

## Section J - List of Documents, Exhibits and Other Attachments

SECTION J  
EXHIBIT 1 LABOR RATES

<b>EXHIBIT 1</b>				
<b>Base Period Labor and ODC Price</b>				
<b>GOVERNMENT AND CONTRACTOR SITE RATES AND HOURS</b>				
<b>Part Number</b>	<b>Description</b>	<b>Proposed GSA Rates</b>	<b>Discount From GSA</b>	<b>Base Year Rate</b>
T-ADM-100-050-O	Program Management Analyst	75.25	1%	\$ 74.50
T-ADM-100-100-O	Project Management Consultant	185.69	1%	\$ 183.83
T-ADM-100-150-O	Clerical	33.06	1%	\$ 32.73
T-ADM-100-200-O	Configuration Management Consultant	90.41	1%	\$ 89.51
T-ADM-100-250-O	Customer Support Coordinator	67.38	1%	\$ 66.71
T-ADM-100-300-O	Senior Management Consultant	215.01	1%	\$ 212.86
T-ADM-100-350-O	Engineering Aide	51.26	1%	\$ 50.75
T-ADM-100-400-O	Risk Management Consultant	215.01	1%	\$ 212.86
T-ADM-100-450-O	Call Center Specialist	38.87	1%	\$ 38.48
T-ADM-100-550-O	Lead Call Center Specialist	46.17	1%	\$ 45.71
T-ADM-200-100-O	Data Entry Technician	43.98	1%	\$ 43.54
T-ADM-200-200-O	Documentation Support	63.53	1%	\$ 62.89
T-ADM-200-300-O	Technical Editor/Writer	78.19	1%	\$ 77.41
T-ADM-200-500-O	Graphics Support	58.64	1%	\$ 58.05
T-ADM-300-300-O	Market Planner	185.69	1%	\$ 183.83
T-ADM-400-100-O	Quality Assurance Specialist	90.41	1%	\$ 89.51
T-ADM-400-200-O	Test Engineer	107.51	1%	\$ 106.43
T-ADM-400-300-O	Quality Manager	117.28	1%	\$ 116.11
T-BPR-100-100-O	Junior BPR/CMMS Technician	74.46	1%	\$ 73.72
T-BPR-100-300-O	Senior BPR/CMMS Technician	79.36	1%	\$ 78.57
T-BPR-200-100-O	Junior BPR/CMMS Consultant	133.25	1%	\$ 131.92
T-BPR-200-200-O	BPR/CMMS Consultant	186.16	1%	\$ 184.30
T-BPR-200-300-O	Senior BPR/CMMS Consultant	203.8	1%	\$ 201.76
T-BPR-200-400-O	Master BPR/CMMS Consultant	201.84	1%	\$ 199.82
T-BPR-200-400-O	Master BPR/CMMS Consultant	147.95	1%	\$ 146.47
T-BPR-300-100-O	Junior BPR/CMMS Engagement Manager	168.53	1%	\$ 166.84
T-BPR-300-200-O	Senior BPR/CMMS Engagement Manager	247.89	1%	\$ 245.41
T-BPR-300-300-O	Senior BPR/CMMS Consultant	139.13	1%	\$ 137.74
T-CAD-100-100-O	CADD/GIS/FM Technician	72.51	1%	\$ 71.78
T-CAD-200-200-O	Senior CADD/GIS/FM Analyst/Developer	105.82	1%	\$ 104.76
T-DB-100-100-O	Database Associate	122.17	1%	\$ 120.95
T-DB-100-200-O	Database Administrator	151.49	1%	\$ 149.98

