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**Document Description:** N68936-00-D-0007 CONTRACT

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**AWARD FEE PLAN  
AIR- 3.3**

**FOR**

Contract No. N68936-01-D-0007 With TeamQualtec, Inc.

- 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:

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**SECTION I  
INTRODUCTION**

1. This plan covers the administration of the award fee provisions of Contract No N68936-01-D-0007, dated 12 January 2001, with TeamQualtec, Inc.
2. The following elements, among others, are covered in the contract:
  - a. The term of the contract, inclusive of options, is from 12 Jan 2001 through 11 Jan 2011
  - 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:

$$\frac{[(\text{Total Labor Dollars}) \times 0.03]}{\text{Total Labor Hours}} = \text{Available Base Fee per Direct Labor Hour}$$

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

$$\frac{[(\text{Total Labor Dollars}) \times 0.07]}{\text{Total Labor Hours}} = \text{Available Award Fee per Direct Labor Hour}$$

- 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 (3.0%)	Max. Award Fee Pool (7.0%)	Labor Hours	Base Fee Per Hour	Award Fee Per Hour
Base						
Option 1	} b (4) }	} b (4) }	} b (4) }	1,734,720	} b (4) }	} b (4) }
Option 2				2,570,880		
Option 3				2,048,000		
TOTAL				2,204,800		
				8,715,000		

- 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), Contracting Officer Representatives (COR), 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 CORs 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 Contracting Officer Representatives' Evaluation Reports (CORERs), 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 CORs.
- b. The AFEAs responsibilities include:
  - (1) Notifying 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 Contracting Officer Representative's Evaluation Reports (CORER), if they are not included in the official contract file.
- (6) Retaining other pertinent data not contained in the official contract file.

**4. Contracting Officer Representatives (COR)**

- a. One or more CORs will be assigned to each order to be evaluated.
- b. Each COR will be responsible for complying with any specific instructions of the Award Fee Program Manager.
- c. Primary COR responsibilities are:
  - (1) Monitoring, evaluating and assessing contractor performance in assigned areas.
  - (2) Prepare formal end-of-period Contracting Officer Representative's Evaluation Reports (CORERs) 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. Contracting Officer Representatives (CORs) will be selected based on their expertise relative to the individual orders. Normally, COR duties will be in addition to, or an extension of, regular responsibilities. The Procuring Contracting Officer (PCO) may change COR assignments at any time without advance notice to the contractor. However, the PCO will notify the contractor promptly of all COR assignments and changes.
2. The Award Fee Program Manager will ensure that each COR receives 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 CORs assigned performance areas.
3. CORs will submit Contracting Officer Representative Evaluation Reports (CORERs) to the Award Fee Program Manager (AFPM) within 30 days after the end of the evaluation period. If required, CORs will also make verbal presentations to the AFPM.
4. The Award Fee Program Manager will consider the CORERs 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 CORERs, 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, 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
CORs submit CORERs	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 releases 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 CORs in six general areas (Quality, Schedule, Cost Control, Business Relations, Management of Personnel, and Process Improvements) and submitted with the Contracting Officer Representative Evaluation Reports (CORER). Using the criteria in Section VI, the contractor is rated on a scale of 1 through 100 as follows:

Example:

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

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

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

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

70 - 79	<p>remained constant.</p> <ul style="list-style-type: none"> <li>• Contractor's expenditure of hours was appropriate for products and services provided.</li> </ul>
Very Good 80 - 89	<ul style="list-style-type: none"> <li>• Contractor's forecast, management, and control of costs exceeded requirements, and some cost savings were beneficial to the government.</li> <li>• Contractor's expenditure of hours was effective for products and services provided.</li> </ul>
Exceptional 90 - 100	<ul style="list-style-type: none"> <li>• Contractor's forecast, management, and control of costs exceed requirements, and vast cost savings were beneficial to the government.</li> <li>• Contractor's expenditure of hours was highly effective for products and services provided.</li> </ul>

#### **BUSINESS RELATIONS**

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

#### **MANAGEMENT OF PERSONNEL**

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

60 – 69	<p>had to identify problems.</p> <ul style="list-style-type: none"> <li>• The retention of personnel was ineffective.</li> <li>• Turn around time for replacement of personnel was slow and caused minor program impacts.</li> <li>• Personnel sometimes did not demonstrate the skills that were documented on their resumes.</li> </ul>
Satisfactory 70 – 79	<ul style="list-style-type: none"> <li>• Contractor monitored performance of their personnel, and corrected problems with little or no government intervention.</li> <li>• The retention of personnel was satisfactory to meet requirements.</li> <li>• Turn around time for replacement of personnel was satisfactory.</li> <li>• Personnel demonstrated the skills that were documented on their resumes.</li> </ul>
Very Good 80 – 89	<ul style="list-style-type: none"> <li>• Contractor monitored and provided support to improve the performance of their personnel, which resulted in very little government intervention required.</li> <li>• The retention of personnel was effective.</li> <li>• Turn around time for replacement of personnel was very short and seamless to program objectives.</li> <li>• Personnel exceeded some of the skills documented on their resumes.</li> </ul>
Exceptional 90 - 100	<ul style="list-style-type: none"> <li>• Contractor monitored and provided support to improve the performance of their personnel, which resulted in no requirement for government intervention.</li> <li>• The retention of personnel was highly effective.</li> <li>• Turn around time for replacement of personnel was immediate and seamless to program objectives.</li> <li>• Personnel exceeded many of the skills documented on their resumes, and were qualified beyond the labor category requirements of the contract.</li> </ul>

<b>PROCESS IMPROVEMENT</b>	
Unsatisfactory 0 – 59	<ul style="list-style-type: none"> <li>• Contractor did not take any initiative to propose any recommendations or processes to improve our Technical Data Processes and associated Tools.</li> </ul>
Marginal 60 – 69	<ul style="list-style-type: none"> <li>• Contractor proposed ineffective recommendations and processes to improve our Technical Data Processes and associated Tools.</li> </ul>
Satisfactory 70 – 79	<ul style="list-style-type: none"> <li>• Contractor proposed some viable recommendations and processes to improve our Technical Data Processes and associated Tools that will be implemented on a trail basis.</li> </ul>
Very Good 80 – 89	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Exceptional 90 - 100	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**SECTION VII  
GRADING TABLE**

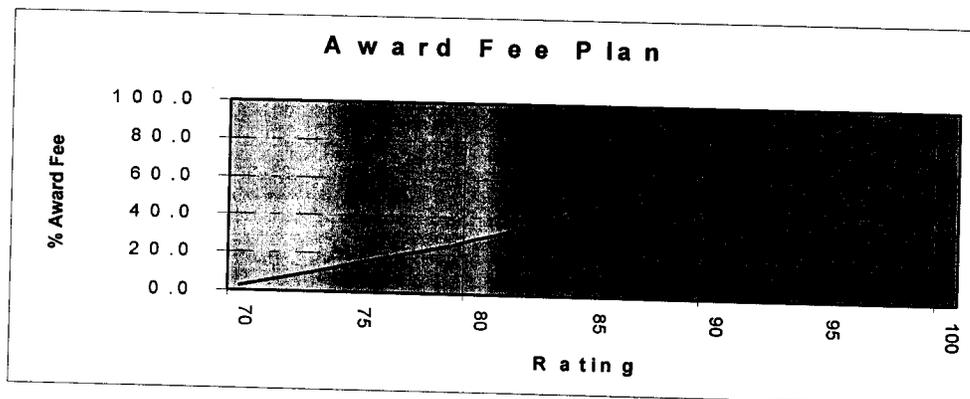
The contractor will receive a final numerical rating as part of the Award Fee Determination Report (AFDR). Using the following table, this final numerical rating will be used to calculate the percentage of the available award fee that will be paid to the contractor:

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:**

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

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



CONTRACT N68936-00-D-0007

ATTACHMENT #3

WITHHELD IN ITS ENTIRETY  
AS IT IS UNDER THE COG OF  
NAS NORTH ISLAND

**TECHNICAL DATA DEPARTMENT, 3.3/3.0J  
CONTRACTOR PERSONNEL REQUIREMENTS**

**\*\* INDICATES KEY LABOR CATEGORIES**

**\*\*PROGRAM MANAGER**

Education: Requires a bachelor's degree from an accredited college or university.

Experience: Requires at least twenty (20) years of logistics/management experience as a Program Manager supporting DOD weapon system and/or information technology programs. Recent (last three (3) years) involvement in the Technical Data discipline is necessary (where Technical Data is defined as Technical Manuals (TMs), configuration data, engineering data, performance data, and training data). Requires demonstrated communication skills. Experience must also demonstrate organizational planning, supervising the work of a significant logistics/management operation, accounting for the success or failure of the operations, ensuring quality and timeliness of deliverables, taking corrective actions, and financial reporting responsibility.

**\*\*SENIOR LOGISTICS ANALYST**

Education: Requires a bachelor's degree from an accredited college or university.

Experience: Requires a minimum of fifteen (15) years of professional experience in Integrated Logistics Support (ILS), with specialized experience for at least four (4) of these years. Specialized experience must include 3 or more of the following: evaluating metrics, modeling, assessing logistics studies, developing plans, conducting research, defining technical objectives, developing program schedules and milestones, and producing quality products related to logistics support analysis, configuration management, resource analysis and life cycle cost analysis.

**LOGISTICS ANALYST**

Education: Requires a bachelor's degree from an accredited college or university.

Experience: Requires a minimum of ten (10) years of professional experience in Integrated Logistics Support (ILS), with specialized experience for at least four (4) of these years. Specialized experience involves defining technical objectives, program schedules, and milestone accomplishments related to logistics support analysis for a major weapon systems, configuration management, resource analysis and life cycle analysis. Must have experience in:

- (1) Using the basic specifications and standards related to Technical Manual preparation.
- (2) Identifying Technical Data functionality in terms of both data users and data maintainers.

