

FOIA Electronic Reading Room Document Coversheet

Document Description: Contract N68936-00-D-0022 Delivery Order 0030

This document has been released in its entirety.

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- Exemption (b)(1) Information excised is properly and currently classified in the interest of national defense or foreign policy
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- Exemption (b)(4) Information excised is commercial or financial information received from outside the Government and is likely to cause substantial harm to the competitive position of the source providing the information.
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- Exemption (b)(8) Information excised is records for the use of any agency responsible for the regulation or supervision of financial institutions
- Exemption (6)(9) Information excised is records containing geological and geophysical information (including maps) concerning wells.

Please direct inquiries regarding this document to:
Naval Air Warfare Center Weapons Division
Code K00000D (FOIA)
1 Administration Circle Stop 1009
China Lake, CA 93555-6100.

ORDER FOR SUPPLIES OR SERVICES

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1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-00-D-0022	2. DELIVERY ORDER/ CALL NO. 0030	3. DATE OF ORDER/ CALL 2003Oct01	4. REQ/ PURCH. REQUEST NO. 0010069701	5. PRIORITY
6. ISSUED BY CDR NAWCWD CODE 210000D ATTN: L. ALDRIDGE (760) 939-2799 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108		7. ADMINISTERED BY SEE ITEM 6		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)

9. CONTRACTOR EER SYSTEMS INC CHUCK FARIS 3750 CENTERVIEW DRIVE CHANTILLY VA 20151	CODE 7Z726	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - CLEVELAND CENTER & OPLOCS SAN DIEGO 4181 RUFFIN ROAD SAN DIEGO CA 92123-1819	CODE N68688	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

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

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle	24. UNITED STATES OF AMERICA <i>Doreen Robbins</i> BY: DOREEN F. ROBBINS CONTRACTING / ORDERING OFFICER	25. TOTAL	\$1,274,598.14
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26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	27. SHIP NO.	28. DO VOUCHER NO.	30. INITIALS		
DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER	
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
0001		24,560.00	Labor Hours		\$	\$ NTE
	F/A-18 Config Mgmt, Data Mgmt, DB Support Services					
	CPAF - In accordance with SOW entitled "F/A-18 Config Mgmt, Data Mgmt, DB Support" dated 8-20-03, and incorporated in this task order. Performance under this CLIN runs from 10-1-03 through 9-30-04. This task order is severable.					
	PURCHASE REQUEST NUMBER 0010069701					

ESTIMATED COST	\$843,588.46
BASE FEE	\$0.00
SUBTOTAL EST COST + BASE	\$843,588.46
MAX AWARD FEE	\$0.00
TOTAL EST COST + FEE	\$843,588.46
ACRN AA Funded Amount	\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
000101					\$	\$
	For Navy Accounting Purposes Only					
	CPAF					
	PURCHASE REQUEST NUMBER 0010069701					

ESTIMATED COST	\$
BASE FEE	\$
SUBTOTAL EST COST + BASE	\$
MAX AWARD FEE	\$
TOTAL EST COST + FEE	\$
ACRN AA Funded Amount	\$41,932.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	For Navy Accounting Purposes Only				\$
	CPAF				\$
	PURCHASE REQUEST NUMBER 0010069701				

ESTIMATED COST	\$
BASE FEE	\$
SUBTOTAL EST COST + BASE	\$
MAX AWARD FEE	\$
TOTAL EST COST + FEE	\$
ACRN AB Funded Amount	\$76,572.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	F/A-18 Config Mgmt, Data Mgmt, DB Support Services	12,280.00	Labor Hours		\$ NTE
	CPAF - In accordance with SOW entitled "F/A-18 Config Mgmt, Data Mgmt, DB Support" dated 8-20-03, and incorporated in this task order. Performance under this CLIN runs from 10-1-04 through 3-31-05. This task order is severable.				
	PURCHASE REQUEST NUMBER 0010069701				

ESTIMATED COST	\$431,007.68
BASE FEE	\$0.00
SUBTOTAL EST COST + BASE	\$431,007.68
MAX AWARD FEE	\$0.00
TOTAL EST COST + FEE	\$431,007.68

2.2 OTHER DOCUMENTS, DRAWINGS, AND PUBLICATIONS:

Request the latest (or applicable) version of reference documents in this Section from the Government's Technical Assistant (TA, see ref. 2.2(u))

- a) Software Configuration Management Plan for the F/A-18 WSSA
- b) Desktop Manual for F/A-18 SAR/STR and TP/TEX Configuration Management
- c) F/A-18 Metrics Database User's Manual
- d) F/A-18 WSSA Management Review Guide
- e) Design Agent User's Manual for the OFP Project Status (OPS) Information System
- f) Project Engineer User's Manual for the OFP Project Status (OPS) Information System
- g) Program Office Data Maintenance User's Manual for the OFP Project Status (OPS) Information System
- h) Test Extension (TEX) Project Engineer's User's Manual
- i) Test Extension (TEX) Data Manager User's Manual
- j) Test Extension (TEX) Test Engineer User's Manual
- k) Test Extension (TEX) View and Report User's Manual
- l) Test Extension (TEX) Data Maintenance User's Manual
- m) F/A-18 Resource Access Management Procedures (RAMP) Manual
- n) F/A-18 Data Manager's Manual
- o) System Deliverable Process Paper
- p) F/A-18 Software Flight Clearance Process
- q) F/A-18 Configuration Management (CM) Procedures Manual
- r) F/A-18 AWL Management and Systems Engineering Process Manual
- s) System Life Cycle Plan for the F/A-18 Aircraft, F/A-18 IPT, NAWCD TS97-24
- t) Capability Maturity Model – Integrated, Systems/Software Engineering (CMMI - SE/SW)
- u) Government Points of Contact, N68936-00-D-0022
- v) AWL Acronym List

REQUIREMENTS:

3.1 GENERAL:

- 3.1.1 Work Environment -- The Contractor shall perform assigned tasking as a member of an integrated Government / Contractor Team, using established Government work processes. The potential Contractor tasking defined herein will require the assigned Contractor personnel to be familiar with and to utilize the computer systems, databases, libraries, and Configuration Management systems existing on-site at the NAWCWD, China Lake, CA that are the subject of this Task Order. The tasking will require frequent and in-depth interface with other on-site Team Members (both Government and other contractors).
- 3.1.2 Work Task Initiation -- Except as may be specified otherwise below, the default method of task initiation within this Statement of Work (SOW) shall be via the Contractor's Task Order Task Leader's (TL) "in-basket" or electronic message to the TL. All such tasking will be within the work task definitions defined within this SOW. Required milestones (including delivery date(s)) and deliverables (within the scope of this SOW) will be indicated, where appropriate, within each tasking document.
- 3.1.3 "Team" meetings -- The Contractor's Task Leader (TL) shall attend and actively participate in weekly "Team" status and technical interchange meetings with the Government's Technical Assistant (TA, see

ref. 2.2(u)) and other members of the AWL to discuss schedules, tasking, priorities, and the status of assigned action actions. The time and place of these regular meetings is available from the TA and/or on-line.