T-DB-100-300-O	Senior Database Administrator	161.26	1%	\$ 159.65
T-DB-100-400-O	Database Manager	122.17	1%	\$ 120.95
T-DB-100-500-O	Senior Database Manager	136.83	1%	\$ 135.46
T-DB-100-600-O	Data Warehousing Manager	171.03	1%	\$ 169.32
T-DB-200-100-O	Database Analyst	73.3	1%	\$ 72.57
T-DB-200-200-O	Database Programmer	97.73	1%	\$ 96.75
T-DB-200-300-O	Senior Database Analyst/Programmer	122.17	1%	\$ 120.95
T-DB-200-400-O	Database Consultant	175.92	1%	\$ 174.16
T-DB-300-100-O	Data Architect	122.17	1%	\$ 120.95
T-DB-300-200-O	Database Architect/Planner	205.24	1%	\$ 203.19
T-DB-300-300-O	Senior Database Architect	224.79	1%	\$ 222.54
T-DOC 200-200-O	Document Management Consultant	269.44	1%	\$ 266.75
T-DOC 300-300-O	Document Management Engagement Manager	336.07	1%	\$ 332.71
T-HD-100-100-O	Help Desk Analyst	53.75	1%	\$ 53.21
T-HD-100-200-O	Help Desk Intermediate Analyst	63.53	1%	\$ 62.89
T-HD-100-300-O	Help Desk Specialist	73.3	1%	\$ 72.57
T-HD-100-400-O	Help Desk Senior Analyst	78.19	1%	\$ 77.41
T-HD-100-500-O	Help Desk Consultant	131.94	1%	\$ 130.62
T-HD-100-600-O	Help Desk Manager	78.19	1%	\$ 77.41
T-IRM-100-100-O	Master IRM Analyst	216.11	1%	\$ 213.95
T-IRM-100-200-O	Senior IRM Analyst	148.73	1%	\$ 147.24
T-IRM-100-300-O	Journeyman IRM Analyst	108.46	1%	\$ 107.38
T-IRM-100-400-O	Apprentice IRM Analyst	75.72	1%	\$ 74.96
T-IRM-100-500-O	Junior IRM Analyst	63.22	1%	\$ 62.59
T-IRM-100-600-O	Entry Level IRM Trainee	44.74	1%	\$ 44.29
T-IRM100-700-O	Subject Matter Expert	99.09	1%	\$ 98.10
T-IRM100-800-O	Senior Subject Matter Expert	156.37	1%	\$ 154.81
T-NW-100-100-O	Network Technician	73.3	1%	\$ 72.57
T-NW-100-200-O	Network Analyst	97.73	1%	\$ 96.75
T-NW-100-300-O	Senior Network Analyst	136.83	1%	\$ 135.46
T-NW-100-400-O	Consulting Network Analyst	200.35	1%	\$ 198.35
T-NW-200-100-O	Communications Specialist	87.96	1%	\$ 87.08
T-NW-200-300-O	Communications Consultant	151.49	1%	\$ 149.98
T-NW-200-500-O	Communications Manager	97.73	1%	\$ 96.75
T-NW-300-100-O	Storage Administrator	151.49	1%	\$ 149.98
T-NW-300-400-O	Storage Consultant	205.24	1%	\$ 203.19
T-NW-400-100-O	Network Engineer - I	65.97	1%	\$ 65.31
T-NW-400-200-O	Network Engineer - II	112.39	1%	\$ 111.27
T-NW-400-300-O	Network Engineer - III	131.94	1%	\$ 130.62
T-NW-400-400-O	Consulting Network Engineer	244.33	1%	\$ 241.89
T-NW-500-100-O	Network Draftsman	68.41	1%	\$ 67.73
T-NW-500-200-O	Enterprise Engineer	131.94	1%	\$ 130.62
T-NW-500-300-O	Senior Enterprise Engineer	205.24	1%	\$ 203.19
T-NW-500-400-O	Consulting Enterprise Engineer	283.43	1%	\$ 280.60

T-NW-500-500-O	Enterprise Architect	244.33	1%	\$ 241.89
T-NW-600-100-O	Associate Network Administrator	87.96	1%	\$ 87.08
T-NW-600-200-O	Intermediate Network Administrator	112.39	1%	\$ 111.27
T-NW-600-300-O	Senior Network Administrator	131.94	1%	\$ 130.62
T-NW-600-500-O	Managing Network Administrator	131.94	1%	\$ 130.62
T-PM-100-100-O	Project Manager	124.61	1%	\$ 123.36
T-PM-100-200-O	Program Manager	156.37	1%	\$ 154.81
T-SCI-100-050-O	Senior Engineer / Scientist	223.04	1%	\$ 220.81
T-SCI-100-100-O	Journeyman Engineer / Scientist	137.97	1%	\$ 136.59
T-SCI-100-200-O	Apprentice Engineer / Scientist	72.64	1%	\$ 71.91
T-SCI-100-300-O	Entry Level Engineer / Scientist	50.2	1%	\$ 49.70
T-SEAT-500-100-O	Asset Management Consultant	175.92	1%	\$ 174.16
T-SW-100-100-O	Enterprise Application Programmer	117.28	1%	\$ 116.11
T-SW-100-200-O	Enterprise Application Specialist	161.26	1%	\$ 159.65
T-SW-100-300-O	Senior Enterprise Application Programmer	166.15	1%	\$ 164.49
T-SW-100-400-O	Consulting Enterprise Application Programmer	190.58	1%	\$ 188.67
T-SW-100-500-O	Application Programming Manager	131.94	1%	\$ 130.62
T-SW-200-100-O	Application Engineer	97.73	1%	\$ 96.75
T-SW-200-200-O	Senior Application Engineer	136.83	1%	\$ 135.46
T-SW-300-100-O	Programmer I	73.3	1%	\$ 72.57
T-SW-300-200-O	Programmer II	78.19	1%	\$ 77.41
T-SW-300-300-O	Programmer III	97.73	1%	\$ 96.75
T-SW-300-400-O	Programmer IV	117.28	1%	\$ 116.11
T-SW-300-500-O	Lead Programmer	122.17	1%	\$ 120.95
T-SW-300-600-O	Managing Programmer	131.94	1%	\$ 130.62
T-SYS-100-100-O	Systems Operator	58.64	1%	\$ 58.05
T-SYS-100-200-O	System Administrator	97.73	1%	\$ 96.75
T-SYS-100-300-O	Senior Systems Administrator	151.49	1%	\$ 149.98
T-SYS-200-100-O	Systems Analyst I	68.41	1%	\$ 67.73
T-SYS-200-200-O	Systems Analyst II	92.85	1%	\$ 91.92
T-SYS-200-300-O	Systems Analyst III	97.73	1%	\$ 96.75
T-SYS-300-100-O	Systems Engineer	97.73	1%	\$ 96.75
T-SYS-300-200-O	Senior Systems Engineer	151.49	1%	\$ 149.98
T-SYS-400-100-O	Hardware Technician	78.19	1%	\$ 77.41
T-SYS-400-200-O	Communication Technician	92.85	1%	\$ 91.92
T-SYS-500-300-O	Cluster Migration Gmf/It Consultant	282.18	1%	\$ 279.36
T-TR-100-100-O	Trainer	73.3	1%	\$ 72.57
T-TR-100-200-O	Specialty Trainer	166.15	1%	\$ 164.49
T-TR-HP-100-O	HP OpenView Trainer	68.41	1%	\$ 67.73
T-TR-JV-004-O	Java Application Trainer	53.75	1%	\$ 53.21
T-TR-JV-100-O	Java Trainer Additional Support	43.98	1%	\$ 43.54
T-TR-JV-300-O	Java Language Trainer	48.87	1%	\$ 48.38
T-TR-SOL-100-O	Solaris Trainer Additional Support	48.87	1%	\$ 48.38
T-TR-SOL-300-O	Solaris Trainer	68.41	1%	\$ 67.73