- (3) Developing integrated models of the flow of technical data to the warfighter as it relates to supply, maintenance, and repair.
- (4) Validating and verifying the accuracy and timeliness of Technical Data and Technical Manual conversions requirements relative to configuration identification and warfighter needs.
- (5) Developing logistics models. This includes the identification of the logistics business process need to support the warfighter, obtaining the data needed to support the business processes, positioning the data into an integrated environment, and deploy the capability via Web based technology.
- (6) Analyzing engineering evaluations and solutions and generating technical direction via messages, technical bulletins, RACs, etc.
- (7) Reviewing and developing specifications, technical manuals, ordnance publications, drawings, and other engineering data and revisions as required.

### **SENIOR COMPUTER SYSTEMS ANALYST**

**Education:** Requires a bachelor's degree from an accredited college or university in computer science.

**Experience:** Requires at least seven (7) years of general experience as a computer programmer/analyst, of which at least three (3) years must involve specialized experience. Must have experience in:

- (1) Identifying the nature and scope of processes to be automated and to design computer systems to implement those processes.
- (2) Evaluating the merits of feasibility studies and analyses of new applications
- (3) Managing system design, and the preparation of functional descriptions, system or subsystem specifications, data element dictionaries, and user's documentation.
- (4) Assessing input and output requirements, hierarchical structure, module interface, and test plans.
- (5) Directing the efforts of lower level analysts, programmers, and/or equipment analysts in the design and modification of storage structure and mappings between data bases
- (6) Selecting/designating kinds of computers and peripherals to be used for specific applications.

### **COMPUTER PROGRAMMER/ANALYST (JOURNEYMAN)**

**Education:** Requires completion of an accredited training program in computer programming or equivalent (i.e. two (2) years of experience in the required area is considered the equivalent of an accredited training program).

**Experience:** Requires at least three (3) years of general experience as a computer programmer/analyst, with specialized experience in programming for DOD computer systems. Must have experience in:

- (1) Programming software (e.g., C++) of the most current generation.
- (2) Modeling the processes to be automated and to design computer programs to implement those processes, specifying input and output requirements, hierarchical structure, module interface, and test requirements.
- (3) Performing feasibility studies and analyses of new applications
- (4) Designing and modifying the storage structure and mappings between data bases.
- (5) Evaluating the kinds of computers and peripherals to be used for specific applications.

### **\*\*SENIOR CONFIGURATION/DATA MANAGEMENT SPECIALIST**

**Education:** Requires a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires a minimum of ten (10) years of professional experience including five (5) years of experience with responsibility to direct configuration management functions for multiple systems including responsibility to manage the work of other configuration/data management personnel. Also requires experience in developing plans and procedures and demonstrating responsibility for a complete project or system.

### **JUNIOR CONFIGURATION/DATA MANAGEMENT SPECIALIST**

**Education:** Requires a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/ study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires a minimum of five(5) years of professional experience, with three years of experience with responsibility to direct configuration management functions for multiple systems including responsibility to manage the work of other configuration/data management personnel and knowledge of configuration management organization, management, and administrative principles. Must have experience in:

- (1) Auditing of the design information and hardware for traceability to the Configuration Identification database.
- (2) Entering Configuration Status Accounting data into the system as a result of processing of engineering changes, and updating the data.
- (3) Participating in production and retrofit programs, participating in the configuration management process.
- (4) Identifying, indexing, controlling, storing, retrieving, distributing and replenishing data.
- (5) Filing and recovering technical data in the form of technical manuals, engineering drawings, specifications, and electronic as well as hardcopy format.
- (6) Using and maintaining a computerized document status file that shows status of project data.
- (7) Conducting top-down or bottom-up breakout of data

- (8) Using the DOD system for publications.

### **DATA MANAGEMENT SPECIALIST (JOURNEYMAN)**

**Education:** Requires at a minimum a high school degree.

**Experience:** Requires three (3) years of experience in the area of data management. Must have experience in:

- (1) Reviewing program plans for specific weapons systems, subsystems, equipments, or information technology systems to ensure all data requirements are programmed
- (2) Preparing the Technical Data Section of the Integrated Logistics Support Plans
- (3) Preparing Contract Data Requirements Lists, DD Form 1423
- (4) Serving as data management representative for specific weapon/equipment technical data during production, fleet introduction, and operations.

### **CONFIGURATION MANAGEMENT SPECIALIST (JOURNEYMAN)**

**Education:** Requires a high school degree.

**Experience:** Requires a minimum of three (3) years of professional experience, with one (1) year of experience with responsibility to direct configuration management functions. Must have experience in:

- (1) Filing and recovering technical data in the form of technical manuals, engineering drawings, specifications, and electronic as well as hardcopy format.
- (2) Using and maintaining a computerized document status file that shows status of project data.
- (3) Conducting top-down or bottom-up breakout of data.

### **SENIOR INFORMATION RESOURCE MANAGER**

**Education:** Requires a bachelor's from an accredited college or university in Information Systems, Computer Science, or Operations Research, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires twelve (12) years of current experience in management of computer systems, networks, or information flows in a digital environment. Must have experience in:

- (1) Conducting functional and economic/business case analysis of information technology or similar systems.
- (2) Managing the Development of large database systems, client-server architecture and network systems (including secure communications)

- (3) Managing the Development of computer systems. This involves but is not limited to ensuring user needs are identified, ensuring test strategies will validate and verify the system meets requirements, monitoring the correction of problems identified during the testing and ensuring the system is deployed with all requisite resources, including user guides.
- (4) Directing the planning for network/information integration, data base design and Web page development, testing and deployment to customer specifications
- (5) Using DOD and Industry information systems and network systems and participating in DOD/Industry initiatives.

### **INFORMATION RESOURCE MANAGER**

**Education:** Requires a bachelor's from an accredited college or university in information systems, computer science or operations research, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires at least six (6) years of current (6 of last 7 years) information resources management experience. Must have experience in:

- (1) Analyzing, designing and developing computer systems. This involves but is not limited to analyzing user needs, developing and participating in test strategies, plans and systems, conducting testing, correcting problems, developing user guides and assisting in the deployment and site activation of computer systems.
- (2) Planning and performing network/information integration engineering, research, design, development, testing and deployment to customer specifications.
- (3) Designing and developing large database systems in both stand alone and network configurations
- (4) Developing Web pages and other telecommunications/Internet/Web information structures.
- (5) Using DOD and Industry information systems and network systems and participating in DOD/Industry initiatives.

### **TECHNICAL PUBLICATIONS WRITER/EDITOR**

**Education:** Requires a bachelor's degree in English or journalism with at least 15 semester hours of equivalent study in a subject matter field or combination of fields pertinent to the position such as computer science, electronics, other applicable field, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires three (3) years of experience as a technical writer of military specifications, standards, and technical manuals. Experience must include original writing of scientific, technical, engineering or other professional material requiring an understanding of the

basic concepts, practices and specialized vocabulary of the appropriate scientific and technical field, and to acquire additional information about the field and related fields to describe the principles, operations, and basic concepts in clear simple language.

### **TECHNICAL ILLUSTRATOR (JOURNEYMAN)**

**Education:** Requires High School diploma.

**Experience:** Requires three (3) years of experience as a technical illustrator including: providing advise on format, lettering sizes and styles and their effective use, including appropriate treatment to achieve desired audience reaction. Requires additional experience, which demonstrates the ability to design, plan, and produce illustrations of different subjects using a variety of artistic styles and techniques including computer graphics and the ability to draw freehand or with drawing instruments.

### **EDITORIAL ASSISTANT**

**Education:** Requires High School diploma.

**Experience:** Requires two (2) years of general experience as an editorial assistant and two (2) years of specialized experience demonstrating technical skills in editing and correcting manuscripts for basic grammar and clarity. Experience in rewriting paragraphs by reordering sentences, and to layout publications. Requires expertise in the technical manuscript copy-editing disciplines, including proficiency in grammar, punctuation and spelling, and use of terminology peculiar to scientific and technical areas. This includes experience with copy-marking conventions for typesetting, proofreading, and automated systems. Requires experience with coordinating text and graphics production and integration, planning and scheduling of production, and validation of products.

### **EDITORIAL CLERK**

**Education:** Requires High School diploma.

**Experience:** Requires one (1) year of general editorial experience, which requires proficiency in English grammar, punctuation, spelling, and English grammar rules. Requires two (2) years of specialized experience with editing military manuals and specifications. Requires experience with computer applications as they are used in automated publishing and information retrieval.

### **LIBRARIAN**

**Education:** Completion of all requirements for a master's degree or two (2) full academic years of graduate study in library science, in an accredited college or university.

**Experience:** Requires three (3) years of experience as an engineering librarian. Requires experience with developing and implementing automated systems to enhance library capabilities. Requires experience with managing collections that include hard copy, microfilm, and digital data.

## **SENIOR LIBRARY TECHNICIAN**

**Education:** Requires at least a high school degree.

**Experience:** Requires at least four (4) years of general experience in engineering technical library in the acquisition, processing, storage, and retrieval of technical documents. Must have experience in:

- (1) Acquiring, processing, storing, and retrieving of technical documents in various formats.
- (2) Preparing and processing (including writing and editing) technical data such as: military specifications, technical manuals, and technical directives.
- (3) Using vocabulary and terminology of military and technical documents.
- (4) Directing the work of library personnel including journeyman library technicians, junior data management specialists, and data entry operators.

## **LIBRARY TECHNICIAN (JOURNEYMAN)**

**Education:** Requires at least a high school degree.

**Experience:** Requires at least two (2) years of general experience in engineering technical library in the acquisition, processing, storage, and retrieval of technical documents. Must have experience in:

- (1) Acquiring, processing, storing, and retrieving of technical documents in various formats.
- (2) Preparing and processing (including writing and editing) technical data such as: military specifications, technical manuals, and technical directives.
- (3) Using vocabulary and terminology of military and technical documents.