- 3.1.4 Soft Copy Deliverables -- Except as specified otherwise within the specific CDRL documents, soft copies of all deliverables (defined in following SOW Sections) to the F/A-18 Software Support Library shall be delivered electronically in a format to be negotiated between the TA and TL.
- 3.1.5 QA Review and Audits -- The contractor will be subject to reviews and audits conducted by the F/A-18 Quality Assurance (QA) Team to ensure that the Contractor's work processes are in compliance to written procedures (as defined within following SOW Sections). The contractor will be notified by the Government in advance of such audits and a schedule will be negotiated between the TA and TL.
- 3.1.6 F/A-18 Server Access -- The F/A-18 Program includes a large number of dynamic Special Projects, "Blocks", and "Acquisition" programs. The Contractor will be provided access to the F/A-18 server in order to facilitate prompt on-line access to pertinent data such as schedules, milestones, meeting schedules and locations, and in order to monitor for changes to this data.
- 3.1.7 SEI Assessment Support -- The Contractor shall participate in process development and training, and identify potential improvements in system and software product and tasking processes. These activities shall meet the intent of the F/A-18 AWL management's thrust to prepare the entire organization for Software Engineering Institute (SEI) assessments (refs. 2.2(s) & (t)).

3.2 CONFIGURATION MANAGEMENT:

The Contractor shall perform the Configuration Management (CM) tasks defined in Sections 3.2.1 and 3.2.2 for maintaining F/A-18 configuration items, including FMS support, in accordance with the Software Configuration Management Plan for the F/A-18 WSSA (ref. 2.2(a)).

3.2.1 System Anomaly Reports (SARs), System Trouble Reports (STRs), and Test Extension (TEXs) Configuration Management.

- 3.2.1.1 During the period of performance (PoP) of this Task Order (TO), the Contractor shall observe the current work processes related to this TO as compared to ref. 2.2(b). The Contractor shall inform the Government's TA (see ref. 2.2(u)) of observed processes differing from reference 2.2(b) via EMail or verbally during other discussions with the TA. The Contractor shall update the existing Desktop Manual for F/A-18 SAR/STR and TP/TEX CM (ref. 2.2(b)) quarterly to reflect approved process changes provided to the Contractor from the TA via EMail (CDRL B001).
- 3.2.1.2 The Contractor shall monitor the Operational Flight Program (OFP) Project Status (OPS) Database each work day and review all new SARs, STRs, and TEXs data entered in the OPS Database and verify that all metric fields are completed (per the processes of ref. 2.2(b)). Missing or incorrect entries shall be filled in from the Contractor's "expert" knowledge or by contacting the originator of the document for the missing/erroneous data.
It is projected that approximately 3,000 SARs, STRs, or TEXs will be updated per month.
- 3.2.1.3 The Contractor shall assemble and distribute Developmental Change Review Board (DCRB) SAR/STR packages (CDRL B002) for all F/A-18 SCS developments. The "assemble and distribute" responsibility shall include verification of contents for completeness (i.e., check page content, page count, function breakdown, etc.) and ensure that packages are distributed to DCRB attendees prior to the weekly scheduled meetings (per the processes of ref. 2.2(b)). The distribution list will be provided by the Government's Technical Assistant during the first work coordination meeting. DCRB membership changes periodically. The TA will advise the Contractor of changes

to the DCRB membership by a note in the Contractor Task Leader's (TL's) "in-box" or electronic message.

This task is accomplished weekly for approximately 11 SCS developments. This task will be accomplished approximately 550 times per year.

- 3.2.1.4 The Contractor shall attend the Software Change Review Board (SCRB) and local DCRB weekly meetings for each currently supported SCS and OFP to record changes to the status of SARs/STRs, ensuring metrics are collected for each SAR/STR (per the processes of ref. 2.2(b)). The location of the Meeting Schedule will be provided by the TA during the first work coordination meeting. The Contractor shall update (i.e., add new records, populate fields, etc.) the OPS/TEX database (per the processes of ref. 2.2(b)) with the new metrics information gathered from the SCR/DCRB meetings within two (2) working days after each meeting.

This task will be accomplished approximately 600 times per year.

This task may require non-local domestic travel to attend SCR/DCRB meetings.

- 3.2.1.5 The Contractor shall prepare Metrics Reports (CDRL B003) weekly for each SCS in development in accordance with the F/A-18 Metrics Database User's Manual (ref. 2.2(c)), compiled from data gathered from the OPS/TEX database, flight schedule database, and lab schedule reports.

Approximately 250 individual reports are prepared weekly for consolidation into the weekly Metrics Report. These consolidated weekly Reports will be generated approximately 50 times per year.

- 3.2.1.6 During the PoP of this TO, the Contractor shall observe the current work processes related to this TO as compared to ref. 2.2(c). The Contractor shall inform the Government's TA (see ref. 2.2(u)) of observed processes differing from reference 2.2(c) via EMail or verbally during other discussions with the TA. The Contractor shall update the existing F/A-18 Metrics Database User's Manual (ref. 2.2(c)) quarterly to reflect approved process changes per "red line" change pages submitted electronically or deposited in the TL's "in-box" by the TA (CDRL B004).

- 3.2.1.7 The Contractor shall prepare SAR/STR/TEX Metrics and Impact Assessment Status Reports (CDRL B005) for System Integration and Test Readiness Review (SITRR), System Qualification Review (SQR), Release Review (RR), and Operational Test Readiness Review (OTRR) meetings in accordance with the F/A-18 WSSA Management Review Guide (ref. 2.2(d)). The Contractor shall electronically deliver SITRR, SQR, and RR Reports (CDRL B005) to the F/A-18 Configuration Manager (CMgr) and SCS Block Manager 3 days prior to each scheduled Review. The Review schedule is available "on-line" or can be obtained from the TA.

This task will be accomplished approximately 15 times per year.

- 3.2.1.8 The Contractor shall provide Ad Hoc Reports (database printouts, CDRL B006) from the OPS/TEX database in accordance with OPS User's Manuals (references 2.2(e) through (l)) and in response to Report Requests deposited in the TL's "in-box" or transmitted to the TL by electronic message.

This task will be accomplished approximately 50 times a week.

- 3.2.1.9 The Contractor shall generate a weekly Report for each supported SCS, in accordance with the Desktop Manual for F/A-18 SAR/STR and TP/TEX Configuration Management (ref. 2.2(b)), of SARs/STRs from the OPS/TEX database that recommends closure of SARs/STRs for each SCS and OFP development (CDRL B007).

This task will be accomplished approximately 550 times per year.

3.2.1.10 The Contractor shall perform a traceability audit in accordance with ref. 2.2(a) and list discrepancies between the SCS Functional Requirements Documents (FRDs), approved STRs, and OPS. This shall be accomplished by ensuring all NAVAIR approved STRs are referenced in the FRD, and FRD paragraph numbers are referenced in OPS, and provide a Report (CDRL B008) to the F/A-18 CMgr and OFP Block Manager prior to the System Concept Review (SCR), SITRR, SQR, and RR meetings. For key milestones, each Report shall be delivered not less than 2 working days prior to a SCR, SITRR, SQR, or RR meeting. The Review schedule is available "on line" or can be obtained from the TA.

