version. Currently, the Defense Automated Printed Services (DAPS) requires an electronic manual in PDF format to print and distribute paper to the fleet. The Naval Aviation Inventory Control Point (NAVICP) receives orders for NAVAIR technical manuals via the milstrip ordering process. These orders are passed to NATEC and the required technical manual is printed by DAPS from the PDF file.

Attachment C
List of Applicable Documents

The tasks to be performed under this SOW require knowledge of the requirements and/or guidance defined in, but not limited to, the following documents:

SECNAVINST 5216.5C	Department of the Navy Correspondence Manual, 24 Aug 83
SECNAVINST 5212.IB	Records Disposal Manual Mail Handling Procedures Records Management Program Publications & Disposition of Technical Reports & Publications Technical Publications Forms Management Instruction, 28 Dec 89 Security of ADP Sight Inventory of Secret Material Security Regulations
DOD 5200.1-R DOD 5200.2-R	DOD Information Security Program Regulations DOD Personnel Security Program Regulations
DOD 5230.25PH	Control of Unclassified Technical Data with Military or Space Applications
DOD 5220.22-M	National Industrial Security Procedures Operating Manual (NISPOM)
DOD 5010.12-M DOD-STD-963A MIL-STD-1806	Data Management Handbook Data Item Description Marking Technical Data Prepared By or For the Department of Defense
OPNAVINST 5239.1H OPNAVINST 5239.1	Department of the Navy Computer Security Department of the Navy Automatic Data Processing
OPNAVINST 5513 (Series) OPNAVINST 5510.IH	Security Classification Guides Department of the Navy Information Security Program Regulations
OPNAVINST PO9B2-105(92) SECNAVINST 5720.42E	Standard Navy Distribution List Par 8 (excerpt of FOUO) Master Document Control System Report SECRET Inventory Report Classified Destruction Report Project Need-to-Know Lists/ Documentation Library Standard Operating Procedure (SOP) Master Document Control System Report Project Schedules

Annual Classified Inventory Plan
Contractor Inventory Transition Plan

OPNAVINST 4790.6
OPNAVINST 8600.2
NAVAIR 00-25-100
MIL-HDBK-9660

Naval Aviation Maintenance Program
Naval Aviation Weapons Maintenance Program
NAVAIR Technical Manual Program
DOD Handbook – DOD Produced CD-ROM Products

ATTACHMENT D
DESCRIPTIONS
FOR FIRM FIXED PRICE ITEMS

NOTE: The descriptions below specifically apply to the Base Period described in Section B – Supplies or Services and Prices/Costs of the RFP. These same description requirements shall apply to Option Period One, Option Period Two, Option Period Three and Option Period Four, if exercised.

Technical Manual Preparation and Publishing :

(UNIT - PAGE) PAGE CHANGES TO EXISTING TECHNICAL MANUALS: PAGE CHANGE - HARDCOPY TO DIGITAL FORMAT. Pertains to existing technical manual(s) being delivered to the contractor in hardcopy format (e.g., reproducible copy or negatives) for update and delivery to the government in digital format. All material required, such as revisable masters, CD-ROM(s), direct image copy, reproduced copies, etc. shall be furnished by the contractor and factored into the unit price.

(UNIT - PAGE) PAGE CHANGES TO EXISTING TECHNICAL MANUALS: PAGE CHANGE - DIGITAL TO DIGITAL FORMAT. Pertains to existing technical manual(s) being delivered to the contractor in a digital format for update and delivery to the government in digital format. All material required, such as revisable masters, CD-ROM(s), direct image copy, reproduced copies, etc. shall be furnished by the contractor and factored into the unit price.

(UNIT - PAGE) NEW PAGES IN EXISTING TECHNICAL MANUALS: DIGITAL FORMAT. Pertains to new pages, consisting of text and/or illustrations, in existing technical manual(s) being prepared in digital format. These pages shall be furnished when changes to existing technical manuals result in any new pages of text and/or illustrations that have not previously existed in the technical manual being updated. All material required, such as revisable masters, CD-ROM(s), direct image copy, reproduced copies, etc. shall be furnished by the contractor and factored into the unit price.

(UNIT – PAGE) OUTPUT OF PORTABLE DOCUMENT FORMAT (PDF) FILES. This line item pertains to the output of PDF from digital technical manual files (e.g., Word, Interleaf, SGML/XML). Detailed requirements for PDF are identified in the definitions. Digital files shall be delivered on CD-ROM as specified in the TMCR Work Statement/Task Order.

Technical Manual Conversion. Filenaming conventions and header data shall be approved by the government unless otherwise specified herein. For pricing purposes, a page unit shall be considered to be 8 ½" X 11".

Note: This contract line item consists of firm fixed prices. These contract line items will be utilized when the Government requires existing NAVAIR aeronautical technical manual pages to be converted to digital format.