## **LOGISTICS MANAGEMENT SPECIALIST (JOURNEYMAN)**

**Education:** Requires a minimum of a high school degree.

**Experience:** Requires a minimum of five (5) years of professional with specialized experience for at least two (2) of these years in Logistics Management. Must have experience in:

- (1) Analyzing problems including identifying relevant factors, gathering pertinent data, and developing solutions.
- (2) Planning and organizing work.
- (3) Communicating both orally and in writing.
- (4) Coordinating activities of a variety of functions to meet program goals.
- (5) Executing functions of two or more logistical functional areas, such as technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, facilities, and/or property management.

- (6) Planning programs, managing resources, conducting training, and/or automated data processing.
- (7) Analyzing diverse information to identify real and potential problems and to determine interrelating factors.
- (8) Applying sound judgment, reaching conclusions, and recommending courses of action.
- (9) Planning and organizing work involving numerous requirements.

### **COMPUTER OPERATOR (JOURNEYMAN)**

**Education:** Requires at least a high school degree and completion of an accredited computer training course.

**Experience:** Requires at least two (2) years of general experience in operating a computer system or supporting computer operations. Must have experience in:

- (1) Operating computer systems which have a broad range of applications used in support of such areas as change processing, logistics or scientific data reduction or a highly specialized functional area in a situation which requires the operator to participate directly in developing improved methods by assisting subject matter experts, systems analysts, and programmers.
- (2) Performing troubleshooting and problem correction associated with the operation of computer systems and peripheral equipment.
- (3) Using various types of data entry equipment.

### **JUNIOR COMPUTER OPERATOR**

**Education:** Requires at least a high school degree and completion of an accredited computer training course.

**Experience:** Requires at least one (1) year of general experience in operating a computer system or supporting computer operations. Must have experience in:

- (1) Operating computer systems which have a broad range of applications such as word processing, spread sheets, data base programs, etc. used in support of such areas as change engineering, program management, logistics or scientific data reduction.
- (2) Performing troubleshooting and problem correction associated with the operation of computer systems and peripheral equipment.
- (3) Using various types of data entry equipment.

### **SENIOR DRAFTSMAN**

**Education:** Requires at least a high school degree or equivalent (i.e., two (2) years of experience in a related area is considered the equivalent of a high school degree).

**Experience:** Requires at least five (5) years of general experience in experience preparing engineering drawings required to support DOD Weapon Systems. Must have experience in:

- (1) Preparing layouts that require a high degree of precision and are used by designers to check tolerances and dimensions on newly designed equipment where problems are anticipated or have been discovered in the manufacturing, assembly, installation, or operation of the equipment.
- (2) Quality Assuring engineering drawing layouts against specifications
- (3) Supervising and directing the work of lower level draftsmen.

### **JUNIOR DRAFTSMAN**

**Education:** Requires at least a high school degree or equivalent (i.e., two (2) years of experience in a related area is considered the equivalent of a high school degree).

**Experience:** Requires at least two (2) years of general experience in experience preparing engineering drawings required to support DOD Weapon Systems. Must have experience in:

- (1) Preparing layouts that require a high degree of precision and are used by designers to check tolerances, and dimensions on newly designed equipment where problems are anticipated or have been discovered in the manufacturing, assembly, installation, or operation of the equipment.
- (2) Quality Assuring engineering drawing layouts against specifications

### **ADMINISTRATIVE ASSISTANT (JOURNEYMAN)**

**Education:** Requires a High School diploma. College-level courses in business administration are highly desirable.

**Experience:** Requires a minimum of three (3) years experience in general office administration performing accounting duties, compiling/preparing financial reports, and monthly progress reports using a personal computer system. Requires general administrative functions in support of contract operations. Must have experience in:

- (1) Assisting with planning, initiation, and tracking of task assignments and associated data.
- (2) Monitoring and assisting with preparation of monthly progress and status reports.
- (3) Assisting with preparing and monitoring contract budgets.
- (4) Preparing and coordinating responses to contractual correspondence.
- (5) Reviewing invoices for accuracy and completeness.

### **DATA ENTRY CLERK**

**Education:** Requires a High School Diploma.

Experience: Requires two (2) years experience using data processing entry equipment and word processing systems with associated software.

### **JUNIOR COMPUTER SYSTEMS ANALYST**

Education: Requires a minimum of a bachelor's degree in computer sciences from an accredited college or university in computer science or a related scientific field or the equivalent, i.e., two years of any combination of undergraduate/study/experience in the required areas equals one (1) year of academic deficiency.

Experience: Requires at least three (3) years of general experience as a computer programmer/analyst. Of these three years at least one (1) must involve specialized experience in:

- (1) Identifying the nature and scope of processes to be automated and to design computer systems to implement those processes.
- (2) Performing feasibility studies and analyses of new applications, developing system design, and preparing functional descriptions, system or subsystem specifications, data element dictionaries, and user's documentation.
- (3) Specifying inputs and outputs, hierarchical structure, module interface, and test plans.
- (4) Designing and modifying the storage structure and mappings between databases and directing the efforts of lower level analysts, programmer, and/or equipment analysts.
- (5) Selecting/designating the kinds of computers and peripherals to be used for specific applications.

### **\*\*SENIOR SYSTEMS ADMINISTRATOR**

Education: Requires a bachelor's degree from an accredited college or university or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

Experience: Requires a minimum of ten (10) years of professional experience, with specialized experience for at least three (3) of these years. The required specialized experience involves the administration of computer systems and involvement with repository management and operation, including troubleshooting, systems capacity analysis/resource allocation, system backup, assistance to users, and hardware & software support.

### **SYSTEMS ADMINISTRATOR**

Education: Requires a bachelor's from an accredited college or university or the equivalent experience, i.e., any combination of undergraduate/study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

Experience: Requires a minimum of four (4) years of professional experience, with specialized experience for at least two (2) of these years. The required specialized experience involves the administration of computer systems and involvement with technical data repository management and operation. At least one year must be specialized experience operating a large-scale computer system or a multi-server local area network.

### **SENIOR SYSTEMS ANALYST**

Education: Requires a bachelor's degree from an accredited college or university in a field related to engineering or technical services.

Experience: Requires a minimum of ten (10) years of professional experience in any combination of Engineering, Program Management or Integrated Logistics Support (ILS), with specialized experience for at least four (4) of these years. The required specialized experience involves responsible assignments in defining information technology technical objectives, program schedules, and milestone accomplishments. Must have experience in:

- (1) Providing specialized analytical guidance in the Technical Data, Technical Data Management and Technical Data Requirements area.
- (2) Performing systems assessments pertinent to technical data program requirements. This involves Researching, collecting and analyzing data and developing alternatives and recommendations.
- (3) Providing support at a high level for complex projects. This involves determining requirements based on user specifications and available approaches and recommendations.
- (4) Conducting studies by analyzing requirements & costs versus benefits. This involves tracking, analyzing, and recommending actions on contractor cost performance.
- (5) Providing back up and justifications for budget issues and Program Objectives Memorandum (POM) objectives.
- (6) Performing work independently based on program goals.
- (7) Developing new systems and services and revising existing systems to meet future requirements.
- (8) Applying specialized expertise to projects, which require considerable experience and are extremely challenging.
- (9) Supervising analysts and computer programmers to develop operational systems in support of the overall program.

### **SENIOR COMPUTER SYSTEMS DESIGNER**

Education: Requires a minimum of a bachelor's degree in computer sciences from an accredited college or university in computer science or a related scientific field or the equivalent, i.e., two years of any combination of undergraduate/study/experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least seven (7) years of general experience in integrating computer systems, developing enterprise level architectures or designing complex computer systems. Must involve specialized experience in:

- (1) Managing initiatives to support computer systems interoperability considering International and National Standards.
- (2) Directing the integration of Legacy and new development computer systems.
- (3) Planning the integration of large-scale Commercial Off-the-Shelf (COTS) software systems.
- (4) Managing the development and defense of end state & mid state architectures and designs.
- (5) Directing the development and defense of migration strategy and associated strategies to move legacy systems to the end state environment.
- (6) Evaluating comparisons of enterprise level Commercial Off-the-Shelf (COTS) software systems and recommending solutions

### **JUNIOR COMPUTER SYSTEMS DESIGNER**

**Education:** Requires a minimum of a bachelor's degree in computer sciences from an accredited college or university in computer science or a related scientific field or the equivalent, i.e., two years of any combination of undergraduate/study/experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least three (3) years of general experience in integrating computer systems, developing enterprise level architectures or designing complex computer systems. Must have specialized experience in:

- (1) Supporting computer systems interoperability considering International and National Standards.
- (2) Integrating Legacy and new development computer systems.
- (3) Integrating large-scale Commercial Off-the-Shelf (COTS) software systems.
- (4) Developing and defending end state & mid state architectures and designs.
- (5) Developing and defending migration strategy and associated strategies to move legacy systems to the end state environment.
- (6) Providing comparisons enterprise level Commercial Off-the-Shelf (COTS) software systems and recommending solutions.

### **DATA PROTECTION SPECIALIST (SENIOR)**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university in computer science or a related scientific field or the equivalent, i.e., two years of any combination of undergraduate/study/experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least seven (7) years of general experience in information technology with at least three (3) of the seven years of experience in Information Security Assurance. Must have specialized experience in:

- (1) Managing and directing the analysis of current information technology, industry products, government laws and regulations, government and industry standards and commercial practices related to assuring availability and integrity of large scale information systems.
- (2) Directing the analysis of threats, the development of the proper levels of protection, the assessment of industry security products, and selecting proposed recommendations of industry security solutions.
- (3) Evaluating the draft security plans and other security documentation necessary to obtain DOD acquisition approval.
- (4) Providing subject matter expert guidance, support, and technical direction to programs and/or facilities in such areas as data disclosure, classification, distribution statements, rights in data, access, and integrity.

### **DATA PROTECTION SPECIALIST (JUNIOR)**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university in computer science or a related scientific field or the equivalent, i.e., two years of any combination of undergraduate/study/experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least three (3) years of general experience in information technology with at least one (1) of the three years of experience in Information Security Assurance. Must have specialized experience in:

- (1) Analyzing current information technology, industry products, government laws and regulations, government and industry standards and commercial practices related to assuring availability and integrity of large-scale information systems.
- (2) Analyzing threats, defining proper levels of protection, assessing industry security products, and provide analysis recommendations of industry solutions.
- (3) Developing security plans and other security documentation necessary to obtain DOD acquisition approval.
- (4) Providing subject matter expert guidance, support, and technical direction to programs and/or facilities in such areas as data disclosure, classification, distribution statements, rights in data, access, and integrity.