This task will be accomplished approximately 4 times for each OFP development (approximately 12 times per year).

3.2.1.11 The Contractor shall update (i.e., data entry into appropriate fields, etc.) the OPS/TEX database with the calculated lab/ground/flight test point hours for the required activity, using data obtained from test engineers or Test Integration Plans (TIP).

This task will be required approximately 15 times per year.

3.2.1.12 The Contractor shall update (data imported from other databases) the F/A-18 Metrics Database weekly with data from SCS and OFP metric collection activity in accordance with ref. 2.2(c) for each SCS and OFP development.

3.2.1.13 The Contractor shall update (data entry or data importation from other sources) the F/A-18 Comparable Base Estimate/Impact Assessment (CBE/IA) Status Database with data supplied from each SCS Block Manager on a weekly basis for each SCS in development. Updated records shall be provided to the F/A-18 AWL Chief Financial Officer (CFO) and Block Managers in accordance with ref. 2.2(q) (CDRL B009).

This task will be required approximately 50 times per year.

3.2.1.14 The Contractor shall attend the Risk Review meetings for identified SCSs and OFPs to record changes to the status of risk items, ensuring metrics are collected for each risk (per the processes of ref. 2.2(q)). The location of the meetings may be obtained from the on-line Meeting Schedule.

The Contractor shall, if tasked as a documented meeting Action Item, update (i.e., add new records, populate fields, etc.) the Risk Database with the new metrics information gathered from the Risk meetings within two (2) working days after each meeting in accordance with ref. 2.2(q).

The Contractor shall, if tasked as a documented meeting Action Item, also update the Risk Database as a result of information supplied after each milestone review meeting.

The Contractor shall perform an audit and list discrepancies between the Risk Database and milestone review data and document the discrepancies in a Risk Management Audit Report (CDRL B00A), to be delivered to the F/A-18 CMgr and the applicable SCS Block Managers.

This task may be required approximately 50 times per year.

3.2.1.15 The Contractor shall track, in accordance with ref. 2.2(q), software process and/or metrics of physical memory usage, throughput, and mux bus traffic for the processors identified by the F/A-18 CMgr. The Contractor will gather historical data and input the information into the tracking system. The Contractor shall electronically deliver Software Processor Metrics Reports (CDRL B00B) to the F/A-18 CMgr and the applicable SCS Block Manager 3 days prior to each identified milestone review. The Review schedule is available "on-line" or can be obtained from the TA.

This task will be required approximately 10 times per year.

3.2.1.16 During the PoP of this TO, the Contractor shall observe the current work processes related to this TO as compared to ref. 2.2(q). The Contractor shall inform the Government's TA

(see ref. 2.2(u)) of observed processes differing from reference 2.2(q) via EMail or verbally during other discussions with the TA. The Contractor shall update the existing F/A-18 CM Procedures Manual (ref. 2.2(q)) quarterly to reflect approved process changes (CDRL B00C) per "red line" change pages either deposited in the TL's "in-box" or mailed electronically to the TL by the TA.

3.2.2 General Configuration Management Tasks

3.2.2.1 The Contractor shall update, in accordance with reference 2.2(p), the F/A-18 software baseline Test Sets, within the Software Flight Clearance Database, based on data contained in the System Deliverable Form (SDF), Systems Deliverable Database, and "change data" deposited in the TL's "in-box" or sent to the TL electronically.

This task will be accomplished approximately 3 times per week.

3.2.2.2 The Contractor shall update the F/A-18 Software Flight Clearance Process document (ref. 2.2(p)) quarterly (CDRL B00D) to document and reflect current processes per "red line" change pages either deposited in the TL's "in-box" or sent electronically by the TA to the Contractor's TL.

3.2.2.3 The Contractor shall develop and process for approval, in accordance with reference 2.2(p), Software Flight clearances (SFCs) (CDRL B00E) in response to SFC Requests deposited in the TL's "in-box" or sent to the TL electronically. SFCs shall be based on data contained in the System Deliverable Form (SDF) and System Deliverable Database, F/A-18 OFP Test Sets, and "change Data" deposited in the TL's "in-box" or sent to the TL electronically. The Contractor shall maintain records of all SFCs processed.

Once each calendar quarter, the Contractor shall review all approved SFCs to determine the applicability of existing SFCs. The Contractor shall cancel or expire SFCs in accordance with ref. 2.2(p). The Contractor will recommend extension of SFCs based on the "expert" knowledge of the Contractor, and information supplied by Test and Evaluation Management and SCS Block Manager. The contractor shall extend SFCs in accordance with Government approval documentation.

It is anticipated that approximately 5 SFCs will be created a week.

3.2.2.4 The Contractor shall generate Certification Letters (CDRL B00F), in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)), identifying configuration items in use by the F/A-18 AWL, and any special notes or cautions that outside organizations should be aware of during the performance of flight testing. Requests for SCS/OFP Certification Letter generation will be transmitted to the Contractor via electronic messages or deposited in the TL's "in-box". Certification Letters will be based on the "expert" knowledge of the Contractor, and reviewed by Test and Evaluation (T&E) Management and SCS Block Manager prior to distribution in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).

It is anticipated that approximately 3 Certification Letters will be created each week.

3.2.2.5 During the PoP of this TO, the Contractor shall maintain a continuing awareness of new techniques and technology for electronic data management, library operations, metrics data collection/reporting, and risk management/reporting. Possible sources of information include: magazines, Internet, seminars, libraries, etc. The Contractor shall evaluate new technology/techniques and generate a Quarterly Report (CDRL B00G) identifying the advantages and disadvantages of each technique or technology evaluated.

Non-local domestic travel may be required to attend training Seminar(s).

3.2.2.6 The Contractor shall perform F/A-18 Computer Software Resources CM tasks in accordance with the F/A-18 Resource Access Management Procedures (ref. 2.2(m)). The Contractor shall deliver a monthly OPS Database Status Report (CDRL B00H) showing name, Government code number, sponsor, and access of personnel with current F/A-18 OPS authorization, and a Software Support

Library (SSL) Status Report (CDRL **B00J**) showing name, Government code number, sponsor, and access of personnel with current F/A-18 SSL authorization.

3.2.2.6.1 During the period of performance (PoP) of this Task Order (TO), the Contractor shall observe the current work processes related to this TO as compared to the F/A-18 Resource Access Management Procedures (ref. 2.2(m)). The Contractor shall inform the Government's TA (see ref. 2.2(u)) of observed processes differing from reference 2.2(m) via EMail or verbally during other discussions with the TA. The Contractor shall perform a quarterly update to reference 2.2(m) to reflect approved process changes (per "red line" change pages deposited in the TL's "in-box" or sent to the TL electronically by the TA) (CDRL **B00K**).

3.2.2.7 The Contractor shall update the F/A-18 Flight Tape Access Database in accordance with F/A-18 Resource Access Management Procedures (ref. 2.2(m)).

After each database update, the Contractor will provide a revised access list showing names, Government code number, sponsor, and access of personnel (CDRL **B00L**) to F/A-18 Flight Test Scheduling, Flight Test Data Center at the Range Control Center, and the F/A-18 CMgr.