T-TR-SYS-100-O	System Administrator Trainer Additional Support	43.98	1%	\$ 43.54
T-TR-SYS-200-O	System Administrator Shell Programming Trainer	53.75	1%	\$ 53.21
T-TR-SYS-300-O	System Administrator Training	63.53	1%	\$ 62.89
T-TR-VER-100-O	Veritas Windows Trainer	78.19	1%	\$ 77.41
T-TR-VER-200-O	Veritas UNIX & Enterprise Trainer	87.96	1%	\$ 87.08
T-WEB-100-100-O	Web Administrator	97.73	1%	\$ 96.75
T-WEB-100-200-O	Web Designer	97.73	1%	\$ 96.75
T-WEB-100-300-O	Senior Web Designer	185.69	1%	\$ 183.83
T-WEB-100-400-O	Web Security & QC Administrator	122.17	1%	\$ 120.95
T-WEB-100-500-O	Web Project Manager	146.6	1%	\$ 145.13
T-WEB-200-100-O	Web Developer	97.73	1%	\$ 96.75
T-WEB-200-200-O	Senior Web Developer	151.49	1%	\$ 149.98
T-WEB-200-300-O	Web Consultant	190.58	1%	\$ 188.67
T-WEB-200-600-O	Web Solution Manager	224.79	1%	\$ 222.54
T-WEB-300-400-O	Java Specialist TM/Practice Manager	292.96	1%	\$ 290.03
<b>NOTES:</b>				
<b>Rates will continue to be discounted at 1% off of GSA Schedule rates for all 10 years</b>				
<b>Rates will increase at the same rate and timing as the EyakTek GSA Schedule rates.</b>				
	<b>Other Direct Cost Rate</b>		<b>10%</b>	

EXHIBITS 2 SAMPLE VENDOR REPORT**EXHIBIT 2****ORDER TRANSACTIONS (OT)**  
**(Sample File Layout Definition)**

- (b) This report is due *weekly*. Report order transactions from Sunday through Saturday (or orders not previously reported) and send to Government by COB on the following *Tuesday*.
- (c) An e-mail response is required for negative reports/no transactions to report.
- (d) This electronic report needs to be submitted as a Microsoft Excel Spreadsheet to [xxxx.xxxx@army.mil](mailto:xxxx.xxxx@army.mil)
- (e) No extra spaces, commas, or ampersands allowed. Dashes are allowed. File name cannot be more than 50 characters in length.
- (f) Contractor needs to ensure leading zeros are not dropped. For example, Zip Code 07703 becomes 7703; Order Number 0030 becomes 30; CLIN Number 0003AA becomes 3AA.
- (g) When canceling orders, use the *Order Status* Report and ensure the **Date Order/Mod Cancelled** data is provided.