### **DATA TECHNICIAN**

**Education:** Requires a high school degree.

**Experience:** Requires at least two (2) years of general experience collection, compilation, and organization of technical data related to DOD weapon systems/equipments. Must have experience in:

- (1) Providing repository related support functions and customer service functions using existing databases. This includes, but is not limited to, processing and scanning aperture cards, processing requests for engineering drawings and technical manuals,

- performing repository and technical library functions, using reproduction equipment, and performing data entry type functions.
- (2) Providing support with one or more commercially available software programs.
  - (3) Providing general administrative and office support functions.

### **SENIOR PROGRAM/PROJECT CONTROL SPECIALIST**

**Education:** Requires a minimum of bachelor's degree in computer science, information systems, business, or other related discipline from an accredited college or university or the equivalent experience, i.e., any combination of undergraduate/ study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least ten (10) years experience, of which seven (7) years must be specialized. The specialized experience required includes the preparation and analysis of financial statements. General experience required includes experience in general accounting or management activities. Must have experience in:

- (1) Maintaining current project documentation and record of changes including status reports.
- (2) Assisting in establishing budgets and monitoring performance.
- (3) Directing all or most activities related to financial and administrative functions, such as budgeting, manpower and resource planning, and financial reporting.
- (4) Researching, reporting on, and recommending solutions on financial and contractual issues.

### **\*\*BUSINESS PROCESS RE-ENGINEERING SPECIALIST**

**Education:** Requires a bachelor's degree from an accredited college or university or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires at least fifteen (15) years of professional experience, of which at least ten (10) years must be specialized. Specialized experience must include application of process improvement and re-engineering methodologies and conducting process modernization projects, effective organization or transitioning of project teams, and the facilitation of project teams in the accomplishment of project activities and objectives.

### **SENIOR FUNCTIONAL SYSTEMS ANALYST**

**Education:** Requires a minimum of a bachelor's from an accredited college or university in engineering or computer science, information systems, business, or other related scientific or technical discipline or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires ten (10) years of current experience in of which at least eight (8) years must be specialized. The specialized experience required includes use of structured analysis, design methodologies and design tools and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Must have experience in:

- (1) Supervising of system architects or engineers.
- (2) Developing and maintaining of DBMS, including designing and analyzing systems, using current operating systems software and data manipulation languages.
- (3) Analyzing, designing, and developing complex computer systems software
- (4) Conducting research and analysis.
- (5) Evaluating and determining user needs with the maintenance of single-product modules and subsystems.
- (6) Designing and developing utility programs and operating systems adjuncts such as executive programs.
- (7) Participating in the development of test strategies, devices, and systems.
- (8) Researching problems discovered by quality assurance or product support, and developing solutions to the problems.
- (9) Researching and the marketing requirements for a product, including target environment, performance criteria, and competitive issues. Assists in the evaluation of software and hardware products.
- (10) Planning, and evaluating information technology system engineering, development, test and evaluation. This involves evaluating test plans and procedures, assessments of program risks and benefits, and evaluation of related configuration problems as it applies to production and product improvement.

### **FUNCTIONAL SYSTEMS ANALYST**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university in engineering or computer science, information systems, business, or other related scientific or technical discipline or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires six (6) years of current experience in of which at least eight (4) years must be specialized. The specialized experience required includes: use of structured analysis, design methodologies and design tools and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Must have experience in:

- (1) Analyzing, designing, and developing of complex computer systems software.
- (2) Evaluating user needs with the maintenance of single-product modules and subsystems.
- (3) Designing and developing utility programs and operating systems adjuncts such as executive programs.

- (4) Participating in the development of test strategies, devices, and systems.
- (5) Researching and developing solutions to the systems problems identified during testing or reported by quality assurance.
- (6) Assisting in the identification and evaluation of software and hardware products.
- (7) Using current DBMS technologies, structured analysis, design methodologies, and design tools and other design techniques, and object oriented principles.
- (8) Evaluating logical and physical functional, operational, and technical architecture of large and complex information systems.
- (9) Analyzing and programming DBMS systems

### **\*\*SENIOR LOGISTICS MANAGER**

**Education:** Requires a bachelor's degree from an accredited college or university or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires at least fifteen (15) years of experience in logistics support/maintenance engineering and logistics/configuration management systems, of which at least eight (8) years were spent in a supervisory capacity, and a minimum of three (3) years were in the acquisition logistics support or maintenance engineering. Experience must include 3 or more of the following: directing logistics planning for weapon systems, equipments, and/or information technology systems, evaluating specifications and standards, analyzing LSA, evaluating metrics, determining support system effectiveness, developing integration plans, and conducting validations and verifications.

### **JUNIOR LOGISTICS MANAGER**

**Education:** Requires a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires a minimum of three (3) years of professional experience in Integrated Logistics Support (ILS), with specialized experience for at least one (1) of these years. The required specialized experience involves ILS and configuration management. Must have experience in:

- (1) Administratively supporting ILS Conferences and Logistics Element Program and Business Program Reviews.
- (2) Correlating data and developing metrics for use in analyzing the performance characteristics of the operating and logistics systems.
- (3) Monitoring actions that impact support system effectiveness and the adequacy and accuracy of Logistics planning and acquisition.
- (4) Extracting and compiling data from existing data repositories to provide the data for the development of maintenance repair and supply data abases for the warfighter.

- (5) Using information systems in the logistics business processes.
- (6) Using Web based technology to access data.

## **LOGISTICS MANAGER**

**Education:** Requires a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires a minimum of ten (10) years of professional experience in Integrated Logistics Support (ILS), with specialized experience for at least four (4) of these years. The required specialized experience involves defining technical objectives, program schedules, and milestone accomplishments related to logistics support for a major weapon system. Requires implementing logistics planning for weapon systems, systems, equipments, and/or information technology systems, evaluating specifications and standards, analyzing LSA, evaluating metrics, determining support system effectiveness, developing/implementing integration plans, conducting validations and verifications, planning and scheduling projects, and developing plans for improving support.

## **SENIOR ANALYST**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university in engineering or related disciplines, such as physics or mathematics, or other related scientific or technical discipline or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires ten (10) years of engineering related work experience, of which six (6) years must include specific experience in engineering disciplines or logistics for DOD weapon systems and equipment, experience in management and supervision; experience in acquisition and life-cycle support, experience in integrated data environment and experience in the management and development of DOD technical manual applications. Must have experience in:

- (1) Planning, controlling, and directing technical, engineering, or logistics programs for DOD weapon systems, equipment or information technology programs.
- (2) Performing independent work required to provide logistics and support system effectiveness analyses.
- (3) Managing and supervising subordinates
- (4) Developing technical information specifications and standards by providing review, analysis, conversion, and update of all Technical Manual Specifications and Standards (TMSS) documents.
- (5) Using DOD and Navy regulations and specifications and standards for technical manual information, Integrated Logistics Support, and ILS procedures.
- (6) Managing the translation of system logic flow charts and other data mapping requirements.

- (7) Using the Standard Generalized Markup Language (SGML) and other similar languages
- (8) Participating in the development of test strategies, devices, and systems.
- (9) Researching problems discovered by quality assurance or product support, and developing solutions to the problems.
- (10) Planning, and evaluating information technology system engineering, development, test and evaluation. This involves evaluating test plans and procedures, assessments of program risks and benefits, and evaluation of related configuration problems as it applies to production and product improvement.

## **DATA ANALYST**

**Education:** Requires a High School diploma.

**Experience:** Requires a minimum of two (2) to four (4) years of related work experience, including general administrative and office functions. Must have experience in:

- (1) Collecting, compilation, organization, and interpretation of technical data related to DOD weapon systems/equipments.
- (2) Applying specialized techniques associated with data conversion and management information systems development.
- (3) Providing repository related support functions and customer service functions using existing databases.
- (4) Performing repository and technical library functions, conducting research, and performing data entry type functions.
- (5) Using one or more commercially available software programs.

## **TECHNICAL WRITER**

**Education:** Requires a BS/BA degree in an associated discipline from an accredited college or university is required for this position, or equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years experience in the required areas equals one (1) year of academic deficiency, and each year of graduate study equals one (1) year of relevant experience.

**Experience:** Requires a minimum of two (2) to four (4) years related work experience providing technical writing and documentation support to technical and management level personnel. Must have experience in:

- (1) Documenting, planning, support and writing for project, presentation, and proposal related work, usually of a highly technical content.
- (2) Supporting the engineering, management, and administrative staff in organizing, assembling, and writing technical proposals, presentations, and related materials.
- (3) Providing support in one or more commercially available word processing and/or desktop publishing software programs.

## **INSTALL MANAGER**

**Education:** Requires a Bachelors Degree and relevant experience may be considered as a substitute for education. Although education and experience are key factors in determining an individual's qualifications, emphasis will be placed on actual competencies and capabilities to perform all aspects of the job.

**Experience:** Requires a minimum of seven (7) years related work experience in hardware and software installation. Must have experience in:

- (1) Planning installation efforts from problem definition through completion.
- (2) Preparing work statements, test data and procedures and devises appropriate test to evaluate, debug and check installed equipment.
- (3) Directly supervising all installation team personnel.

## **SENIOR INSTALLER**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires a minimum of five (5) years of experience in installing software and hardware interpreting project requirements and selecting methodologies from company and industrial practices with supervisory responsibility during a single on-site installation. Must have experience in:

- (1) Planning and conducting application engineering techniques to new domains from problem definition through completion.
- (2) Preparing work statements, test data and procedures.
- (3) Devising appropriate test to evaluate, debug and check equipment.
- (4) Conveying expertise to other engineering project team members.
- (5) Interpreting project requirements and selecting methodologies from company and industrial practices.
- (6) Supervising installers during a single on-site installation.