This task will be required approximately 20 times per year.

3.2.2.8 The Contractor shall update the F/A-18 IPT Fileserver Access Database in accordance with F/A-18 Resource Access Management Procedures (ref. 2.2(m)). The number of file servers and level of tracking required will be provided by the TA during the first work coordination meeting. The Contractor shall generate a monthly Report identifying the names or authorized personnel and fileserver access areas (CDRL **B00M**).

Approximately 150 personnel access updates will be required per year.

3.3 DATA MANAGEMENT:

The Contractor shall provide Data Management (DM) of incoming and outgoing F/A-18 technical data (including FMS support), as defined by Sections 3.2.1 - 3.2.12, in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).

3.3.1 During the period of performance (PoP) of this Task Order (TO), the Contractor shall observe the current work processes related to this TO as compared to the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)). The Contractor shall inform the Government's TA (see ref. 2.2(u)) of observed processes differing from reference 2.2(n) via EMail or verbally during other discussions with the TA. The Contractor shall perform a quarterly update to reference 2.2(n) to reflect approved process changes (per "red line" change pages deposited in the TL's "in-box" or sent electronically to the TL by the TA) (CDRL **B00N**).

3.3.2 The Contractor shall update the Contractual Documentation Database (per "red line" change pages deposited in the TL's "in-box" or sent electronically to the TL by the TA) and track (document the status of) the review of all F/A-18 technical and contractual documentation deliverables under NAVAIR/NAWC contracts with Boeing Aircraft and Missile Systems (A&MS) into the existing database in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).

It is projected that approximately 15 document updates will be required per week.

3.3.3 The Contractor shall download Boeing A&MS data items via CITIS and enter them into existing databases in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).

It is projected that 10 CITIS downloads will be performed each week.

3.3.4 The Contractor shall modify (i.e., populate fields, add new records, etc.) the existing F/A-18 CDRL Tracking Databases weekly in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).

- 3.3.5 The Contractor shall track Boeing A&MS Technical Directive Letters (TDLs) and Open Items in the existing database in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).
- 3.3.6 The Contractor shall produce a Monthly Summary Report of the Boeing A&MS CDRL Data Base (CDRL B00P) in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).
- 3.3.7 The Contractor shall process and track all F/A-18 documentation Software Anomaly Reports (DOC SARs) in the OPS database weekly and provide a monthly DOC SAR Summary Status Report (CDRL B00Q) in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).
- 3.3.8 The Contractor shall produce a Monthly Summary E/F Review Status Report (CDRL B00R) in a format approved by the E/F Block Managers in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).
- 3.3.9 The Contractor shall provide a weekly Open Item Report (CDRL B00S) to track the status of Software Support Library (SSL) data requests in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).
- 3.3.10 The Contractor shall process requests for OFP media Tape Transport Unit/Tape Transport Cartridges (TTU/TTCs), PCMCIA cards, and CDs received in the TL's "in-box" in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)). "Requests" may require the Contractor to distribute the media and associated documentation to the Fleet in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)).

It is projected that 300 requests will require processing per year.

- 3.3.11 The Contractor shall process and track System Deliverables (SD) in the SD Database in accordance with the System Deliverable Process Manual (ref. 2.2(o)).

During the period of performance (PoP) of this Task Order (TO), the Contractor shall observe the current work processes related to this TO as compared to the System Deliverables Process Manual (ref. 2.2(o)). The Contractor shall inform the Government's TA (see ref. 2.2(u)) of observed processes differing from reference 2.2(o) via EMail or verbally during other discussions with the TA. The Contractor shall update reference 2.2(o) quarterly (CDRL B00T) to reflect approved process changes (per "red line" change pages deposited in the TL's "in-box" or sent electronically by the TA).

It is anticipated that 300 requests will require processing each year.

- 3.3.12 The Contractor shall assemble needed Bluebook, Greybook, or Goldbook elements for compilation as a CD-ROM (CDRL B00U) for distribution in accordance with the F/A-18 Desktop Data Manager's Manual (ref. 2.2(n)). The Contractor shall work closely with the SCS Block Manager, Aircrew, Integrated Logistics Support (ILS), Technical Information Department (TID), and Chief Engineer to develop the CD-ROM for distribution. Typical elements gathered for the CD-ROM include Fleet, Aircrew, and Maintenance briefs, video, and Bluebook, Greybook or Goldbook. This assemblage is required two weeks before each Fleet release (see refs. 2.2(n) & (r)).

It is projected that 5 CD-ROM packages will be assembled per year.

3.4 MONTHLY PROGRESS / STATUS REPORT

The Contractor shall deliver a Monthly Progress/Status Report (CDRL B00V) no later than 9 working days after the close of each monthly accounting period. The Report shall include a summary of work performed for each task, problems encountered, problems solved, trips made, current schedules, and cost information. Cost information shall include monthly and cumulative funds/hours expended and a trend analysis graph depicting actual and planned expenditures. Tasking initiated by Technical Direction Letter (TDL) shall be documented. Additional information shall be provided as specified elsewhere in this Statement of Work.

Status Reports shall include an accounting of overtime authorized and worked for each Project and the associated task(s) (annotate SOW sub-section number authorizing the effort) for each month. "Roll up" (summarize) this monthly data into an accumulative accounting of overtime authorized/worked for each Project and the associated task.

TASK ORDER EVALUATION DATA

Contract Number: N68936-00-D-0022

TASK ORDER NUMBER: **0030**

AWARD FEE FACTORS

TECHNICAL (Quality of Products/Services delivered)

50 % weight OTHER _____ % (See COR for information)

CRITICAL FACTORS in the Technical area are: (List those factors/standards that will be considered in scoring this area)

General Factors:

1. Innovation demonstrated in performance that increases productivity will increase score.
2. Demonstrated Dedication to the Fleet will increase score.
3. Failure to comply with all SOW requirements will lower score
4. Contractor failure to proactively communicate to the Government's Technical Assistant regarding any technical problem area will lower score. There should be no "surprises".

SCHEDULE (Timeliness of delivery of products/services)

25 % weight OTHER _____ % (See COR for information)

CRITICAL FACTORS in the Schedule area are: (List those factors/standards that will be considered in scoring this area)

1. Products and/or services delivered on or ahead of agreed to schedules or requirements will increase score.
2. Delivery IAW an excessively aggressive schedule (if required by the Government) will increase score.
3. Contractor failure to proactively communicate to the Government's Technical Assistant any changes to delivery schedules will lower score.

COST (Cost & Resource Management)

25 % weight OTHER _____ % (See COR for information)

CRITICAL FACTORS in the Cost area are: (List those factors/standards that will be considered in scoring this area)

1. Contractor's costs are within 10% of expectations (accounting for effects caused by the Government).
2. Contractor Management demonstrated exceptional skill in reallocating resources (usually personnel) in response to changing conditions (usually schedule or priorities) caused by the Government will increase score.
3. The Government realized cost savings as a result of the Contractor's innovativeness or superior management initiative will increase score.