(UNIT - PAGE) CONVERSION OF HARDCOPY TO MASTER REVISABLE TEXT FILES IN MICROSOFT WORD FORMAT. Pertains to the conversion of hardcopy documents, including parts breakdowns, tables, and charts creating revisable digital source files utilizing Microsoft Word. The resultant digital files shall be completely cleaned up to correct all scanning errors/omissions/deletions. Digital files shall be delivered as specified in the TMCR Work Statement/Task Order.

(UNIT - PAGE) CONVERSION OF HARDCOPY TO MASTER REVISABLE TEXT FILES IN INTERLEAF FORMAT. Pertains to the conversion of hardcopy documents, including parts breakdowns, tables, and charts creating revisable digital source files utilizing Interleaf. The resultant files shall be completely cleaned up to correct all scanning errors/omissions/deletions. Digital files shall be delivered as specified in the TMCR Work Statement/Task Order.

(UNIT - PAGE) CONVERSION OF HARDCOPY OR DIGITAL TEXT OR ILLUSTRATIONS INTO TAGGED IMAGE FILE FORMAT FILES (TIFF). Pertains to conversion of hardcopy or digital (e.g., NIRS/NIFF raster format) text or illustrations to TIFF. Digital files shall be delivered as specified in the TMCR Work Statement/Task Order.

(UNIT - PAGE) CONVERSION OF HARDCOPY TO PORTABLE DOCUMENT FORMAT (PDF). Pertains to the scanning of hardcopy technical manuals into PDF. Detailed requirements for PDF are identified in the definitions. Digital files shall be delivered on CD-ROMs as specified in the TMCR Work Statement/Task Order.

REQUIREMENTS FOR TECHNICAL MANUAL. Pertains to technical manual requirements which will be ordered by Technical Manual Contract Requirement (TMCR) Work Statement/Task Order on a unit cost or firm fixed price basis. These technical manual efforts shall be prepared to cover operation and maintenance of aircraft, missiles, bombs, targets, and other equipment, and support equipment in support of naval aviation. Technical manual (TM) candidates are listed in Attachment A to the Statement of Work (SOW). The TMs shall be prepared in accordance with cited specifications and the Technical Manual Contract Requirements (TMCR). See **Attachment B-2** of the SOW for detailed specifications. The following requirements apply.

- (1) TMCR Work Statement/Task Orders shall identify requirements to be prepared and delivered as Changes, Revisions, and/or Pickup Revisions. The unit prices for this effort shall include all required material for the effort. Material to be included in the unit prices shall include outlines (for revisions only), two (2) proof copies, five (5) facsimile/reproduced copies, one (1) set of revisable master files, one (1) set of CD-ROMs, one (1) set of reproducible copy, and one (1) set of direct image copy, Record of Source Data Incorporation and Assembly and Printing Instructions as described in the definitions provided in the basic Statement of Work,

paragraph 3.2, General Task 3.3B, line number 18. TMCR Work Statements/Task Orders will identify schedule and delivery requirements for all material.

- (2) Source data shall consist of government written changes, marked-up pages, or other data (e.g., Manual Change Requests, dispositioned Technical Publications Deficiency Reports, etc.) identifying the changes required in the existing technical manual(s) affected by the source data provided by the CFA. Source data is validated material provided by the government that forms the basis of the technical manual update. Further research will not be required by the contractor to render the material complete and technically accurate. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Task Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
- (3) In addition to incorporating the changes identified by the government in the source data provided, the contractor shall be responsible for generating all front matter consisting of title/title block/"A" page(s), list of effective pages; change record, forward/preface, table of contents, list of illustrations, list of tables, TPDR page, and editing and proofreading tasks such as changes to technical manual number, page numbers, security classification downgrade markings, minor "strip in" tasks and deletion of change numbers, change bars (symbols), pointed-hand symbols, shaded areas on diagrams, renumbering of paragraphs, or work of a similar nature as applicable, shall also be priced under this category.
- (4) In addition to incorporating material specifically marked for update by the government, the contractor shall be required, without further guidance, to ensure consistency of Illustrated Parts Breakdown changes throughout numerical and alphabetical indices, figures, and Group Assembly Parts Lists (GAPL).
- (5) Efforts will also include conversion of halftone photographs to line drawings or rework of low reproducible quality art to achieve high reproduction quality.
- (6) The descriptions pertain to the initial and end product format (i.e., hardcopy to digital, or digital to digital). Deliverables required for review and end product media shall be furnished under as specified in the TMCR Work Statement/Task Order.
- (7) Pages, which are merely renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; or an unchanged page included in a revision or pick-up revision shall be

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furnished within the scope of the changed/new page efforts at no additional cost.