## **INSTALLER**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires a minimum of two (2) years of experience in installing software and hardware interpreting project requirements and selecting methodologies from company and industrial practices. Must have experience in:

- (1) Applying engineering techniques to new domains from problem definition through completion.
- (2) Testing (using test data & procedures) to evaluate, debug and check equipment.
- (3) Applying methodologies from company and industrial practices in installing hardware and software.
- (4) Interfacing with industry to solicit technical information pertinent to the assigned project task.

### **NETWORK SPECIALIST**

**Education:** Requires a minimum of a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/graduate study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires a minimum of five (5) years of experience in networking, maintenance of fire-wall routers, and other hardware. Must have experience in:

- (1) Identifying and implementing network policy to include Bastion hosts, firewalls, LAN, Internet Applications (Gopher, Mosaic), modems, modem pools, communications servers, and WAN connectivity.
- (2) Maintaining firewall routers to include filtering, understanding of UNIX services and ports. Maintains applicable CERT and CIAC alerts and bulletins. Implements recommended security changes to include changing UNIX programs and applications, modifying firewalls and Bastion hosts.

### **LOCAL AREA NETWORK SPECIALIST**

**Education:** Requires a four (4) year college degree in business, computer science, information systems, or related field, or equivalent job experience.

**Experience:** Requires a minimum of five (5) years of experience with three (3) years experience within the last four (4) years in planning, architecting, developing, testing, and implementing LAN business system configurations,

Requires experience with state-of-the-art LAN systems hardware, software, techniques, and concepts such as OSI model, repeaters, bridges, routers, gateways, DECNet, TCP/IP, SDLC, SNMP protocols, IEEE Ethernet and Token-Ring, ANSI FDDI, and EIA/TIA cabling standards. Must have experience in:

- (1) Analyzing, designing, developing, testing, and implementing LAN application solutions.
- (2) Determining network and application performance, evaluate and diagnose network performance issues, and recommend and implement solutions for network performance improvement.

- (3) Working with LAN administration including security, system and disk management, hardware maintenance, and activity and performance monitoring.
- (4) Applying basic principles of business information systems and engineering disciplines.
- (5) Interfacing and coordinating efforts of technical and non-technical personnel involved in architecting LAN system solutions to satisfy business information systems needs.

### **INTERNET SENIOR SYSTEMS ENGINEER**

**Education:** Requires a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least eight (8) years experience in the design and implementation of integrated networks. Must have experience in:

- (1) Managing and Directing the planning and execution of network engineering research, design, development and other assignments in conformance with network standard practices and customer specifications.
- (2) Supervising and Directing the activities of network technicians
- (3) Directing the Analysis of system requirements and the development of design alternatives to satisfy those requirements.
- (4) Providing technical leadership for developing solutions for engineering studies and Internet Applications.
- (5) Assessing test plans for the testing the network systems and directing the resolution of problems required to meet customer specifications.

### **INTERNET SYSTEMS ENGINEER**

**Education:** Requires a bachelor's degree from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires at least four (4) years experience in the design and implementation of integrated networks. Must have experience in:

- (1) Planning and performing network engineering research, design, development and other assignments in conformance with network standard practices and customer specifications.
- (2) Coordinating the activities of other network technicians
- (3) Analyzing system requirements and develop design alternatives to satisfy those requirements.
- (4) Testing the network systems and in the resolution of problems required to meet customer specifications.
- (5) Developing solutions for engineering studies and Internet Applications.

## **INFORMATION TECHNOLOGY SPECIALIST**

**Education:** Requires a minimum of a bachelor's degree in information technology, business or computer science from an accredited college or university, or the equivalent experience, i.e., any combination of undergraduate/study/experience where two (2) years of experience in the required areas equals one (1) year of academic deficiency.

**Experience:** Requires a minimum of four (4) years of experience in researching, developing, testing, implementing and/or integrating new and emerging technology to support new or existing business systems. Must have experience in:

- (1) Researching, evaluating, and identifying new and emerging technology to support strategic planning initiatives required meeting business needs.
- (2) Performing evaluations, site surveys, requirement analysis and definition, prototyping technology, and analyzing cost related to information technology.
- (3) Developing proof of concept through use of techniques such as rapid prototyping as a means for accelerating delivery of turnkey systems.
- (4) Recommending changes in technology which support new and/or revised business practices.

**DEPARTMENT OF DEFENSE  
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

**1. CLEARANCE AND SAFEGUARDING**

a. FA: CLEARANCE REQUIRED  
Confidential

b. LEVEL OF SAFEGUARDING REQUIRED  
Confidential

**2. THIS SPECIFICATION IS FOR (x and complete as applicable)**

a. PRIME CONTRACT NUMBER \_\_\_\_\_

b. SUBCONTRACT NUMBER \_\_\_\_\_

X c. SOLICITATION OR OTHER NUMBER N68936-99-R-0163  
Due Date (YYMMDD) \_\_\_\_\_

**3. THIS SPECIFICATION IS: (x and complete as applicable)**

a. ORIGINAL (Complete date in all cases)	Date (YYMMDD) 990901
b. REVISED (Supersedes all previous specs)	Revision No. _____ Date (YYMMDD) _____
c. FINAL (Complete item 3 in all cases)	Date (YYMMDD) _____

**4. IS THIS A FOLLOW-ON CONTRACT?** YES  NO  NO, if Yes, complete the following:  
(Preceding Contract Number) is transferred to this follow-on contract.

**5. IS THIS A FINAL DD FORM 254?** YES  NO  NO, if Yes, complete the following:  
In response to the contractor's request dated \_\_\_\_\_, retention of the identified classified material is authorized for the period of \_\_\_\_\_

**6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)**

a. NAME, ADDRESS, AND ZIP CODE  <b>For Bidding Purposes Only</b>	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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**8. ACTUAL PERFORMANCE**

a. LOCATION	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

Contract is for technical manual changes and revisions including new manuals and support services to copy negatives, direct image, floppy diskettes and magnetic tapes.  
TPOC: Julie Hartshorn, 301-757-8315

10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a.	COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X	a.	HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X
b.	RESTRICTED DATA		X	b.	RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c.	CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c.	RECEIVE AND GENERATE CLASSIFIED MATERIAL	X	
d.	FORMERLY RESTRICTED DATA		X	d.	FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e.	INTELLIGENCE INFORMATION:			e.	PERFORM SERVICES ONLY		X
	(1) Sensitive Compartmented Information (SCI)		X	f.	HAVE ACCESS TO US CLASSIFIED INFORMATION OUTSIDE THE US, PUERTO RICO, US POSSESSIONS AND TRUST TERRITORIES		X
	(2) Non-SCI		X	g.	BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X
f.	SPECIAL ACCESS INFORMATION		X	h.	REQUIRE A COMSEC ACCOUNT		X
g.	NATO INFORMATION		X	i.	HAVE TEMPEST REQUIREMENTS		X
h.	FOREIGN GOVERNMENT INFORMATION		X	j.	HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	X	
i.	LIMITED DISSEMINATION INFORMATION		X	k.	BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
j.	FOR OFFICIAL USE ONLY INFORMATION	X		l.	OTHER (Specify)		X
k.	OTHER (Specify)		X				



C3. CHAPTER 3EXEMPTIONSC3.1. GENERAL PROVISIONS

C3.1.1. General. Records that meet the exemption criteria of the FOIA may be withheld from public disclosure and need not be published in the Federal Register, made available in a library reading room, or provided in response to a FOIA request.

C3.2. EXEMPTIONS

C3.2.1. FOIA Exemptions. The following types of records may be withheld in whole or in part from public disclosure under the FOIA, unless otherwise prescribed by law: A discretionary release of a record (see also subsection C1.5.5., above) to one requester shall prevent the withholding of the same record under a FOIA exemption if the record is subsequently requested by someone else. However, a FOIA exemption may be invoked to withhold information that is similar or related that has been the subject of a discretionary release. In applying exemptions, the identity of the requester and the purpose for which the record is sought are irrelevant with the exception that an exemption may not be invoked where the particular interest to be protected is the requester's interest. *However, if the subject of the record is the requester for the record and the record is contained in a Privacy Act system of records, it may only be denied to the requester if withholding is both authorized by DoD 5400.11-R (reference (v)) and by a FOIA exemption.*

C3.2.1.1. Number 1. (5 U.S.C. 552 (b)(1)) (reference (a)). Those properly and currently classified in the interest of national defense or foreign policy, as specifically authorized under the criteria established by Executive Order and implemented by regulations, such as DoD 5200.1-R (reference (g)). Although material is not classified at the time of the FOIA request, a classification review may be undertaken to determine whether the information should be classified. The procedures in reference (g) apply. If the information qualifies as Exemption 1 information, there is no discretion regarding its release. In addition, this exemption shall be invoked when the following situations are apparent:

C3.2.1.1.1. The fact of the existence or nonexistence of a record would itself reveal classified information. In this situation, Components shall neither confirm nor deny the existence or nonexistence of the record being requested. A

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C3.2.1.2.2. Records qualifying under the low (b)(2) profile are those that are trivial and housekeeping in nature for which there is no legitimate public interest or benefit to be gained by release, and it would constitute an administrative burden to process the request in order to disclose the records. Examples include rules of personnel's use of parking facilities or regulation of lunch hours, statements of policy as to sick leave, and administrative data such as file numbers, mail routing stamps, initials, data processing notations, brief references to previous communications, and other like administrative markings. DoD Components shall not invoke the low (b)(2) profile.

C3.2.1.3. Number 3. (5 U.S.C. 552 (b)(3)) (reference (a)). Those concerning matters that a statute specifically exempts from disclosure by terms that permit no discretion on the issue, or in accordance with criteria established by that statute for withholding or referring to particular types of matters to be withheld. The Directorate for Freedom of Information and Security Review maintains a list of (b)(3) statutes used within the Department of Defense, and provides updated lists of these statutes to DoD Components on a periodic basis. A few examples of such statutes are:

C3.2.1.3.1. Patent Secrecy, 35 U.S.C. 181-188 (reference (h)). Any records containing information relating to inventions that are the subject of patent applications on which Patent Secrecy Orders have been issued.