Technical Assistant: Judy Roberts

Date: 20-Aug-03

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA:	97X4930 NH2C 252 77777 0 054219 2F 000000	010303960030
AMOUNT:	\$41,932.00	

AB:	97X4930 NH2C 252 77777 0 054219 2F 000000	010301390030
AMOUNT:	\$76,572.00	

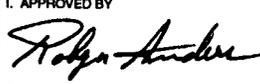
FUNDING	JOB ORDER NO	QUANTITY
ACRN: --		
AMOUNT:		

CLAUSES INCORPORATED BY REFERENCE:

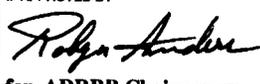
52.232-22	Limitation Of Funds	APR 1984
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CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Printing Contracting Officer for Contract/PR No. listed in Block E.						
A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC			
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.	
1. DATA ITEM NO. B003	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE Metrics Report			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.1.5		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY WEEKLY	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE		b. COPIES
16. REMARKS						
				see block 16		see
<p>See SOW Reference 2.2(u) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).</p> <p>blks 12, 13, & 14: Deliver electronic file copy only to the F/A-18 server prior to each Task Team meeting (specific point of contact available from the TA). Method of electronic file delivery to be negotiated between the TA and TL.</p>						
15. TOTAL →				see	blk	16
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20	

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC			
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.	
1. DATA ITEM NO. B008	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE Traceability Audit Report			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.1.10		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE		b. COPIES
16. REMARKS See SOW Reference 2.2(u) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)). blks 12 & 13: Reports shall be submitted not later than 2 working days prior to each SCR, SITRR, SQR, and RR meeting. blk 14: Deliver electronic file only to the TA and to the appropriate Block Manager (specific points of contact available for the TA). The method of electronic delivery shall be negotiated between the TA and the Contractor's Task Leader (TL).						
				see block 16		see
15. TOTAL →				see	blk	16
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20	

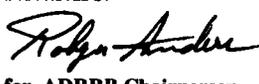
DD Form 1423-1, 1 Jun 9090

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC			
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.		
1. DATA ITEM NO. B009	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE F/A-18 Comparable Base Estimate/Impact Assessment Status Updated Records Package			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.1.13		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY WEEKLY	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE	b. COPIES		
				Draft	Final	
				Reg.	Repro.	
16. REMARKS			see block 16	see	blk	16
<p>See SOW Reference 2.2(u) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).</p> <p>blks 12 & 13: Submit electronic file only via EMail each Tuesday to the F/A-AWL Chief Financial Officer and Block Managers (specific points of contact available from the TA).</p>						
15. TOTAL →			see	blk	16	
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20	

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC					
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.				
1. DATA ITEM NO. B00B	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE F/A-18 Software Processor Metrics Report					
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.1.15		8. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))				
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION				
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE		b. COPIES		
16. REMARKS See SOW Reference 2.2(u) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)). blks 12 & 13: Submit Report 3 days prior to each identified milestone review meeting. blk 14: Distribute electronic file only to the TA and the applicable SCS Block Manager (specific points of contact available from the TA). The method of electronic delivery shall be negotiated between the TA and the Contractor's Task Leader (TL).								
				see block 16		see	blk	16
				15. TOTAL →				see
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20			

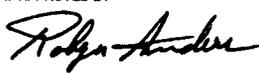
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: ADMN			
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.		
1. DATA ITEM NO. B00C	2. TITLE OF DATA ITEM REVISIONS TO EXISTING GOVERNMENT DOCUMENTS		3. SUBTITLE F/A-18 CM Procedures Manual (update)			
4. AUTHORITY (Data Acquisition Document No.) DI-ADMN-80925		5. CONTRACT REFERENCE TO SOW 3.2.1.16		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY QTRLY	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE	Draft	b. COPIES Final	
16. REMARKS	See block 16	see	blk	16		
<p>See SOW Reference 2.2(u) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing document</p> <p>blk 9: Distribution Statement: The Distribution Statement of the original document shall be retained.</p> <p>blks 12 & 13: Submit change pages or updated document not later than 15 Dec, 15 Mar, 15 Jun, and 15 Sep of the respective quarter.</p> <p>blk 14: Deliver paper copy on 3-hole paper to the TA (see SOW ref. 2.2(u)). Deliver electronic file copy to the Software Support Library (specific point of contact available from the TA). Method of electronic file delivery to be negotiated between the TA and TL.</p>						
15. TOTAL	see	blk	16			
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20	

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC				
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.			
1. DATA ITEM NO. B00E	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE Software Flight Clearance				
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.2.3		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))			
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE		b. COPIES	
16. REMARKS See SOW Reference 2.2(u) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)). blks 12 & 13: Submit in accordance with Task Order SOW Section 3.2.2.3. blk 14: Deliver paper copy to the Engineering Support Library. Deliver electronic file as directed by the SFC Request. Method of electronic file delivery to be negotiated between the TA and TL.				Draft	Final		
				see block 16	see	blk	16
				15. TOTAL →			
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20		

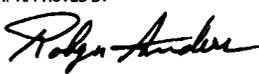
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030			B. EXHIBIT B		C. CATEGORY: TDP TM OTHER: MISC						
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support				E. CONTRACT/PR NO. N68936-00-D-0022			F. CONTRACTOR EER Systems, Inc.				
1. DATA ITEM NO. B00F		2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES					3. SUBTITLE Certification Letter				
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508				5. CONTRACT REFERENCE TO SOW 3.2.2.4			6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))				
7. DD 250 REQ NO		9. DIST STATEMENT REQUIRED See Block 16		10. FREQUENCY ASREQ		12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES			
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15. TOTAL →				see	blk	16					
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100				H. DATE 2003 JUL 31		I. APPROVED BY  for ADRRB Chairperson				J. DATE 2003 AUG 20	

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030			B. EXHIBIT B		C. CATEGORY: TDP TM OTHER: MISC						
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support				E. CONTRACT/PR NO. N68936-00-D-0022			F. CONTRACTOR EER Systems, Inc.				
1. DATA ITEM NO. B00G		2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES				3. SUBTITLE Quarterly Evaluation Report					
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508				5. CONTRACT REFERENCE TO SOW 3.2.2.5			6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))				
7. DD 250 REQ NO		9. DIST STATEMENT REQUIRED See Block 16		10. FREQUENCY QTRLY		12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES			
<p>10. REMARKS</p> <p>See SOW Reference 2.2(u) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).</p> <p>blks 12, 13, & 14: Submit electronic file as an EMail attachment not later than 15 Dec, 15 Mar, 15 Jun, and 15 Sep of the respective quarter.</p>						TA (see SOW ref. 2.2(u))		see	blk	16	
						15. TOTAL →					
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100				H. DATE 2003 JUL 31		I. APPROVED BY  for ADRRB Chairperson			J. DATE 2003 AUG 20		