Excel Column	Column Name	Format	Comments
A	Contract Number	Alphanumeric (21)	
B	Order Number	Alphanumeric (30)	(a) Must be unique (minimum 4 digits). (b) You cannot report this order more than once in the same file. (The order can have as many line items as you wish). (c) Record order number <b>exactly</b> as it appears on the order.
C	Order Mod Number	Alphanumeric (25)	<i>Data required only when reporting a MOD.</i>
D	Transaction Type	Alphanumeric (2)	The order types are as follows: CC = Credit Card, DO= Direct Ordering (paper order).
E	Date of Order or date of Order Mod	DD-MMM-YYYY	Report the actual date of the order, or when reporting an order mod, report the date of the order mod.
F	Date Transaction Cancelled	DD-MMM-YYYY	<i>Data required only for Cancelled order/mods.</i>
G	CLIN Number	Alphanumeric (39)	Unique contract identifier of item being ordered (as identified in contract, i.e. product #, manufacturer part #, contract line item)
H	CLIN Quantity	Number (7,0)	CLIN quantity being ordered.
I	CLIN Unit Price	Number (11,2)	Price per item.
J	CLIN Extended Dollar Amount	Number (11,2)	Extended Dollar Amount = (CLIN quantity x unit price) No formatting (i.e. No \$ signs, commas, etc).
K	Dollar amount of Transaction	Number (12,2)	Reflects the dollar amount of this reported transaction (order or order mod.)
L	POC Last Name	Alphanumeric (35)	Customer's Last Name. (Use this column for customer's full name when unable to separate first name, last name, title into separate columns)
M	POC First Name	Alphanumeric (35)	Customer's First Name.
N	POC Title	Alphanumeric (35)	Customer's Title (i.e. COL, Mr., Ms., etc.).

O	Telephone Number	Alphanumeric (20)	Customer's telephone number. Format: 9999999999
P	Email address	Alphanumeric (40)	Customer's email address.
Q	Street Address 1	Alphanumeric (40)	First line of the Customer's Ship-To address.
R	Street Address 2	Alphanumeric (40)	Second line of the Customer's Ship-To address.
S	Street Address 3	Alphanumeric (40)	Third line of the Customer's Ship-To address.
T	City	Alphanumeric (27)	Customer's Ship-To City.
U	State	Alphanumeric (2)	Customer's Ship-To State for USA only. Post office two character abbreviation.
V	Country	Alphanumeric (27)	<i>Data required only when reporting a country other than USA.</i>
W	5-digit Zip Code	Number (5)	Five-digit Customer Ship-To zip code.
X	4-digit Zip Code Extension	Number (4)	Four-digit extension Customer Ship-To zip code.
Y	Service or Agency	Alphanumeric (20)	Use the abbreviation from the <i>Service/Agency</i> list located at <a href="http://pmscp.monmouth.army.mil/activitylist.asp">http://pmscp.monmouth.army.mil/activitylist.asp</a>
Z	Army Activity	Alphanumeric (20)	<i>Data required only for Army.</i> Use the abbreviation from the <i>Army Activity</i> list located at <a href="http://pmscp.monmouth.army.mil/activitylist.asp">http://pmscp.monmouth.army.mil/activitylist.asp</a>
AA	Comments	Alphanumeric (2000)	Free text.
AB	Reserved 1	Alphanumeric (2000)	Reserved for Product Leader.
AC	Reserved 2	Alphanumeric (2000)	Reserved for Product Leader.

EXHIBIT 3 CONTRACTOR STATUS**EXHIBIT 3****CONTRACTOR STATUS (VS)**  
**(Sample File Layout Definition)**

- (d) This report is due quarterly.
- (e) An e-mail response is required for negative reports (no transactions to report).
- (f) This electronic report needs to be submitted as a Microsoft Excel Spreadsheet, to [amsel-dsa-scp-cr@mail1.monmouth.army.mil](mailto:amsel-dsa-scp-cr@mail1.monmouth.army.mil).
- (g) No extra spaces, commas, or ampersands allowed in the spreadsheet. Dashes are allowed. File name cannot be more than 50 characters in length.
- (h) Contractor needs to ensure leading zeros are not dropped. For example, order number 0030 should not appear as 30.
- (i) When canceling orders, enter the date in the **Date Transaction Cancelled** column in this report.
- (j) NOTE: Order Transaction, Contractor Status, and Fee for Service reports are cross-referenced for reconciliation and therefore, data must be consistent in all 3 reports (i.e. order number, dates, dollar amounts, etc.).
- (k) Format for 16 required columns (all 16 columns are required even when there is no data for a specific column):