C3.2.1.3.2. Restricted Data and Formerly Restricted Data, 42 U.S.C. 2162 (reference (i)).

C3.2.1.3.3. Communication Intelligence, 18 U.S.C. 798 (reference (j)).

C3.2.1.3.4. Authority to Withhold From Public Disclosure Certain Technical Data, 10 U.S.C. 130 and DoD Directive 5230.25 (references (k) and (l)).

C3.2.1.3.5. Confidentiality of Medical Quality Assurance Records: Qualified Immunity for Participants, 10 U.S.C. 1102 f (reference (m)).

C3.2.1.3.6. Physical Protection of Special Nuclear Material: Limitation on Dissemination of Unclassified Information, 10 U.S.C. 128 (reference (n)).

C3.2.1.3.7. Protection of Intelligence Sources and Methods, 50 U.S.C. 403-3(c)(6) (reference (o)).

C3.2.1.3.8. Protection of Contractor Submitted Proposals, 10 U.S.C.

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2305(g) (reference (p)).

C3.2.1.3.9. Procurement Integrity, 41 U.S.C. 423 (reference (q)).

C3.2.1.4. Number 4. (5 U.S.C. 552 (b)(4)) (reference (a)). Those containing trade secrets or commercial or financial information that a DoD Component receives from a person or organization outside the Government with the understanding that the information or record will be retained on a privileged or confidential basis in accordance with the customary handling of such records. Records within the exemption must contain trade secrets, or commercial or financial records, the disclosure of which is likely to cause substantial harm to the competitive position of the source providing the information; impair the Government's ability to obtain necessary information in the future; or impair some other legitimate Government interest. Commercial or financial information submitted on a voluntary basis, absent any exercised authority prescribing criteria for submission is protected without any requirement to show competitive harm (see paragraph C3.2.1.4.8., below). If the information qualifies as Exemption 4 information, there is no discretion in its release. Examples include:

C3.2.1.4.1. Commercial or financial information received in confidence in connection with loans, bids, contracts, or proposals set forth in or incorporated by reference in a contract entered into between the DoD Component and the offeror that submitted the proposal, as well as other information received in confidence or privileged, such as trade secrets, inventions, discoveries, or other proprietary data. See also C5.2.8.2., below, this Regulation. Additionally, when the provisions of 10 U.S.C. 2305(g) (reference (p)), and 41 U.S.C. 423 (reference (q)) are met, certain proprietary and source selection information may be withheld under Exemption 3.

C3.2.1.4.2. Statistical data and commercial or financial information concerning contract performance, income, profits, losses, and expenditures, if offered and received in confidence from a contractor or potential contractor.

C3.2.1.4.3. Personal statements given in the course of inspections, investigations, or audits, when such statements are received in confidence from the individual and retained in confidence because they reveal trade secrets or commercial or financial information normally considered confidential or privileged.

C3.2.1.4.4. Financial data provided in confidence by private employers in connection with locality wage surveys that are used to fix and adjust pay schedules applicable to the prevailing wage rate of employees within the Department of Defense.

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C3.2.1.4.5. Scientific and manufacturing processes or developments concerning technical or scientific data or other information submitted with an application for a research grant, or with a report while research is in progress.

C3.2.1.4.6. Technical or scientific data developed by a contractor or subcontractor exclusively at private expense, and technical or scientific data developed in part with Federal funds and in part at private expense, wherein the contractor or subcontractor has retained legitimate proprietary interests in such data in accordance with 10 U.S.C. 2320-2321 (reference (r)) and DoD Federal Acquisition Regulation Supplement (DFARS), Chapter 2 of 48 C.F.R., Subpart 227.71-227.72 (reference (s)). Technical data developed exclusively with Federal funds may be withheld under Exemption Number 3 if it meets the criteria of 10 U.S.C. 130 (reference (k)) and DoD Directive 5230.25 (reference (l)) (see subsection C3.2.1., Number 3 C3.2.1.3.5., above).

C3.2.1.4.7. Computer software which is copyrighted under the Copyright Act of 1976 (17 U.S.C. 106) (reference (t)), the disclosure of which would have an adverse impact on the potential market value of a copyrighted work.

C3.2.1.4.8. Proprietary information submitted strictly on a voluntary basis, absent any exercised authority prescribing criteria for submission. Examples of exercised authorities prescribing criteria for submission are statutes, Executive Orders, regulations, invitations for bids, requests for proposals, and contracts. Submission of information under these authorities is not voluntary. (See also subsection C5.2.8.3., below.)

C3.2.1.5. Number 5. (5 U.S.C. 552 (b)(5)) (reference (a)). Those containing information considered privileged in litigation, primarily under the deliberative process privilege. Except as provided in paragraphs Number 5 C3.2.1.5.2. through C3.2.1.5.5., below, internal advice, recommendations, and subjective evaluations, as contrasted with factual matters, that are reflected in deliberative records pertaining to the decision-making process of an Agency, whether within or among Agencies (as defined in 5 U.S.C. 552(e) (reference (a))), or within or among DoD Components. In order to meet the test of this exemption, the record must be both deliberative in nature, as well as part of a decision-making process. Merely being an internal record is insufficient basis for withholding under this exemption. Also potentially exempted are records pertaining to the attorney-client privilege and the attorney work-product privilege. This exemption is entirely discretionary.

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**C3.2.1.5.1. Examples of the deliberative process include:**

**C3.2.1.5.1.1. The non-factual portions of staff papers, to include after-action reports, lessons learned, and situation reports containing staff evaluations, advice, opinions, or suggestions.**

**C3.2.1.5.1.2. Advice, suggestions, or evaluations prepared on behalf of the Department of Defense by individual consultants or by boards, committees, councils, groups, panels, conferences, commissions, task forces, or other similar groups that are formed for the purpose of obtaining advice and recommendations.**

**C3.2.1.5.1.3. Those non-factual portions of evaluations by DoD Component personnel of contractors and their products.**

**C3.2.1.5.1.4. Information of a speculative, tentative, or evaluative nature or such matters as proposed plans to procure, lease or otherwise acquire and dispose of materials, real estate, facilities or functions, when such information would provide undue or unfair competitive advantage to private personal interests or would impede legitimate Government functions.**

**C3.2.1.5.1.5. Trade secret or other confidential research development, or commercial information owned by the Government, where premature release is likely to affect the Government's negotiating position or other commercial interest.**

**C3.2.1.5.1.6. Those portions of official reports of inspection, reports of the Inspector Generals, audits, investigations, or surveys pertaining to safety, security, or the internal management, administration, or operation of one or more DoD Components, when these records have traditionally been treated by the courts as privileged against disclosure in litigation.**

**C3.2.1.5.1.7. Planning, programming, and budgetary information that is involved in the defense planning and resource allocation process.**

**C3.2.1.5.2. If any such intra- or inter-agency record or reasonably segregable portion of such record hypothetically would be made available routinely through the discovery process in the course of litigation with the Agency, then it should not be withheld under the FOIA. If, however, the information hypothetically would not be released at all, or would only be released in a particular case during civil**

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discovery where a party's particularized showing of need might override a privilege, then the record may be withheld. Discovery is the formal process by which litigants obtain information from each other for use in the litigation. Consult with legal counsel to determine whether Exemption 5 material would be routinely made available through the discovery process.

C3.2.1.5.3. Intra- or inter-agency memoranda or letters that are factual, or those reasonably segregable portions that are factual, are routinely made available through discovery, and shall be made available to a requester, unless the factual material is otherwise exempt from release, inextricably intertwined with the exempt information, so fragmented as to be uninformative, or so redundant of information already available to the requester as to provide no new substantive information.

C3.2.1.5.4. A direction or order from a superior to a subordinate, though contained in an internal communication, generally cannot be withheld from a requester if it constitutes policy guidance or a decision, as distinguished from a discussion of preliminary matters or a request for information or advice that would compromise the decision-making process.

C3.2.1.5.5. An internal communication concerning a decision that subsequently has been made a matter of public record must be made available to a requester when the rationale for the decision is expressly adopted or incorporated by reference in the record containing the decision.

C3.2.1.6. Number 6. (5 U.S.C. 552 (b)(6)) (reference (a)). Information in personnel and medical files, as well as similar personal information in other files, that, if disclosed to a requester, other than the person about whom the information is about, would result in a clearly unwarranted invasion of personal privacy. Release of information about an individual contained in a Privacy Act System of records that would constitute a clearly unwarranted invasion of privacy is prohibited, and could subject the releaser to civil and criminal penalties. If the information qualifies as Exemption 6 information, there is **no discretion** in its release.

C3.2.1.6.1. Examples of other files containing personal information similar to that contained in personnel and medical files include:

C3.2.1.6.1.1. Those compiled to evaluate or adjudicate the suitability of candidates for civilian employment or membership in the Armed Forces, and the eligibility of individuals (civilian, military, or contractor employees) for security clearances, or for access to particularly sensitive classified information.

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C3.2.1.6.1.2. Files containing reports, records, and other material pertaining to personnel matters in which administrative action, including disciplinary action, may be taken.

C3.2.1.6.2. Home addresses, including private e-mail addresses, are normally not releasable without the consent of the individuals concerned. This includes lists of home addressees and military quarters' addressees without the occupant's name. Additionally, the names and duty addresses (postal and/or e-mail) of DoD military and civilian personnel who are assigned to units that are sensitive, routinely deployable, or stationed in foreign territories can constitute a clearly unwarranted invasion of personal privacy.

C3.2.1.6.2.1. Privacy Interest. A privacy interest may exist in personal information even though the information has been disclosed at some place and time. If personal information is not freely available from sources other than the Federal Government, a privacy interest exists in its nondisclosure. The fact that the Federal Government expended funds to prepare, index and maintain records on personal information, and the fact that a requester invokes FOIA to obtain these records indicates the information is not freely available.