DD Form 1423-1, 1 Jun 9090

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC				
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.		
1. DATA ITEM NO. B00J	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES			3. SUBTITLE SSL Status Report			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508			5. CONTRACT REFERENCE TO SOW 3.2.2.6		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE	b. COPIES		
				Draft	Final		
				Reg.	Repro.		
				TA (see SOW ref. 2.2(u))	see	blk	
						16	
16. REMARKS							
See SOW Reference 2.2(u) for all Government Points of Contact.							
blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).							
blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).							
blks 12, 13, & 14: Submit electronic file as an EMail attachment only not later than 10 working days after the end of each month.							
				15. TOTAL	see	blk	
						16	
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20		

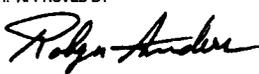
DD Form 1423-1, 1 Jun 9090

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: ADMN			
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.	
1. DATA ITEM NO. BOOK	2. TITLE OF DATA ITEM REVISIONS TO EXISTING GOVERNMENT DOCUMENTS			3. SUBTITLE F/A-18 Resource Access Management Procedures (update)		
4. AUTHORITY (Data Acquisition Document No.) DI-ADMN-80925			5. CONTRACT REFERENCE TO SOW 3.2.2.6.1		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))	
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY QTRLY	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION	
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE	b. COPIES	
				Draft	Final	
				Reg.	Repro.	
16. REMARKS				see block 16	see	blk 16
See SOW Reference 2.2(u) for all Government Points of Contact.						
blk 4: Tailor DID as follows: Format shall be consistent with existing document						
blk 9: Distribution Statement: The Distribution Statement of the original document shall be retained.						
blks 12 & 13: Submit change pages or updated document not later than 15 Dec, 15 Mar, 15 Jun, and 15 Sep of the respective quarter.						
blk 14: Deliver paper copy on 3-hole paper to the TA (see SOW ref. 2.2(u)). Deliver electronic file copy to the Software Support Library (specific point of contact available from the TA). Method of electronic file delivery to be negotiated between the TA and TL.						
				15. TOTAL	see	blk 16
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100			H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20

DD Form 1423-1, 1 Jun 9090

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC				
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support		E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.			
1. DATA ITEM NO. B00L	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES			3. SUBTITLE F/A-18 Flight Tape Access Report			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.2.7		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))			
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION			
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES	
					Draft	Final	
					Reg.	Repro.	
16. REMARKS					see block 16	16	
<p>See SOW Reference 2.2(u) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).</p> <p>blks 12 & 13: Submit Report within 5 working days after receipt of request.</p> <p>blk 14: Distribution shall be in accordance with Task Order Section 3.2.2.7.</p>							
					15. TOTAL →	16	
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20		

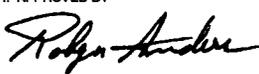
DD Form 1423-1, 1 Jun 9090

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188		
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC				
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.		
1. DATA ITEM NO. B00M	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES			3. SUBTITLE F/A-18 IPT Fileserver Access Report			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.2.2.8			8. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))		
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE	b. COPIES		
					Draft	Reg.	Final
							Repro.
16. REMARKS				TA (see SOW ref. 2.2(u))	0	0	1
<p>See SOW Reference 2.2(u) for all Government Points of Contact.</p> <p>blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).</p> <p>blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).</p> <p>blks 12 & 13: Submit not later than 10 working days after the end of each month.</p>							
15. TOTAL					0	0	1
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100			H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20	

DD Form 1423-1, 1 Jun 9090

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188	
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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC			
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022		F. CONTRACTOR EER Systems, Inc.	
1. DATA ITEM NO. B00P	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES			3. SUBTITLE Deliverables Database Summary Report		
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.3.6			6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))	
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16	a. ADDRESSEE	b. COPIES		
			Draft	Final		
				Reg.	Repro.	
16. REMARKS				TA (see SOW ref. 2.2(u))	0	1
See SOW Reference 2.2(u) for all Government Points of Contact.						
blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)).						
blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)).						
blks 12 & 13: Submit not later than 5 working days after the end of each month.						
				15. TOTAL	0	1
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20	

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A. CONTRACT LINE ITEM NO. 0001, WSISS TO 0030		B. EXHIBIT B	C. CATEGORY: TDP TM OTHER: MISC						
D. SYSTEM/ITEM F/A-18 CM, DM, & Database Support			E. CONTRACT/PR NO. N68936-00-D-0022	F. CONTRACTOR EER Systems, Inc.					
1. DATA ITEM NO. B00S	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES		3. SUBTITLE Open Item Report						
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE TO SOW 3.3.9		6. REQUIRING OFFICE TA (see SOW Ref. 2.2(u))					
7. DD 250 REQ NO	9. DIST STATEMENT REQUIRED See Block 16	10. FREQUENCY WEEKLY	12. DATE OF FIRST SUBMISSION See Block 16	14. DISTRIBUTION					
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES			
16. REMARKS See SOW Reference 2.2(u) for all Government Points of Contact. blk 4: Tailor DID as follows: Format shall be consistent with existing Customer Code standards (samples available from TA. See SOW reference 2.2(u)). blk 9: Distribution Statement D: Distribution authorized to the Department of Defense and U.S. DoD contractors only (Critical Technology) (05 August 2003). Other requests shall be referred to the Task Order Technical Assistant (TA, see SOW ref. 2.2(u)). blks 12 & 13: Submit each Tuesday. blk 14: Deliver to the TA, CMgr, ESL Librarian, & SSL Librarian (specific points of contact available from the TA). Deliverable media shall be negotiated between the TA (see SOW ref. 2.2(u)) and the Contractor's Task Leader (TL).				Draft		Final			
				see block 16		see	blk	16	
15. TOTAL →				see	blk	16			
G. PREPARED BY Naval Air Warfare Center, Weapons Division, Code 45C000D China Lake, CA 93555-6100		H. DATE 2003 JUL 31	I. APPROVED BY  for ADRRB Chairperson		J. DATE 2003 AUG 20				

DD Form 1423-1, 1 Jun 9090

Section H.

H.1.0 POINTS OF CONTACT (POC):

All Government POCs are identified within SOW ref. 2.2(u), available at <http://www.eer-rc.com>.

H.2.0 SECURITY CLASSIFICATION AND CONTROL:

This Task Order (TO) may involve information up to the Security Classification of **SECRET**.

Shared Access: The Contractor shall perform and adhere to the Security responsibilities defined in Security Servicing Agreement attached to this Task Order.

H.3.0 NAVAL AIR WEAPONS STATION (NAWS) ACCESS:

Contractor access will be provided to the following NAWS, China Lake restricted areas:

- N North Ranges
- F Airfield Flight Line Area (incl. enclosed bldgs.)
- M Michelson Laboratory

The Contractor shall request access for each employee working on this Task Order to only those NAWS restricted areas to which the employee requires regular access while working on this TO. When a Contractor employee no longer requires regular access to a restricted area, the Contractor shall request appropriate downgrade to that employee's access privileges.

H.4.0 GOVERNMENT FURNISHED EQUIPMENT/DATA:

The Government will provide on-site Contractor employees access to all computer systems, tools, equipment, and technical data required to accomplish TO tasking.