<b>Excel Column</b>	<b>Column Name</b>	<b>Format</b>	<b>Comments</b>
A	Contract Number	Alphanumeric (21)	
B	Order Number	Alphanumeric (30)	Record order number <b>exactly</b> as it appears on the order.
C	Order Mod Number	Alphanumeric (25)	<i>Only Required when reporting a mod.</i>
D	Date Received by Contractor	DD-MMM-YYYY	(i.e. 09-FEB-2002)
E	Date Rejected by Contractor	DD-MMM-YYYY	<i>Data required only for rejected orders.</i>
F	Date Accepted by Contractor	DD-MMM-YYYY	A Contractor receives an order and either rejects it or accepts it as a valid order.
G	Date Transaction Cancelled	DD-MMM-YYYY	<i>Data required only for Cancelled order/mods.</i>
H	Projected Ship Date by Contractor	DD-MMM-YYYY	<i>Data required only when reporting a projected ship date.</i>
I	Contractor Ship Date	DD-MMM-YYYY	For all orders shipped by the Contractor.
J	Projected Delivery Date	DD-MMM-YYYY	<i>Data required only when reporting a projected delivery date.</i>
K	Contractually Due Date	DD-MMM-YYYY	This is a date calculated by the Contractor that shows when the order is contractually due. This formula is agreed to by the Product Leader and Contractor and takes into consideration contract requirements such as CONUS, OCONUS, SURGE, NON-SURGE, SERVICES, etc.
L	Service Start Date	DD-MMM-YYYY	<i>Data required only when reporting services.</i>
M	Service Completion Date	DD-MMM-YYYY	<i>Data required only when reporting services.</i>
N	Comments	Alphanumeric (2000)	Free text.
O	Reserved 1	Alphanumeric (2000)	Reserved for Product Leader.
P	Reserved 2	Alphanumeric (2000)	Reserved for Product Leader.

EXHIBIT 4 EVALUATION**Exhibit 4****EVALUATION OF CONTRACTOR'S DELIVERY ORDER PERFORMANCE**

The Contractor should be evaluated using the following ratings:

**E** = Excellent: Contractor exceeded the requirements. Explain how.

**S** = Satisfactory: Contractor met the requirements. If the Contractor had difficulty meeting the requirements, explain why.

**U** = Unsatisfactory: Contractor did not meet all of the requirements. Explain all noncompliance's or unsatisfactory performance, and whether and how the Contractor was at fault, where applicable.

**N/A = Not Applicable.** Does not apply to the contract.

**1. Cost/Price Control.** Rating: **E**\_\_\_ **S**\_\_\_ **U**\_\_\_ **N/A**\_\_\_.

Consider: Did the Contractor complete the contract within the contract amount or did the Contractor experience cost growth within his control?

Explanation:

**2. Schedule Control.** Rating: **E**\_\_\_ **S**\_\_\_ **U**\_\_\_ **N/A**\_\_\_.

Consider: Did the Contractor meet the original completion date? Request an extension due to reasons within its control? Finish ahead of schedule?

Explanation:

**3. Contract Administration.** Rating: **E**\_\_\_ **S**\_\_\_ **U**\_\_\_ **N/A**\_\_\_.

Consider: Did the Contractor respond to Government correspondence in a timely manner? Were unnecessary cost/price change proposals submitted? Were Government requested price changes submitted and negotiated promptly? Were contract modifications promptly executed? Were the subcontracts properly administered? Did the Contractor comply with its subcontracting plan? Were progress reports submitted on time? Were invoices submitted correctly? Were contract discrepancies/problems reported promptly? Were major subcontracts administered properly?

Explanation:

**4. Responsiveness to Government.** Rating: **E**\_\_\_ **S**\_\_\_ **U**\_\_\_ **N/A**\_\_\_.

Consider: Were complaints from the Government resolved in a reasonable and cooperative manner? Were telephone calls responded to promptly? Were controversial issues resolved amicably? Was the Contractor reasonable and responsive the Government's needs?

Explanation:

**5. Contract Compliance with Technical Requirements.**

Rating: **E**\_\_\_ **S**\_\_\_ **U**\_\_\_ **N/A**\_\_\_.

Consider: Were all of the contract requirements met? Were the objectives of the statement of work met? Were problems resolved? Will the delivered items or services be able to be used for the purpose intended? If not useable, why not?

Explanation:

**6. Key Personnel.** Rating: **E**\_\_\_ **S**\_\_\_ **U**\_\_\_ **N/A**\_\_\_.

Consider: Did the personnel have the knowledge and expertise necessary to perform the technical requirements? Were changes in key personnel made? How often were they made?

Explanation:

7. **Overall Composite Rating.** Rating: E\_\_\_S\_\_\_U\_\_\_N/A\_\_\_.

Consider: The importance of each of the individual ratings above should be considered as it relates to the overall performance of the services to arrive at the composite rating.

Explanation:

8. **Recommendation.** Would you recommend award to this Contractor for future contracts for like or similar requirements? Yes\_\_\_No\_\_\_. If no, please fully explain.