- (8) Rollover information creating a new page shall be priced as Page Changes.
- (9) When a manual contains the same illustration, except for minor differences on various pages, the illustration shall only be priced once.
- (10) Whenever any material furnished by the government is deemed inaccurate, inadequate, incomplete or unsuitable for inclusion in the aeronautical technical manuals for any reason other than minor inaccuracies of a non-technical nature or editorial corrections, the contractor shall notify the Ordering Officer with copies to the applicable Technical Publication Logistic Element Manager (LEM) assigned by the NAVAIR 3.3 TM Competency Lead and the CFA data manager. Reasons for notification will include but are not limited to: error in the page, paragraph, figure or technical manual number(s) cited; incompatibility with other data; obvious technical inconsistencies or contradictions; missing source data; need to change other material in the technical manuals cited or in other technical manuals to prevent contradiction or preserve compatibility. Upon receipt of such notification, the CFA will review the contractor's request and advise the contractor of action to be taken by (1) furnishing revised or additional source data, deleting source data, as applicable, providing other pertinent instructions or (2) providing rationale that no changes in source data are required. A modification to the TMCR Work Statement/Order, issued by the Ordering Officer, will be furnished as soon as possible after resolution of legitimate discrepancies, which will amend the source data listed in the order accordingly.
- (11) The requirement for change pages to be furnished does not authorize deletion of existing information except when specifically requested in the TMCR Work Statement/Order and/or in the technical manual source data provided by the government, or when such changes reflect correction of obvious typographical errors, misstatements in procedures or parts identification. All change pages shall be prepared in the same style and format and in accordance with the same technical content specifications as the manual(s) being changed, except as otherwise specified in the TMCR Work Statement/Order. Any corrections due to contractor error required as a result of government review shall be accomplished at no additional cost to the government.
- (12) When the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manuals, under these circumstances, the preparing activity shall provide this information to the LEM and CFA data manager for consideration toward approving a revision. This information shall be furnished sufficiently in advance to

permit the government to reach a decision without impairment of the delivery schedule. The Contractor shall be responsible for renumbering of pages, paragraphs, illustrations, and tables, as necessary, and for annotating title pages with supersedure notice and revision date.

- (13) ILLUSTRATING. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art. Line art or drawings shall be of quality capable of maintaining consistent high-density tonal values. When a manual contains the same illustration except for minor differences on various pages, the illustration shall only be priced once.
- (14) EDITING. The contractor shall be responsible for grammatical editing as to language and spelling, correct usage of plural/singular, and shall ensure that all editing of changes/ revisions is accomplished against the latest issue of the basic manual including all subsequent changes. Contractor is not required to change an otherwise technically unaffected page for strictly editorial reasons unless authorized by a modified Task Order. Contractor shall ensure correction or elimination of discrepancies with regard to page numbering, correction of TM number wherever it appears, numbering sequence of paragraphs, figures, etc., which are not in accordance with existing format or format specifications cited in TMCR Work Statement/Task Order.
- (15) Revisable master files shall encompass both text and illustrations and shall be furnished in any of the following formats as identified in the TMCR Work Statement/Order: For text: Standard Generalized Markup Language (SGML)/Extensible Markup Language (XML), ISO 8879 and MIL-PRF-28001C, using government furnished Document Type Definitions (DTDs) (e.g., NAVSEA C2 DTD, E-6 Program DTDs, etc.) Commercial Off-the-Shelf (COTS) formats developed form word processing software packages (e.g., Word, Interleaf, Ventura, etc.) as designated by the government. For illustrations: Digital delivery requirements of new or changed/revised illustrations shall be in any of the following formats as identified in the TMCR Work Statement/Task Order: For new illustrations: Computer Graphics Metafile 4 (CGM 4) in accordance with MIL-PRF-28003A For revised illustrations: Computer Graphics Metafile 4 (CGM 4) in accordance with MIL-PRF-28003A or Interleaf, or other formats prepared from COTS software packages as authorized in the TMCR Work Statement/Task Order.
- (16) CLASSIFICATION INFORMATION. Manual preparation and publishing 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.

- (17) **QUALITY ASSURANCE REQUIREMENTS.** Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals 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. In-process reviews of manual updates in process shall be conducted on as required basis as determined by the government. Secure on-line reviews between the contractor and Navy sites, is preferred and the contractor must be capable of conducting any required on-line reviews.

ENGINEERING DRAWING CONVERSION DEFINITIONS:

The following conversion level descriptions are offered as a baseline to assist in the furnishing of Engineering Drawing Conversion firm fixed prices. The contractor is instructed to use the appropriate sections of the SOW, **Attachment B-1**, to provide firm fixed prices for the below items which provides the detailed specifications associated with completing Engineering Drawing Conversion.

NOTE: The descriptions below specifically apply to the Base Period described in Section B – Supplies or Services and Prices/Costs of the RFP. These same description requirements shall apply to Option Period One, Option Period Two, Option Period Three and Option Period Four, if exercised.

Level 1, Raster Image: A scan of the original hardcopy drawing for conversion of the contents into a CALS Type 4 (C4) file format. Conversion drawing sizes are specified in ASME Y14.1 / ASME Y14.1M current revision. Delivery of converted drawings and associated text shall be in CD-ROM. 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.