C3.2.1.6.2.2. Names and duty addresses (postal and/or e-mail) published in telephone directories, organizational charts, rosters and similar materials for personnel assigned to units that are sensitive, routinely deployable, or stationed in foreign territories are withholdable under this exemption.

C3.2.1.6.3. This exemption shall not be used in an attempt to protect the privacy of a deceased person, but it may be used to protect the privacy of the deceased person's family if disclosure would rekindle grief, anguish, pain, embarrassment, or even disruption of peace of mind of surviving family members. In such situations, balance the surviving family members' privacy against the public's right to know to determine if disclosure is in the public interest. Additionally, the deceased's social security number should be withheld since it is used by the next of kin to receive benefits. Disclosures may be made to the immediate next of kin as defined in DoD Directive 5154.24 (reference (u)).

C3.2.1.6.4. A clearly unwarranted invasion of the privacy of third parties identified in a personnel, medical or similar record constitutes a basis for deleting those reasonably segregable portions of that record. When withholding third party personal information from the subject of the record and the record is contained in

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a Privacy Act system of records, consult with legal counsel.

C3.2.1.6.5. This exemption also applies when the fact of the existence or nonexistence of a responsive record would itself reveal personally private information, and the public interest in disclosure is not sufficient to outweigh the privacy interest. In this situation, DoD Components shall neither confirm nor deny the existence or nonexistence of the record being requested. This is a Glomar response, and Exemption 6 must be cited in the response. Additionally, in order to insure personal privacy is not violated during referrals, DoD Components shall coordinate with other DoD Components or Federal Agencies before referring a record that is exempt under the Glomar concept.

C3.2.1.6.5.1. A "refusal to confirm or deny" response must be used consistently, not only when a record exists, but also when a record does not exist. Otherwise, the pattern of using a "no records" response when a record does not exist and a "refusal to confirm or deny" when a record does exist will itself disclose personally private information.

C3.2.1.6.5.2. Refusal to confirm or deny should not be used when (a) the person whose personal privacy is in jeopardy has provided the requester a waiver of his or her privacy rights; (b) the person initiated or directly participated in an investigation that lead to the creation of an Agency record seeks access to that record; or (c) the person whose personal privacy is in jeopardy is deceased, the Agency is aware of that fact, and disclosure would not invade the privacy of the deceased's family. See paragraph Number C3.2.1.6.3., above.

C3.2.1.7. Number 7. (5 U.S.C. 552 (b)(7)) (reference (a)). Records or information compiled for law enforcement purposes; i.e., civil, criminal, or military law, including the implementation of Executive Orders or regulations issued pursuant to law. This exemption may be invoked to prevent disclosure of documents not originally created for, but later gathered for law enforcement purposes. With the exception of parts (C) and (F) (see subparagraph Number 7 C3.2.1.7.1.3., below) of this exemption, this exemption is discretionary. If information qualifies as exemption (7)(C) or (7)(F) (see subparagraph Number 7 C3.2.1.7.1.3., below) information, there is no discretion in its release.

C3.2.1.7.1. This exemption applies, however, only to the extent that production of such law enforcement records or information could result in the following:

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C3.2.1.7.1.1. Could reasonably be expected to interfere with enforcement proceedings (5 U.S.C. 552(b)(7)(A)) (reference (a)).

C3.2.1.7.1.2. Would deprive a person of the right to a fair trial or to an impartial adjudication (5 U.S.C. 552(b)(7)(B)) (reference (a)).

C3.2.1.7.1.3. Could reasonably be expected to constitute an unwarranted invasion of personal privacy of a living person, including surviving family members of an individual identified in such a record (5 U.S.C. 552(b)(7)(C)) (reference (a)).

C3.2.1.7.1.3.1. This exemption also applies when the fact of the existence or nonexistence of a responsive record would itself reveal personally private information, and the public interest in disclosure is not sufficient to outweigh the privacy interest. In this situation, Components shall neither confirm nor deny the existence or nonexistence of the record being requested. This is a Glomar response, and Exemption (7)(C) must be cited in the response. Additionally, in order to insure personal privacy is not violated during referrals, DoD Components shall coordinate with other DoD Components or Federal Agencies before referring a record that is exempt under the Glomar concept.

C3.2.1.7.1.3.2. A "refusal to confirm or deny" response must be used consistently, not only when a record exists, but also when a record does not exist. Otherwise, the pattern of using a "no records" response when a record does not exist and a "refusal to confirm or deny" when a record does exist will itself disclose personally private information.

C3.2.1.7.1.3.3. Refusal to confirm or deny should not be used when 1 the person whose personal privacy is in jeopardy has provided the requester with a waiver of his or her privacy rights; or 2 the person whose personal privacy is in jeopardy is deceased, and the Agency is aware of that fact.

C3.2.1.7.1.3.4. Could reasonably be expected to disclose the identity of a confidential source, including a source within the Department of Defense; a State, local, or foreign agency or authority; or any private institution that furnishes the information on a confidential basis; and could disclose information furnished from a confidential source and obtained by a criminal law enforcement authority in a criminal investigation or by an Agency conducting a lawful national security intelligence investigation (5 U.S.C. 552(b)(7)(D)) (reference (a)).

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and the disclosure of the existence of the records could reasonably be expected to interfere with enforcement proceedings, Components may, during only such times as that circumstance continues, treat the records or information as not subject to the FOIA. In such situation, the response to the requester will state that no records were found.

C3.2.1.7.4.2. Whenever informant records maintained by a criminal law enforcement organization within a DoD Component under the informant's name or personal identifier are requested by a third party using the informant's name or personal identifier, the Component may treat the records as not subject to the FOIA, unless the informant's status as an informant has been officially confirmed. If it is determined that the records are not subject to 5 U.S.C. 552(b)(7) (reference (a)), the response to the requester will state that no records were found.

C3.2.1.8. Number 8. (5 U.S.C. 552 (b)(8)) (reference (a)). Those contained in or related to examination, operation or condition reports prepared by, on behalf of, or for the use of any Agency responsible for the regulation or supervision of financial institutions.

C3.2.1.9. Number 9. (5 U.S.C. 552 (b)(9)) (reference (a)). Those containing geological and geophysical information and data (including maps) concerning wells.

C3.2.1.7.1.3.5. Would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law (5 U.S.C. 552(b)(7)(E)) (reference (a)).

C3.2.1.7.1.3.6. Could reasonably be expected to endanger the life or physical safety of any individual (5 U.S.C. 552(b)(7)(F)) (reference (a)).

C3.2.1.7.2. Some examples of Exemption 7 are:

C3.2.1.7.2.1. Statements of witnesses and other material developed during the course of the investigation and all materials prepared in connection with related Government litigation or adjudicative proceedings.

C3.2.1.7.2.2. The identity of firms or individuals being investigated for alleged irregularities involving contracting with the Department of Defense when no indictment has been obtained nor any civil action filed against them by the United States.

C3.2.1.7.2.3. Information obtained in confidence, expressed or implied, in the course of a criminal investigation by a criminal law enforcement Agency or office within a DoD Component, or a lawful national security intelligence investigation conducted by an authorized Agency or office within a DoD Component. National security intelligence investigations include background security investigations and those investigations conducted for the purpose of obtaining affirmative or counterintelligence information.

C3.2.1.7.3. The right of individual litigants to investigative records currently available by law (such as, the Jencks Act, 18 U.S.C. 3500, (reference (w))) is not diminished.

C3.2.1.7.4. Exclusions. Excluded from the above exemption are the below two situations applicable to the Department of Defense. (Components considering invoking an exclusion should first consult with the Department of Justice, Office of Information and Privacy.)

C3.2.1.7.4.1. Whenever a request is made that involves access to records or information compiled for law enforcement purposes, and the investigation or proceeding involves a possible violation of criminal law where there is reason to believe that the subject of the investigation or proceeding is unaware of its pendency,

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and the disclosure of the existence of the records could reasonably be expected to interfere with enforcement proceedings, Components may, during only such times as that circumstance continues, treat the records or information as not subject to the FOIA. In such situation, the response to the requester will state that no records were found.

C3.2.1.7.4.2. Whenever informant records maintained by a criminal law enforcement organization within a DoD Component under the informant's name or personal identifier are requested by a third party using the informant's name or personal identifier, the Component may treat the records as not subject to the FOIA, unless the informant's status as an informant has been officially confirmed. If it is determined that the records are not subject to 5 U.S.C. 552(b)(7) (reference (a)), the response to the requester will state that no records were found.

C3.2.1.8. Number 8. (5 U.S.C. 552 (b)(8)) (reference (a)). Those contained in or related to examination, operation or condition reports prepared by, on behalf of, or for the use of any Agency responsible for the regulation or supervision of financial institutions.

C3.2.1.9. Number 9. (5 U.S.C. 552 (b)(9)) (reference (a)). Those containing geological and geophysical information and data (including maps) concerning wells.

"refusal to confirm or deny" response must be used consistently, not only when a record exists, but also when a record does not exist. Otherwise, the pattern of using a "no record" response when a record does not exist, and a "refusal to confirm or deny" when a record does exist will itself disclose national security information.

C3.2.1.1.2. Compilations of items of information that are individually unclassified may be classified if the compiled information reveals additional association or relationship that meets the standard for classification under an existing executive order for classification and DoD 5200.1-R (reference (g)), and is not otherwise revealed in the individual items of information.

C3.2.1.2. Number 2. (5 U.S.C. 552 (b)(2)) (reference (a)). Those related solely to the internal personnel rules and practices of the Department of Defense or any of its Components. This exemption is **entirely discretionary**. This exemption has two profiles, **high (b)(2)** and **low (b)(2)**. Paragraph C3.2.1.2.2., below, contains a brief discussion on the low (b)(2) profile; however, that discussion is for information purposes only. When only a minimum Government interest would be affected (administrative burden), there is a great potential for discretionary disclosure of the information. Consequently, DoD Components shall **not invoke** the low (b)(2) profile.