The Contractor shall request access authorization to Government computer systems for only those employees actually needing such access for the performance of their duties in support of this TO. The Contractor shall ensure that all Contractor employees granted access to Government computer systems or equipment adhere to all related Government security procedures. When a Contractor employee no longer requires access to a Government computer system in support of this TO, the Contractor shall attempt to verbally notify the applicable Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days. If a Contractor employee with access privileges to Government computer systems is transferred from this TO or terminated, the Contractor shall immediately attempt to verbally notify the Government Computer Resources Access Data Manager, and the Contractor shall send written notification within 2 days of the transfer/termination.

H.5.0 ACCESS TO GOVERNMENT VEHICLES:

The requirements of this Task Order may require the Contractor to operate Government-owned vehicles, on- and off-Center, while performing assigned tasks. Access to Government-owned vehicles will be on an "as available" basis, not to interfere with Government use of said vehicles. Potential use of Government-owned vehicles may include: (a) attending meetings and

(b) transport of data, equipment, material, and Contractor personnel to/from various locations. The contractor shall ensure that individuals driving a Government-owned vehicle have a valid California driver's license and vehicle insurance coverage for Contractor employees driving designated Government vehicles, per FAR 52.228-7.

H.6.0 CONTRACTOR FURNISHED EQUIPMENT / MATERIALS / SUPPLIES:

The Contractor shall furnish all other materials/equipment/supplies as required to accomplish efforts established by this SOW and performed within the Contractor's off-base facility.

H.7.0 DOCUMENT SHIPPING:

The Contractor may be required to ship/distribute documents, data, program tapes, etc. to the Fleet and other Program-related organizational activities.

H.8.0 TRAVEL:

Non-local, domestic, travel may be required in the performance of this TO to attend meetings and training seminars (see SOW Sections 3.2.1.4 & 3.2.2.5 & TRAINING (below)). All travel shall be approved in advance by the Technical Assistant (TA), the Contracting Officer's Representative (COR), and the Contracting Officer or designee.

H.9.0 TRAINING:

Special training may be required in the performance of this TO to attend electronic data management or electronic tools' seminars or courses in order to keep informed of the updates and changes to electronic data management (see SOW Section 3.2.2.5). All training shall be approved in advance by the Technical Assistant (TA), the Contracting Officer's Representative (COR), and the Contracting Officer or designee.

H.10.0 INSPECTION AND ACCEPTANCE:

Inspection and acceptance of all deliverables will be accomplished by the Technical Assistant or Alternate.

H.11.0 WORKING HOURS:

The Contractor must work in conjunction with the Government's core work hours. They are 0800-1100 and 1300-1600. The Contractor may request authorization for overtime. However, any overtime must be approved in advance by the TA, F/A-18 Chief Financial Officer or designee, COR, and Ordering Officer.

**SECURITY SERVICING AGREEMENT
BETWEEN
SECURITY COORDINATOR
F/A-18 ADVANCED WEAPONS LABORATORY (AWL)
AND
FACILITY SECURITY OFFICER
EER SYSTEMS INC.**

Ref: (a) SECNAVINST 5510.36
(b) NAWCWPNINST 5510.30
(c) DOD 5220.22M (NISPOM)

Encl: (1) Statement of Work (Security Requirements)
(2) Security Agreement

1. This agreement establishes guidelines in enclosure (1) on the provisions of security functions performed by EER Systems, Inc. in support of the F/A-18 AWL (411100D), contract number N68936-00-D-0022, Task Order 0030, at China Lake (CL). This is a follow on to EER Contract N68936-02-D-0022, EER Task Order 0010. Enclosure (2) is the signed security agreement.

2. Security procedures in Building Rooms China Lake, will be pursuant to references (a) through (c) and this agreement.

(b)(2)


JOANITA MARTIN
CONTRACTING OFFICER
FOR SECURITY MATTERS
CODE 741000D, NAWCWPN
CHINA LAKE, CA 93555-6100


SUZANNE DONNALLY
SECURITY COORDINATOR
CODE 410000D/E
CHINA LAKE CA 93555


MARY ANNE ARNOLD
FACILITY SECURITY OFFICER
EER SYSTEMS INC.
330 E. RIDGECREST BLVD., SUITE B.
RIDGECREST, CA 93555

**SECURITY PROCEDURES
FOR
STATEMENTS OF WORK**

1-7 SECURITY REQUIREMENTS

a. The work to be performed under this contract as stated in the DD Form 254, Attachment number 05 involves access to and handling of classified material up to and including SECRET.

b. Classified documents that will be shared between the contractor and government employees will be stored in GSA approved security containers that are located in building [] room number [] identified as [] room [] identified as [] room [] identified as [] room number [] identified as [] The contractors on this task order in their role as Data Managers are both maintaining and temporarily storing data, which consists of Sensitive, Confidential and Secret Material.

(b)(2)

c. Security procedures for shared use of government security containers and classified material are as follows:

1. Standard Forms (SF) 702, Security Container Check Sheets, are to be properly completed when opening and closing containers. The form will be initialed and the date and time of the day noted.

2. Contractors in possession of classified material shall follow procedures, which ensure that unauthorized persons do not gain access by sight or sound.

(a) Contractors shall not remove classified information from security containers, except in the performance of official duties. Classified information removed from storage shall be kept in the possession of or under the direct supervision of authorized persons or secured in authorized containers when not in use.

(b) Contractors shall keep classified documents removed from storage under constant surveillance and covered with an appropriate cover sheet or in a folder. For cover sheets, use Standard Forms (SF) 704 for Secret Cover Sheets and SF 705 for Confidential Cover Sheets. For folders, use NAWCWD 5216/1 (9-01) Folder for Unclassified; NAWCWD 5216/3 (9-01) (OP) SF 705 folder for Confidential and NAWCWD 5216/4 (9-01) (OP) SF 704 folder for Secret. For computer medium (CDs, tapes) use stickers, SF 710 for Unclassified, SF 708 for Confidential, SF 707 for Secret and SF 711 Data Descriptor.

(c) Classified information will not be discussed with or in the presence of unauthorized persons. Particular care must be taken when there are visitors or workmen present. Escorts must alert fellow workers when visitors or workman are in the area. Be aware cell phones, speakerphones, and any other transmitting devices (i.e., PDAs that have cell phone or photographic transference capabilities) that others are using. Classified information will not be discussed in the vicinity of open doors or windows and where discussions may be overheard through heating and cooling vents.

(d) Contractors shall safeguard as classified all preliminary drafts, carbon sheets, magnetic media, typewriter/printer ribbons, plates, stencils, stenographic notes, worksheets, and all similar items used to produce classified information.

3. Contractors who require access to the combinations of security containers must provide the F/A-18 Security Officer the information required to complete an SF 700 envelope, Security Container Information. Contractors having access to security container combinations must sign the privacy act advisement on the reverse side of the SF 700. Personnel who refuse to do so will not be provided with the security container combination.

4. Contractors shall log out when removing classified material and shall log in classified material either returned or added to the container, using the log sheet filed in the front of each file drawer.

5. A document listing all classified documents contained in the container will be located in the locking drawer of all shared access security containers. The contractor is responsible for keeping this list current.