9. **Other Comments.**

Name of Evaluator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Technical)

Title of Evaluator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Optional: (End User)

Title of Evaluator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title of Evaluator: Contracting Officer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT 5 SECURITY FORM DD254

EXHIBIT 5

<b>DEPARTMENT OF DEFENSE</b>  <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b>  <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b>			
				a. FACILITY CLEARANCE REQUIRED			
				b. LEVEL OF SAFEGUARDING REQUIRED			
<b>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</b>				<b>3. THIS SPECIFICATION IS: (X and complete as applicable)</b>			
a. PRIME CONTRACT NUMBER				X	a. ORIGINAL (Complete date in all cases)		Date (YYMMDD)
b. SUBCONTRACT NUMBER					b. REVISED (Supersedes All previous specs)		Revision No. Date (YYMMDD)
c. SOLICITATION OR OTHER NUMBER		Due Date (YYMMDD)			c. FINAL (Complete item 5 in all cases)		Date (YYMMDD)
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b>				NO. If Yes, complete the following:			
<input type="checkbox"/>		YES <input type="checkbox"/>					
<b>5. IS THIS A FINAL DD FORM 254?</b>				NO. If Yes, complete the following:			
<input type="checkbox"/>		YES <input type="checkbox"/>		X			
In Response to the Contractor's request dated _____, retention of the identified classified material is authorized for the period of _____							
<b>6. CONTRACTOR</b> (Include Commercial and Government Entity (CAGE) Code)							
a. NAME, ADDRESS, AND ZIP CODE				B. CAGE CODE		C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
TBD				TBD			
<b>7. SUBCONTRACTOR</b>							
a. NAME, ADDRESS, AND ZIP CODE				B. CAGE CODE		C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
TBD				TBD			
<b>8. ACTUAL PERFORMANCE</b>							
a. NAME, ADDRESS, AND ZIP CODE				B. CAGE CODE		C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
TBD				TBD		TBD	
<b>9. GENERAL IDENTIFICATION OF THE PROCUREMENT</b>							
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>				<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>			
		YES NO				YES NO	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION				a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY			
b. RESTRICTED DATA				b. RECEIVE CLASSIFIED DOCUMENTS ONLY			
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION				c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			
d. FORMERLY RESTRICTED DATA				d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			
e. INTELLIGENCE INFORMATION:				e. PERFORM SERVICES ONLY			
(1) Sensitive Compartmented Information (SCI)				f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			
(2) Non-SCI				g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			
f. SPECIAL ACCESS INFORMATION				h. REQUIRE A COMSEC ACCOUNT			
g. NATO INFORMATION				i. HAVE TEMPEST REQUIREMENTS			
h. FOREIGN GOVERNMENT INFORMATION				j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			

i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR OFFICIAL USE ONLY INFORMATION			l. OTHER (Specify)		
k. OTHER (Specify) <b>See Special Access Continuation Sheet</b>			<b>Automated Information Processing Level: SCI</b>		

DD Form 254-E, JAN 95

Previous editions are obsolete

Computer Generated Form

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

D i r e c t	<input checked="" type="checkbox"/>
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Through (Specify): Proposed public release shall be submitted : TBD  
**"SCI IS NOT AUTHORIZED FOR PUBLIC RELEASE"**

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
 \* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. Security Guidance.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the Contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements identify the pertinent contracted clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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See item 13 above, Continuation Sheet and SCI Addendum

This DD254 details the scope of classified work that may be performed under individual delivery/task orders, however, this DD Form 254 does not authorize classified work to be performed. Individual classified orders shall contain a DD Form 254 Outlining the level of classification and instructions applicable to the individual order. Specific instructions will be provided with each order. Appendage #1 provides SCI responsibilities for the Delivery Order. Contract performance is restricted to the Government activity specified at 8(a). The using Contractor or activity will provide Security classification guidance for performance of this contract. Appendage #2 – Additional COMSEC Guidelines. Appendage #3 – Safeguarding "For Official Use Only" (FOUO) Information. Appendage #4 – Intelligence Materials Access Requirements. FAR 52.204-2 is included as part of the contract.

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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See attached Army SCI Addendum

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL Joe Doe	b. TITLE SCI Contract Monitor	c. TELEPHONE (Include Area Code) (000) 000-0000
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d. ADDRESS (Include Zip Code) TBD	<p><b>17. REQUIRED DISTRIBUTION</b></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>a. CONTRACTOR</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>b. SUBCONTRACTOR</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>e. ADMINISTRATIVE CONTRACTING OFFICER</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>f. OTHERS AS NECESSARY: MARCORSSYSCOM (See item 13 above)</td> </tr> </table>	<input checked="" type="checkbox"/>	a. CONTRACTOR	<input checked="" type="checkbox"/>	b. SUBCONTRACTOR	<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	<input checked="" type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION	<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER	<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY: MARCORSSYSCOM (See item 13 above)
<input checked="" type="checkbox"/>	a. CONTRACTOR												
<input checked="" type="checkbox"/>	b. SUBCONTRACTOR												
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR												
<input checked="" type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION												
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER												
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY: MARCORSSYSCOM (See item 13 above)												
e. SIGNATURE													