Level 2, A scan of the original hardcopy drawing for conversion of the contents into a PDF file format. PDF files delivered for associated lists or text documents shall be supplied as multi sheet files for each single or multiple sheet list or document. Conversion drawing sizes are specified in ASME Y14.1 / ASME Y14.1M current revision. Delivery of converted drawings and associated text shall be in CD-ROM. 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.

Level 3, The conversion of a file format type to another file format type. This would be for an example, the conversion of a TIFF or other type image file to a PDF file format or a PDF file format to TIFF file format. File format conversions of associated lists or text documents shall be supplied as multi sheet files for each single or multiple sheet list or document. Conversion drawing sizes are

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specified in ASME Y14.1 / ASME Y14.1M current revision. Delivery of converted drawings and associated text shall be in CD-ROM. 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.

Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE:

52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	APR 1991
52.222-38	Compliance with Veterans' Employment Reporting Requirements	DEC 2001
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	MAR 1998

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirement of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the IRS. If the resulting contract is subject to the reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of a Federal Government;

Other. State basis. _____

(e) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____.

(f) Common Parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name _____
TIN _____

52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that --

(i) The Offeror and/or any of its Principals --

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract, violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers, directors, owners, partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541330

(2) The small business size standard is \$23M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it is, is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it is, is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it is, is not a women-owned small business concern.

(4) Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision. The offeror represents as part of its offer that it [] is, [] is not a veteran-owned small business concern.

(5) Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision. The offeror represents as part of its offer that it [] is, [] is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It [] is, [] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It [] is, [] is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," as used in this provision, means a small business concern--

(1) That is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that--

(a) It [] has, [] has not participated in a previous contract or subcontract subject the Equal Opportunity clause of this solicitation;

(b) It [] has, [] has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that

(a) It [] has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) It [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

252.247-7022 REPRESENTATION OF EXTENT OF TRANSPORTATION OF SUPPLIES BY SEA (AUG 1992)

(a) The Offeror shall indicate by checking the appropriate blank in paragraph (b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(b) Representation. The Offeror represents that it--

___ Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

___ Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(c) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense FAR Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.

52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (MAY 1999)

(a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representation, of this solicitation.] The offeror represents that it [] is, [] is not a women-owned business concern.

**AWARD FEE PLAN
AIR- 3.3**

FOR

Contract No. to be determined with Alutiiq Security and Technology, Inc., LLC

Section I	Introduction
Section II	Organizational Structure for Award Fee Administration
Section III	Method for Determining Award Fee
Section IV	Changes in Plan Coverage
Section V	Performance Evaluation Factors Rating Criteria
Section VI	Performance Evaluation Factor Rating Criteria
Section VII	Grading Table

APPROVED BY:

**SECTION I
INTRODUCTION**

1. This plan covers the administration of the award fee provisions of Contract No. *to be determined*, dated *to be determined*, with *Alutiiq*.
2. The following elements, among others, are covered in the contract:
 - a. The term of the contract, inclusive of options, is from 12 Jan 2004 through 11 Jan 2009
 - b. Award Fee Evaluation Periods will be performed semiannually beginning 3 months after the date of contract award.
 - c. The amount of base fee available shall be computed using the following formula:

$$\frac{[(\text{Total Labor Dollars}) \times 0.00]}{\text{Total Labor Hours}} = \text{Available Base Fee per Direct Labor Hour}$$

The amount of award fee available shall be computed using the following formula:

$$\frac{[(\text{Total Labor Dollars}) \times 0.00]}{\text{Total Labor Hours}} = \text{Available Award Fee per Direct Labor Hour}$$

- d. The following table represents the total contract value, the award fee, and the base fee values per option period:

Period	Total Labor (\$)	Max. Base Fee Pool to be determined	Max. Award Fee Pool to be determined	Labor Hours	Base Fee Per Hour	Award Fee Per Hour
Base				601,020		
Option 1				601,020		
Option 2				601,020		
Option 3				601,020		
Option 4				601,060		
TOTAL				3,005,140		

- e. The formula for calculating the award fee for each evaluation period is provided in Section VII.
- f. Any payment of an award fee is contingent upon the contractor earning an overall performance rating above 70 points.
- g. The estimated cost and award fee, including any base fee, are subject to equitable adjustments arising from changes or other contract modifications.
- h. The award fee payable will be determined semiannually by the Fee Determination Official (FDO) in accordance with this plan.
- i. Award fee determinations are subject to the Disputes clause of the contract.

- j. The FDO may unilaterally change the terms of this plan, as covered in Section IV and not otherwise requiring mutual agreement under the contract, provided the contractor receives notice of the changes at least 15 work days *prior to* the beginning of the evaluation period to which the changes apply.