C3.2.1.2.1. Records qualifying under high (b)(2) are those containing or constituting statutes, rules, regulations, orders, manuals, directives, instructions, and security classification guides, the release of which would allow circumvention of these records thereby substantially hindering the effective performance of a significant function of the Department of Defense. Examples include:

C3.2.1.2.1.1. Those operating rules, guidelines, and manuals for DoD investigators, inspectors, auditors, or examiners that must remain privileged in order for the DoD Component to fulfill a legal requirement.

C3.2.1.2.1.2. Personnel and other administrative matters, such as examination questions and answers used in training courses or in the determination of the qualifications of candidates for employment, entrance on duty, advancement, or promotion.

C3.2.1.2.1.3. Computer software, the release of which would allow circumvention of a statute or DoD rules, Regulations, orders, Manuals, Directives, or Instructions. In this situation, the use of the software must be closely examined to ensure a circumvention possibility exists.

C4. CHAPTER 4  
FOR OFFICIAL USE ONLY

C4.1. GENERAL PROVISIONS

C4.1.1. General. Information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more FOIA Exemptions 2 through 9 (see Chapter C3.) shall be considered as being for official use only (FOUO). No other material shall be considered FOUO and FOUO is not authorized as an anemic form of classification to protect national security interests. Additional information on FOUO and other controlled, unclassified information may be found in reference (g) or by contacting the Directorate for Security, Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence).

C4.1.2. Prior FOUO Application. The prior application of FOUO markings is not a conclusive basis for withholding a record that is requested under the FOIA. When such a record is requested, the information in it shall be evaluated to determine whether disclosure would result in a foreseeable harm to an interest protected by one or more FOIA Exemptions 2 through 9. Even if any exemptions apply, the record shall be released as a discretionary matter when it is determined that there is no foreseeable harm to an interest protected by the exemptions.

C4.1.3. Historical Papers. Records such as notes, working papers, and drafts retained as historical evidence of DoD Component actions enjoy no special status apart from the exemptions under the FOIA (reference (a)).

C4.1.4. Time to Mark Records. The marking of records at the time of their creation provides notice of FOUO content and facilitates review when a record is requested under the FOIA. Records requested under the FOIA that do not bear such markings shall not be assumed to be releasable without examination for the presence of information that requires continued protection and qualifies as exempt from public release.

C4.1.5. Distribution Statement. Information in a technical document that requires a distribution statement pursuant to DoD Directive 5230.24 (reference (x)) shall bear that statement and may be marked FOUO, as appropriate.

## C4.2. MARKINGS

### C4.2.1. Location of Markings.

C4.2.1.1. An unclassified document containing FOUO information shall be marked "For Official Use Only" at the bottom on the outside of the front cover (if any), on each page containing FOUO information, and on the outside of the back cover (if any). *Each paragraph containing FOUO information shall be marked as such.*

C4.2.1.2. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate.

C4.2.1.3. Within a classified document, an individual page that contains FOUO information but no classified information shall be marked "For Official Use Only" at the top and bottom of the page, *as well as each paragraph that contains FOUO information.*

C4.2.1.4. Other records, such as photographs, films, tapes, or slides, shall be marked "For Official Use Only" or "FOUO" in a manner that ensures that a recipient or viewer is aware of the status of the information therein.

C4.2.1.5. FOUO material transmitted outside the Department of Defense requires application of an expanded marking to explain the significance of the FOUO marking. This may be accomplished by typing or stamping the following statement on the record prior to transfer:

This document contains information  
EXEMPT FROM MANDATORY DISCLOSURE  
under the FOIA. Exemption(s) . . . . . applies/apply.

## C4.3. DISSEMINATION AND TRANSMISSION

C4.3.1. Release and Transmission Procedures. Until FOUO status is terminated, the release and transmission instructions that follow apply:

C4.3.1.1. FOUO information may be disseminated within DoD Components and between officials of DoD Components and DoD contractors, consultants, and grantees to conduct official business for the Department of Defense. Recipients shall be made aware of the status of such information, and transmission shall be by means that preclude unauthorized public disclosure. Transmittal documents shall call attention to the presence of FOUO attachments.

C4.3.1.2. DoD holders of FOUO information are authorized to convey such information to officials in other Departments and Agencies of the Executive and Judicial Branches to fulfill a Government function, except to the extent prohibited by the Privacy Act. Records thus transmitted shall be marked "For Official Use Only," and the recipient shall be advised that the information may qualify for exemption from public disclosure, pursuant to the FOIA, and that special handling instructions do or do not apply.

C4.3.1.3. Release of FOUO information to Members of Congress is governed by DoD Directive 5400.4 (reference (y)). Release to the GAO is governed by DoD Directive 7650.1 (reference (z)). Records released to the Congress or GAO should be reviewed to determine whether the information warrants FOUO status. If not, prior FOUO markings shall be removed or effaced. If withholding criteria are met, the records shall be marked FOUO and the recipient provided an explanation for such exemption and marking. Alternatively, the recipient may be requested, without marking the record, to protect against its public disclosure for reasons that are explained.

C4.3.2. Transporting FOUO Information. Records containing FOUO information shall be transported in a manner that prevents disclosure of the contents. When not commingled with classified information, FOUO information may be sent via first-class mail or parcel post. Bulky shipments, such as distributions of FOUO Directives or testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail.

C4.3.3. Electronically and Facsimile Transmitted Messages. Each part of electronically and facsimile transmitted messages containing FOUO information shall be marked appropriately. Unclassified messages containing FOUO information shall contain the abbreviation "FOUO" before the beginning of the text. Such messages and facsimiles shall be transmitted in accordance with communications security procedures whenever practicable.

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accordance with the disposal standards established under 44 U.S.C. 3301-3314  
(reference (ab)), as implemented by DoD Component instructions concerning records

CONTINUE FROM PREVIOUS PAGE 02

accordance with the disposal standards established under 44 U.S.C. 3301-3314 (reference (ab)), as implemented by DoD Component instructions concerning records disposal.

C4.5.3. Unauthorized Disclosure. The unauthorized disclosure of FOUO records does not constitute an unauthorized disclosure of DoD information classified for security purposes. Appropriate administrative action shall be taken, however, to fix responsibility for unauthorized disclosure whenever feasible, and appropriate disciplinary action shall be taken against those responsible. Unauthorized disclosure of FOUO information that is protected by the Privacy Act (reference (d)) may also result in civil and criminal sanctions against responsible persons. The DoD Component that originated the FOUO information shall be informed of its unauthorized disclosure.

#### C4.4. SAFEGUARDING FOUO INFORMATION

C4.4.1. During Duty Hours. During normal working hours, records determined to be FOUO shall be placed in an out-of-sight location if the work area is accessible to non-government personnel.

C4.4.2. During Nonduty Hours. At the close of business, FOUO records shall be stored so as to prevent unauthorized access. Filing such material with other unclassified records in unlocked files or desks, etc., is adequate when normal U.S. Government or Government-contractor internal building security is provided during nonduty hours. When such internal security control is not exercised, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked receptacles such as file cabinets, desks, or bookcases. FOUO records that are subject to the provisions of the National Security Act of 1959 (reference (aa)) shall meet the safeguards outlined for that group of records.

#### C4.5. TERMINATION, DISPOSAL AND UNAUTHORIZED DISCLOSURES

C4.5.1. Termination. The originator or other competent authority; e.g., initial denial and appellate authorities, shall terminate "For Official Use Only" markings or status when circumstances indicate that the information no longer requires protection from public disclosure. When FOUO status is terminated, all known holders shall be notified, to the extent practical. Upon notification, holders shall efface or remove the "For Official Use Only" markings, but records in file or storage need not be retrieved solely for that purpose.

##### C4.5.2. Disposal.

C4.5.2.1. Nonrecord copies of FOUO materials may be destroyed by tearing each copy into pieces to prevent reconstructing, and placing them in regular trash containers. When local circumstances or experience indicates that this destruction method is not sufficiently protective of FOUO information, local authorities may direct other methods but must give due consideration to the additional expense balanced against the degree of sensitivity of the type of FOUO information contained in the records.

C4.5.2.2. Record copies of FOUO documents shall be disposed of in

accordance with the disposal standards established under 44 U.S.C. 3301-3314 (reference (ab)), as implemented by DoD Component instructions concerning records disposal.

C4.5.3. Unauthorized Disclosure. The unauthorized disclosure of FOUO records does not constitute an unauthorized disclosure of DoD information classified for security purposes. Appropriate administrative action shall be taken, however, to fix responsibility for unauthorized disclosure whenever feasible, and appropriate disciplinary action shall be taken against those responsible. Unauthorized disclosure of FOUO information that is protected by the Privacy Act (reference (d)) may also result in civil and criminal sanctions against responsible persons. The DoD Component that originated the FOUO information shall be informed of its unauthorized disclosure.

OPERATIONS SECURITY (OPSEC) STATEMENT OF WORK (SOW)  
for INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) 3.3 CONTRACT

General Task 7.4.1 OPERATIONS SECURITY (OPSEC) Program

The OPSEC program to be furnished under this item will be furnished pursuant to the requirements herein:

(1) The contractor is required to provide 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 (NISPOM). The concept of OPSEC is provided in National Security Decision Directive (NSDD) 298 of 22 January 1988, and OPNAVINST 3432.1. The contractor will apply the framework for telecommunications security in Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.239-7016, as appropriate. The contractor will apply and use Distribution Statements following the provisions of Exhibit 8A, SECNAVINST 5510.36. In order to meet this requirement, the contractor shall develop, implement and maintain a facility level OPSEC program following Exhibit A, Item A001, DD Form 1423 (Aug 96), Contract Data Requirements List (to be furnished to the contractor by the government with the first delivery order placed under this agreement), to protect classified and sensitive information to be held, provided, used, handled, discussed, processed, 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 only one draft OPSEC plan, applicable collectively to this agreement and to each delivery order placed hereunder, within 90 days of receiving the first delivery order. The contractor will submit the draft document to the government (AIR-7.4.4) for approval.

(2) The contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.