APPENDAGE 1 TO DD FORM 254**ADDITIONAL SECURITY GUIDELINES FOR COMSEC****US ARMY SCI ADDENDUM TO DD FORM 254**

XXX (1) This contract requires access to Sensitive Compartment Information (SCI). The Commander, US Army Counterintelligence Support Battalion, 902d MI Group, through the Contractor Support Element (CSE) or its successor organization, acting on behalf of the DA Deputy Chief of Staff for Intelligence (DCSINT), as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the Contractor or developed under this contract and held within the Contractor's SCI Facility (SCIF) or Coutilization Agreement (COU) SCIF. The Defense Investigative Service (DIS) has security inspection responsibility for SCI and retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

<u>XXX</u>	DiD C-5105.21-M-1, SCI Security Manual, Administrative Security
<u>XXX</u>	DoD TS-5105.21-M-2 SCI Manual, COMINT Policy
<u>XXX</u>	DoD TS-5105.21-M-3, TK Policy
<u>N/A</u>	DCID 1/21, Physical Security Standards for Construction of SCIFs
<u>XXX</u>	DIAM 50-5, Vol I and II, Contract Administrative Security
<u>N/A</u>	DIAM 50-4, Security of Compartmented Computer Operations
<u>N/A</u>	DIAM 50-24, Security for Using Communications Equipment in a SCIF
<u>XXX</u>	AR 380-19, Information System Security
<u>XXX</u>	AR-380-28, DA Special Security System
<u>N/A</u>	AR 380-381 Special Access Programs (SAPs)
<u>XXX</u>	Army Handbook for SCI Contracts
<u>XXX</u>	Other: National Industrial Security Program Operating Manual Supplement, DoD 5220.22-M

XXX (2) Contract estimated completion date: 9 May 01, with 1 additional one-year option if exercised. See individual order for delivery order completion date.

XXX (3) The name, telephone number and address of the Contract Monitor (SM) for the SCI portion of this contract is:

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the CM for approval then to the Contractor Support Element (CSE) for review and concurrence prior to the award of the subcontract.

XXX (5) The Contractor will submit the written request for SCI visit certification through the CM for approval of the visit. The certification request must arrive at the appropriate Contract Support Detachment at least the (10) working days prior to the visit.

XXX (6) The Contractor will not reproduce any SCI related material without prior written permission of the CM.

XX (7) Security Classification Guides of extracts will be provided by the User Agency under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DIAM 50-5, Volumes I and II, DIAM 50-4, AR 380-19, and AR 380-19-1, as applicable (Note: Check only if a requirement exists for SCI AIS processing).

\_\_\_ (9) This contract requires a Contractor SCIF.

XXX (10). This contract requires \_\_ (SI) \_\_\_ (SI/TK) \_\_\_ (SI/TK/G) billets. (As authorized under individual order as authorization requires specific approval)

XXX (11) The contractor will perform SCI work under this contract at the following location:

APPENDAGE 2 TO DD FORM 254**ADDITIONAL SECURITY GUIDELINES FOR COMSEC**

Provided by Security Support Division  
Directorate for Intelligence & Information Security

**ADDITIONAL COMSEC GUIDELINES**

Contractor Generated COMSEC Material: Any material generated by the Contractor (including, but not limited to: correspondence, drawings, models, mockups, photographs, schematics, status programs and special inspection reports, engineering notes, computations and training aids) will be classified according to its own content. Classification guidance will be taken from other elements of this Contract Security Classification Specification, DD Form 254, Government furnished equipment or data, or special instructions issued by the Contracting Officer, of his/her duly appointed representative.

**REQUIREMENTS**

1. Contractor employees or cleared commercial carriers shall not carry classified COMSSEC material on commercial passenger aircraft anywhere in the world without the approval of the procuring and/or the administrative contracting officer.
2. No Contractor generated COMSSEC or Government furnished material may be provided to the Defense Technical Information Center (DTIC). Contractor generated technical reports will bear the statement "Not Releasable to the Defense Technical Information Center per DOD Directive 5100-38."
3. No Contractor generated COMSSEC or Government furnished material may be provided to the Defense Documentation Center. Contractor generated technical reports will bear the statement "Not releasable to the Defense Documentation Center per DOD Instruction 5100.28."
4. Classified paper COMSEC material may be destroyed by burning, pulping, or pulverizing. When a method other than burning is used, all residues must be reduced to pieces 5mm or smaller in any dimension. When classified COMSEC material other than paper is to be destroyed, specific guidance must be obtained from the User Agency.
5. The following downgrading and declassification notation applies to all classified COMSSEC information provided to and generated by the Contractor:

DERIVED FROM: NSA/CSSM-123-2

DECLASSIFY ON: Source Marked "OADR"

DATE OF SOURCE: (Date of document from which information is derived)

6. All Contractor personnel to be granted access to classified COMSEC information must be U.S. citizens granted FINAL clearance by the Government prior to being given access. Immigrant aliens, interim cleared personnel, or personnel holding a Contractor granted CONFIDENTIAL clearance are not eligible for access to classified COMSEC information released or generate under this contract without the express permission of the Director, NSA. If applicable; Contractor personnel having access to TOP SECRET COMSEC material must comply with AR 380-40, Chapter 8 and be registered in the Department of the Army Cryptographic Access Program (DACAP).