6. Classified material will not be reproduced, destroyed, transferred, or removed from authorized work area.

7. Hand-carried classified information ON Station, China Lake will be accomplished as follows:

(a) Material will be transported to and from test sites and to and from codes within 450000D and 410000D. Classified material will be double wrapped when transported by vehicle. Transportation of classified information by foot requires a cover sheet or folder (see paragraph 2 (b)) and an outer wrapping. If the classified material is capable of being wrapped in plain brown envelopes, it will be wrapped as such. Wrapping will be secured with brown paper tape (reinforced paper tape is preferred). A combination lock briefcase or locking pouch may substitute for the outer wrapping. The contractor may contact the Department Security Coordinator for additional guidance.

(b) Transportation of classified material by foot requires a cover sheet or folder (see paragraph 2(b)) and an outer wrapping. If the classified material is capable of being wrapped in plain brown envelopes, it will be wrapped as such. Wrapping will be secured with brown paper tape (reinforced paper tape is preferred). A combination lock-brief case or a lockable pouch may substitute for the outer wrapping. The

contractor may contact the Department Security Coordinator for additional guidance.

(c) The F/A-18 Security Officer will process Secret transmittals and material.

(d) Obtain appropriate hand carry documentation (courier letters) from the F/A-18 Security Officer. The contractor's Facility Security Officer (FSO) will be responsible for the issuance of courier cards for their employees.

d. Security procedures for Key/Keycard Control. The assigned key custodian will issue the appropriate key / keycards. Keys are signed for using NAWCWPNs CL 5500/30, Permanent Key Issue Record. Key cards may be issued by the visitor center when the employee is issued a NAWCWD Contractor Area Access Badge or by the F/A-18 Security Officer who issues key card accesses to the AWL. However the keycard is issued, for access to areas under the control of the F/A-18 IPT, an AWL Key Card Application form will be completed and approved before access is granted. Contractors will report to the key custodian missing/lost keys/key card. Keys/key card will be returned to the key custodian when no longer needed. The FSO of the contractor will be provided a copy of the key log or other documentation to identify contractor individuals who have been issued keys/key card.

e. Security procedures for violations and infractions.

1. Immediately report all security violations to the Department Security Coordinator and Contractor Facility Security Officer. The Department Security Coordinator will notify the F/A-18 Security Officer. A violation is any breach of security procedures which subjects classified information to compromise. Classified information is subjected to compromise whenever it is left unattended or unsecured.

2. Persons contacted after hours as the responsible person, per the SF700, shall respond to the workspace and inventory all classified documents stored in the container. The results of the inventory including any missing classified material shall be immediately reported to the Police (Physical Security) Division, Code 841000D (939-8372) or the Law Enforcement Division, Code 8421200E (989-7059) as appropriate. Additionally, advise the Department Security Coordinator, the Contractor Facility Security Officer, and the Information Security Division, Code 741000D/E at the beginning of the next workday.

f. Security procedures for security checks.

1. Whenever the workspace is to be left unoccupied for any period of time, a security check shall be conducted as described in 1(a) and (b) below. The workspace is considered occupied when it is under constant observation and control by authorized personnel. Normally contractor personnel are not permitted in government buildings unless government personnel are

present. However, if a situation arises where a contractor is inadvertently the last person to leave the workspace, the following procedures are applicable.

(a) Each individual shall ensure that his or her working area is secure by checking the working area for classified materials. Areas checked will include desktops, tops of filing cabinets and security containers, working trays and baskets, computers, reproduction machines, facsimile machines, shredders, etc. All classified materials including classified waste identified in paragraph 1-7 C.2 (d) must be secured in authorized containers.

(b) Lock all security containers by rotating the dial of the combination lock at least four complete turns in one direction and checking each drawer to ensure that it is securely locked in place. Document this locking using the SF 702 posted on or near the security container. If there is a person other than the individual who locked the container available, request he or she check the container by repeating the locking process and completing the "checked by" column. If no one is available other than the person who locked the container, he/she shall perform the checking process as a separate and distinct action and complete the "checked by" column.

2. Government personnel will assume responsibility for securing the building at the end of the workday. However, if a situation arises where a contractor is the last person to leave the building, the following procedures are applicable.

(a) The last person leaving the area shall check to ensure that all classified material including classified waste is stored in authorized shared access security containers and that all containers have been locked and checked per procedures in the preceding paragraph. If the "checked by" column of the SF 702 (Security Container Check Sheet) posted on or near the security container has not been completed, the last person out will rotate the dial of the combination lock at least four times in one direction, check each drawer of the container to ensure it is secured and complete the "check by" column. Following this, the security check shall be documented using the SF 701 (Activity Security Checklist) posted at or near the exit. Each item of the SF 701 will be initiated indicating that each item has been completed.

g. If emergency evacuation (fire, earthquake, etc.) of the workspace is required, classified information will be secured provided it can be secured safely without injury or loss of life. If there is any personal danger, the material will be left in place and the area evacuated. If classified material is left unsecured this information will be immediately reported to the government official in charge at the assembly area.

h. The contractor shall appoint an on-site worker to be the security point of contact responsible for ensuring contractor security compliance with this agreement.

SECURITY AGREEMENT

N68936-02-D-0027/Task Order 00?? follow-on to 0033

(b) (2)

I agree to share security containers in Building [] room number [] identified as [], room [] identified as [] room [] identified as []; room number [], identified as [] with contractors with the following understanding:

- The security containers are U.S. Government property. As such, the security of these containers must remain the ultimate responsibility of a government employee.
- Material stored in these containers for which I have signed a receipt or have been assigned responsibility remains my responsibility.
- If a security violation occurs involving these containers or the documents stored therein and an individual contractor is not found culpable for the violation, I may be held accountable and may be subject to administrative or disciplinary sanctions, and criminal penalties. Administration and disciplinary sanctions include, oral admonishments, letter of caution and requirements, written reprimands, suspensions without pay, and removal.
- All security violations will be immediately reported to the Department Security Coordinator. The Department Security Coordinator is responsible for notifying the Information Security Division (Code 741000D/E), and the Contractor Facility Officer (FSO). The FSO will be permitted access to the work site to conduct the security violation investigation required by the NISPOM.

II. I agree to take the following security precautions in addition to any other security responsibilities I may have been assigned:

- I will ensure that all contractors have been properly instructed in security procedures prior to allowing them to have access to these container(s).
- At least once each week, I shall conduct a check of the document sign-out/sign-in logs to ensure that they are being properly used. I shall challenge one or more contractors who are in possession of classified material to prove that the material in their possession was signed-out. Violations will be immediately reported to the Department Security Coordinator for appropriate action.
- At least once each week, I shall conduct an end of the day security "double check" of the work space to ensure that the work space and all security containers have been secured and that Standard Forms 701 and 702 are being properly used and maintained.
- I shall maintain a current listing of all documents filed in shared containers.

JUDY ROBERTS
(Technical Assistant)

Judy Roberts
(Signature)

9/17/03
(Date)

VICTOR SAUCEDO
(Supervisor)

V. Saucedo
(Signature)

9/17/03
(Date)

DEPARTMENT SECURITY COORDINATOR

SUZANNE DONNALLY
(Code 410000D/E)

Suzanne Donnelly
(Signature)

9/17/03
(Date)

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