SECTION II

ORGANIZATIONAL STRUCTURE FOR AWARD FEE ADMINISTRATION

The evaluation team includes: Fee Determination Official (FDO), Award Fee Program Manager (AFPM), Award Fee Executive Assistant (AFEA), Task Order Contracting Officer Representatives (TOCOR), and Procuring Contracting Officer (PCO). The FDO makes the final determinations regarding amount of award fee earned during the evaluation period and ensures the award-fee process integrity is maintained throughout the program and not just the contract. The AFPM provides an objective, impartial view of the contractor's performance to the overall process. The TOCORs deal with the contractor on a day-to-day basis.

The following organizational structure is established for administering the award fee provisions of this contract.

1. Fee Determination Official (FDO)

- a. The FDO is the Assistant Commander for Logistics
- b. Primary FDO responsibilities include:
 - (1) Determining the award fee earned and payable for each evaluation period as addressed in Section IV.
 - (2) Changing the matters covered in this plan as addressed in Section IV as appropriate.

2. Award Fee Program Manager (AFPM)

- a. The Award Fee Program Manager is AIR-3.0C.
- b. Primary responsibilities of the AFPM include:
 - (1) Assessing the contractor's overall performance for each award-fee plan criterion.
 - (2) Reviewing the Task Order Contracting Officer Representatives' Evaluation Reports (TOCORERs), the contractor's self-evaluation, if any; and other pertinent information to arrive at an overall evaluation of the contractor's performance
 - (3) Submitting the Award Fee Evaluation Report (AFER) to the FDO covering the findings and recommendations for each evaluation period.
 - (4) Considering changes in this plan and recommending those it determines appropriate for adoption by the FDO, or approves award-fee plan changes that do not require FDO approval.

3. Award Fee Executive Assistant (AFEA)

- a. The AFEA, who is designated by the AFPM, is responsible for coordinating the administrative actions required by the FDO, AFPM, and TOCORs.
- b. The AFEAs responsibilities include:
 - (1) Notifying Task Order Contracting Officer Representatives that their evaluations are due.
 - (2) Receiving, processing, and distributing evaluation reports from all required sources and maintaining official files.
 - (3) Scheduling and assisting with internal evaluation milestones, such as briefings.

- (4) Accomplishing other actions required to ensure the smooth operation of the award-fee process.
- (5) Retaining all Task Order Contracting Officer Representative's Evaluation Reports (TOCORER), if they are not included in the official contract file.
- (6) Retaining other pertinent data not contained in the official contract file.

4. Task Order Contracting Officer Representatives (TOCOR)

- a. One or more TOCORs will be assigned to each order to be evaluated.
- b. Each TOCOR will be responsible for complying with any specific instructions of the Award Fee Program Manager.
- c. Primary TOCOR responsibilities are:
 - (1) Monitoring, evaluating and assessing contractor performance in assigned areas.
 - (2) Prepare formal end-of-period Task Order Contracting Officer Representative's Evaluation Reports (TOCORERs) that address the contractor's weaknesses **and** strengths and submit them to the Award Fee Program Manager
 - (3) Recommending appropriate changes in this plan for consideration, as addressed in Section IV.

5. Procuring Contracting Officer (PCO)

- a. The Procuring Contracting Officer's (PCO's) responsibilities include:
 - (1) Providing input and recommendations to the AFPM concerning the contractor's performance, if necessary.
 - (2) Transmitting FDO letters to the contractor.
 - (3) Preparing and distributing the modification awarding the fee authorized by the FDO within 15 calendar days after the FDO decision.
 - (4) Ensuring that all unearned-award-fee funds are deobligated after each evaluation period rating is finalized.
 - (5) Notifying the contractor in writing of any change(s) to the award-fee plan, after FDO/AFPM approval.

**SECTION III
METHOD FOR DETERMINING AWARD FEE**

A determination of the award fee earned for each evaluation period will be made by the FDO and authorized for release to the contractor within 120 days after the end of the evaluation period. Each task order issued shall provide for an award fee amount based on the labor hours negotiated for each task order. Any fixed price items included in a task order shall not contribute to the award fee pool, however, performance of the fixed price contract line item numbers (CLINs) will be evaluated. The method to be followed in monitoring, evaluating and assessing contractor performance during the period, as well as for determining the award fee earned or paid, is described below.

1. Task Order Contracting Officer Representatives (TOCORs) will be selected based on their expertise relative to the individual orders. Normally, TOCOR duties will be in addition to, or an extension of, regular responsibilities. The Procuring Contracting Officer (PCO) may change TOCOR assignments at any time without advance notice to the contractor. However, the PCO will notify the contractor promptly of all TOCOR assignments and changes.
2. The Award Fee Program Manager will ensure that each TOCOR receive the following:
 - a. A copy of this plan along with any changes made in accordance with Section IV.

- b. Appropriate orientation and guidance.
 - c. Specific instructions applicable to the TOCORs assigned performance areas.
3. TOCORs will submit Task Order Contracting Officer Representative Evaluation Reports (TOCORERs) to the Award Fee Program Manager (AFPM) within 30 days after the end of the evaluation period. If required, TOCORs will also make verbal presentations to the AFPM.
4. The Award Fee Program Manager will consider the TOCORERs and other performance information obtained from personnel normally involved in observing contractor performance, such as the Procuring Contracting Officer, as appropriate. The Award Fee Program Manager will also assign a rating to the Process Improvement evaluation factor.