7. Unclassified COMSEC information released or generated under this contract shall be restricted in its dissemination to personnel involved in the contract. Release in open literature or exhibition of such information without the express written permission of the Director, NSA, is strictly prohibited.
8. Recipients of COMSEC information under this contract may not release information to subContractors without permission of the User Agency.
9. The requirements of DOD 5220-22-M National Industrial Security Program Operating Manual (NISPOM) and COMSEC Supplements are applicable to this effort.
10. Additional notices to be affixed to the cover and title or first page of Contractor generated COMSSEC documents:
  - a. "COMSEC MATERIAL - ACCESS BY CONTRACTOR PERSONNEL RESTRICTED TO U.S. CITIZENS HOLDING FINAL GOVERNMENT CLEARANCE."
  - b. "THIS PUBLICATION OR INFORMATION IT CONTAINS MAY NOT BE RELEASED TO FOREIGN NATIONALS WITHOUT PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA. ALL APPROVALS WILL IDENTIFY THE SPECIFIC INFORMATION AND COPIES OF THIS PUBLICATION AUTHORIZED FOR RELEASE TO SPECIFIC FOREIGN HOLDERS. ALL REQUESTS FOR ADDITIONAL ISSUANCES MUST RECEIVE PRIOR SPECIFIC APPROVAL FROM THE DIRECTOR, NSA."

APPENDAGE   3  

TO DD FORM 254

**SAFEGUARDING "FOR OFFICIAL USE ONLY" (FOUO) INFORMATION**

Provided by the Security Support Division  
Directorate for Intelligence & Information Security

1. The "For Official Use Only" (FOUO) marking is assigned to information at the time of its creation in a DoD User Agency. It is not authorized as a substitute for a security classification marking but it is used on official Government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.

2. Other non-security markings, such as "Limited Official Use" and "Official Use Only" are used by non-DoD User Agencies for the same type of information and should be safeguarded and handled in accordance with instructions received from such agencies.

3. Use of the above markings does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release to determine whether a significant and legitimate Government purpose is served by withholding the information or portions of it.

**4. IDENTIFICATION MARKINGS:**

a. An unclassified document containing FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom of the front cover (if any). No portion marking will be shown.

b. Within a classified document, an individual page that contains FOUO and classified information will be marked at the top and bottom with the highest security classification appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, "FOUO".

c. Any "FOR OFFICIAL USE ONLY" information released to a Contractor by a DoD User Agency is required to be marked with the following statement prior to transfer:

THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS\_(TO BE COMPLETED AS APPROPRIATE)\_\_\_\_\_APPLY.

d. Removal of the "FOR OFFICIAL USE ONLY" marking can only be accomplished by the originator or other competent authority. When the "FOR OFFICIAL USE ONLY" status is terminated, all known holders will be notified to the extent practical.

5. **DISSEMINATION:** Contractors may disseminate "FOR OFFICIAL USE ONLY" information to their employees and subContractors who have a need for the information in connection with a classified contract.

6. **STORAGE:** During working hours, "FOR OFFICIAL USE ONLY" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During non-working hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified records in unlocked files or desks, is adequate when internal building security is provided during non-working hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in

locked receptacles such as file cabinet, desks or bookcases.

7. **TRANSMISSION**: "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent by fourth-class mail.

8. **DISPOSITION**: When no longer needed, FOUO information may be disposed of by tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash container or as directed by the User Agency.

9. **UNAUTHORIZED DISCLOSURE**: Unauthorized disclosure of "FOR OFFICIAL USE ONLY" information does not constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.

APPENDAGE   4  

TO DD FORM 254

JAN 1999

**INTELLIGENCE MATERIALS ACCESS REQUIREMENTS**

Provided by the Security Support Division  
Directorate for Intelligence & Information Security

No Intelligence materials are to be provided in support of the contract without the prior approval of the Acquisition & Technology Support Division (ATSD), Directorate for Intelligence and Information Security (DIIS), U.S. Army Communications-Electronics Command (USACECOM). Any intelligence materials so provided will be disseminated solely, by the ATSD, and will be accompanied by both a Letter of Instruction governing control of the materials provided, and a Letter of Transmittal, identifying the materials loaned and the duration of the loan. This service only pertains to elements supported by the Acquisition & Technology Support Division, DIIS, USACECOM.