The Award Fee Program Manager will use the TOCORERs, Process Improvement rating, and other inputs to develop a summary of the preliminary overall assessment of the contractor's performance in the Award Fee Evaluation Report (AFER).

5. The Award Fee Program Manager will provide the contractor with the AFER within 45 days after the end of the evaluation period. The Award Fee Program Manager, Task Order Contracting Officer Representatives, Procuring Contracting Officer, and other personnel involved in performance evaluation will be available to discuss the AFER if necessary.
6. The contractor will be given an opportunity to submit information on their behalf, including an assessment of their performance, overall management of all the orders, training, retention, and process improvements during the evaluation period. The contractor shall provide any inputs regarding the AFER to the AFPM within 30 working days after the receipt of the AFER.
7. The Award Fee Program Manager will consider matters presented by the contractor and finalize its findings and recommendations in the Award Fee Program Manager Report.
8. The Award Fee Program Manager will submit the AFER for the period to the Fee Determination Official (FDO) for use in determining the percentage of the award fee to be paid. The AFER will include a recommended performance score with supporting documentation. The contractor may be notified of the AFPM evaluation and recommended score.
9. The FDO will consider the recommendations of the AFPM, information provided by the contractor, if any, and any other pertinent information in determining the percentage of the award fee to be paid for the period. The FDO's will then prepare the Award Fee Determination Report (AFDR). The AFDR will address:
 - a. the basis for the award fee determination, including the contractor's strengths and weaknesses for the evaluation period;
 - b. a rationale for any variation, either upward or downward, from the AFPM's recommendation;
 - c. and the final determination of the percentage of award fee
10. The AFDR will be completed within 120 days after the end of the evaluation period.

11. The contractor will be notified by the Procuring Contracting Officer of the FDO's determination. The contractor will be provided with a debriefing by the FDO and AFPM at the contractor's request.
12. Summary of Award Fee Milestones:

Event	Calendar Days from prior event	Total Days
Evaluation Period Ends	--	0
TOCORs submit TOCORERs	30	30
AFPM develops AFER and provides to contractor	15	45
Contractor submits any comments on AFER to AFPM	30	75
AFPM submits finalized AFER to FDO	10	85
FDO determines percentage award fee to be paid prepares AFDR	20	105
Procuring Contracting Officer notifies contractor and authorizes release of award fee	15	120

SECTION IV CHANGES IN PLAN COVERAGE

1. Right to Make Unilateral Changes With the exception of the "Available Award Fee per Direct Labor Hour", any matters covered in this plan may be changed unilaterally by the FDO, including changing the weighting of the evaluation factors (see Section V), prior to the beginning of an evaluation period by timely notice to the contractor in writing.
2. Steps to Change Plan Coverage The following is a summary of the principal actions involved in changing the award fee plan:
 - a. Personnel involved in the administration of the award fee provisions of the contract are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels, or improving the award fee determination process. Recommended changes should be sent to the Award Fee Program Manager for consideration and drafting
 - b. Within 45 calendar days prior to the end of each evaluation period, the Award Fee Program Manager will submit any recommended changes applicable to the next evaluation period for approval by the FDO with appropriate comments and justification.
 - c. Within 15 calendar days prior to the beginning of each evaluation period, the Procuring Contracting Officer will notify the contractor in writing of any changes to be applied during the next period. If the contractor is not provided with this notification, or if the notification is not provided within the agreed-to number of calendar days before the beginning of the next period, then the existing plan will continue in effect for the next evaluation period.

**SECTION V
PERFORMANCE EVALUATION FACTORS**

Individual rating sheets will be completed by TOCORs in six general areas (Quality, Schedule, Cost Control, Business Relations, Management of Personnel, and Process Improvements) and submitted with the Task Order Contracting Officer Representative Evaluation Reports (TOCORER). Using the criteria in Section VI, the contractor is rated on a scale of 1 through 100 as follows:

Example:

Category	Rating	X	Factor Weight	=	Rating
Quality		X	.30	=	
Schedule		X	.15	=	
Cost Control		X	.15	=	
Business Relations		X	.15	=	
Management of Personnel		X	.15	=	
Process Improvements		X	.10	=	

TOTAL: _____ (rounded to nearest whole number)

The percentage weights indicated above (as based on the rating criteria in Section VI) are quantifying devices. Their sole purpose is to provide guidance in arriving at a general assessment of the amount of interim or final award fee earned. In no way do they imply an arithmetical precision to any judgmental determination of the contractor's overall performance and amount of interim or final award fee earned.

**SECTION VI
PERFORMANCE EVALUATION FACTOR RATING CRITERIA**

QUALITY	
Unsatisfactory 0 – 59	<ul style="list-style-type: none"> • Products and services were incomplete, and did not meet most of the requirements of the SOW. • Discrepancies in deliverables were serious and required extensive time and effort to correct. • Recommendations made by the contractor were ineffective.
Marginal 60 – 69	<ul style="list-style-type: none"> • Products and services did not meet some of the requirements in the SOW. • Discrepancies in deliverables were serious and required some time to correct • Recommendations made by the contractor were only marginally effective.
Satisfactory 70 – 79	<ul style="list-style-type: none"> • Products and services were complete, accurate and complied with the SOW. • Discrepancies in deliverables were minor and were easily corrected. • Recommendations made by the contractor were satisfactory.
Very Good 80 – 89	<ul style="list-style-type: none"> • Products and services exceeded some of the requirements in the SOW. • Discrepancies in deliverables were infrequent, minor and were easily corrected. • Recommendations offered were effective.
Exceptional 90 - 100	<ul style="list-style-type: none"> • Products and services exceeded many of the requirements of the SOW, to the government's benefit. • Discrepancies in deliverables were infrequent, and corrections were rarely required. • Recommendations offered by the contractor were highly effective.

SCHEDULE	
Unsatisfactory 0– 59	<ul style="list-style-type: none"> • Compliance to delivery schedule did not meet most of the requirements of the SOW. • Contractor did not implement corrective action to recover from schedule slips. • The excessive schedule slips caused overall serious impacts to overall program objectives.
Marginal 60 – 69	<ul style="list-style-type: none"> • Compliance to delivery schedule did not meet some of the requirements of the SOW. • Contractor's attempts to recover from schedule slips were only marginal effective. • The frequent schedule slips caused some serious impacts to overall program objectives.
Satisfactory 70 – 79	<ul style="list-style-type: none"> • Compliance to delivery schedule met the requirements of the SOW. • Contractor implemented corrective actions to recover from schedule slips. • The occasional schedule slips caused some minor impacts to overall program objectives.
Very Good 80 – 89	<ul style="list-style-type: none"> • Compliance to delivery schedule exceeded some of the requirements of the SOW. • Contractor corrective action to recover from schedule slips, were effective. • The infrequency of schedule slips, were beneficial to overall program objectives.
Exceptional 90 – 100	<ul style="list-style-type: none"> • Compliance to delivery schedule exceeded many of the requirements of the SOW. • Contractor's proactive approach to maintain schedule was highly effective. • The tight adherence to schedule requirements, were beneficial to overall program objectives.

COST CONTROL	
Unsatisfactory 0– 59	<ul style="list-style-type: none"> • Contractor's lack of ability to forecast, manage, and control costs, caused excessive increase in costs. • Contractor's expenditure of hours, were not appropriate for products and services provided.
Marginal 60 – 69	<ul style="list-style-type: none"> • Contractor's lack of ability to forecast, manage, and control costs, caused some increase in costs. • Contractor's expenditure of hours, were sometimes not appropriate for products and services provided.
Satisfactory 70 – 79	<ul style="list-style-type: none"> • Contractor's forecast, management, and control of costs met requirements, and the costs remained constant. • Contractor's expenditure of hours was appropriate for products and services provided.

Very Good 80 – 89	<ul style="list-style-type: none"> • Contractor’s forecast, management, and control of costs exceeded requirements, and some cost savings were beneficial to the government. • Contractor’s expenditure of hours was effective for products and services provided.
Exceptional 90 - 100	<ul style="list-style-type: none"> • Contractor’s forecast, management, and control of costs exceed requirements, and vast cost savings were beneficial to the government. • Contractor’s expenditure of hours was highly effective for products and services provided.

BUSINESS RELATIONS	
Unsatisfactory 0 – 59	<ul style="list-style-type: none"> • Contractor did not demonstrate cooperation in identifying problems, and resolution was not timely or effective. • Frequently invoices contained serious errors, and contractor demonstrated difficulty in resolving discrepancies. • Contractor was not focused on program objectives. • (If subcontractors were utilized) Contractor’s selection and management of subcontractors was ineffective.
Marginal 60 – 69	<ul style="list-style-type: none"> • Contractor demonstrated some cooperation in identifying problems, and resolution were time consuming, and marginally effective. • Some invoices contained discrepancies, and contractor was slow to resolve discrepancies. • Contractor’s focus on program objectives was ineffective. • (If subcontractors were utilized) Contractor’s selection and management of subcontractors was marginally effective.
Satisfactory 70 – 79	<ul style="list-style-type: none"> • Contractor demonstrated cooperation in identifying problems and always resolved problems to government satisfaction. • Occasionally, invoices contained minor discrepancies, but contractor resolved quickly. • Contractor focus on program objectives was satisfactory. • (If subcontractors were utilized) Contractor’s selection and management of subcontractors were satisfactory.
Very Good 80 – 89	<ul style="list-style-type: none"> • Contractor identified and resolved problems quickly to the government’s benefit. • Occasionally, invoices contained minor discrepancies, but contractor resolved immediately. • Contractor’s demonstrated a strong focus on program objectives. • (If subcontractors were utilized) Contractor’s selection and management of subcontractors were effective.
Exceptional 90 - 100	<ul style="list-style-type: none"> • There were very few problems that necessitated interaction between the government and contractor. Problems that were identified were resolved quickly to the government’s benefit. • Invoices were always correct. • Contractor’s demonstrated a proactive approach and strong initiative in achieving program objectives. • (If subcontractors were utilized) Contractor’s selection and management of subcontractors was highly effective.

MANAGEMENT OF PERSONNEL	
Unsatisfactory 0 – 59	<ul style="list-style-type: none"> • Contractor did not proactively monitor performance of their personnel, and government always had to identify problems. • The retention of personnel was highly ineffective. • Turn around time for replacement of personnel was excessive and caused serious program impacts. • Personnel did not demonstrate the skills that were documented on their resumes.
Marginal 60 – 69	<ul style="list-style-type: none"> • Contractor marginally monitored performance of their personnel, and government frequently had to identify problems. • The retention of personnel was ineffective. • Turn around time for replacement of personnel was slow and caused minor program impacts. • Personnel sometimes did not demonstrate the skills that were documented on their resumes.

Satisfactory 70 – 79	<ul style="list-style-type: none"> • Contractor monitored performance of their personnel, and corrected problems with little or no government intervention. • The retention of personnel was satisfactory to meet requirements. • Turn around time for replacement of personnel was satisfactory. • Personnel demonstrated the skills that were documented on their resumes.
Very Good 80 – 89	<ul style="list-style-type: none"> • Contractor monitored and provided support to improve the performance of their personnel, which resulted in very little government intervention required. • The retention of personnel was effective. • Turn around time for replacement of personnel was very short and seamless to program objectives. • Personnel exceeded some of the skills documented on their resumes.
Exceptional 90 - 100	<ul style="list-style-type: none"> • Contractor monitored and provided support to improve the performance of their personnel, which resulted in no requirement for government intervention. • The retention of personnel was highly effective. • Turn around time for replacement of personnel was immediate and seamless to program objectives. • Personnel exceeded many of the skills documented on their resumes, and were qualified beyond the labor category requirements of the contract.

PROCESS IMPROVEMENT	
Unsatisfactory 0 – 59	<ul style="list-style-type: none"> • Contractor did not take any initiative to propose any recommendations or processes to improve our Technical Data Processes and associated Tools.
Marginal 60 – 69	<ul style="list-style-type: none"> • Contractor proposed ineffective recommendations and processes to improve our Technical Data Processes and associated Tools.
Satisfactory 70 – 79	<ul style="list-style-type: none"> • Contractor proposed some viable recommendations and processes to improve our Technical Data Processes and associated Tools that will be implemented on a trail basis.
Very Good 80 – 89	<ul style="list-style-type: none"> • Contractor proposed some effective recommendations and processes to improve our Technical Data Processes and associated Tools and has implemented minor changes that have been beneficial to the government.
Exceptional 90 - 100	<ul style="list-style-type: none"> • Contractor proposed many highly effective recommendations and processes to improve our Technical Data Processes and associated Tools and has implemented major changes that have been beneficial to the government in improving support initiatives and/or cost savings.

**SECTION VII
GRADING TABLE**

The contractor will receive a final numerical rating as part of the Award Fee Determination Report (AFDR). Using the following table, this final numerical rating will be used to calculate the percentage of the available award fee that will be paid to the contractor:

Rating US /M	% Award Fee	Rating S	% Award Fee	Rating VG	% Award Fee	Rating E	% Award Fee
0-69	0					100	100.0
		79	25.0	89	60.0	99	100.0
		78	22.5	88	56.5	98	100.0
		77	20.0	87	53.0	97	96.0
		76	17.5	86	49.5	96	91.5
		75	15.0	85	46.0	95	87.0
		74	12.5	84	42.5	94	82.5
		73	10.0	83	39.0	93	78.0
		72	7.5	82	35.5	92	73.5
		71	5.0	81	32.0	91	69.0
		70	2.5	80	28.5	90	64.5

Formula for Calculating the Award Fee for Each Evaluation Period:

$$\begin{aligned}
 &\text{Percent Award Fee (as determined based on final evaluation rating)} \\
 &\quad \times \\
 &\quad \text{Award Fee per Labor Hour for the evaluation period} \\
 &\quad \times \\
 &\text{Number of Direct Labor Hours for the Evaluation Period (as determined by} \\
 &\quad \text{vouchers submitted and confirmed by the TOCOR)} \\
 &\quad = \\
 &\text{Total Award Fee to be paid for the evaluation period}
 \end{aligned}$$

The following graph illustrates the relationship between the final rating and the percentage of award fee based on the table above.