

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-04-D-4114				2. DELIVERY ORDER NO. JM01		3. EFFECTIVE DATE 2009 Jan 01		4. PURCH REQUEST NO. N69450-09-NR-55078		5. PRIORITY Unrated		
6. ISSUED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143			CODE N69450	7. ADMINISTERED BY DCMA VIRGINIA 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS FL 20109-2342				CODE S2404A	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR Serco Inc. 2650 Park Tower Drive, Suite 800 Vienna VA 22180			CODE 022Q2	FACILITY 097773022		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED				
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.									
	PURCHASE		Reference your _____ 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.									
Serco Inc.				Dirk B. Smith VP, Contracts								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT			
	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				25. TOTAL		26. DIFFERENCES		
				By: /s/Dawn M Brown				12/23/2008		CONTRACTING/ORDERING OFFICER		
27a. QUANTITY IN COLUMN 20 HAS BEEN												
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE					g. E-MAIL ADDRESS		FINAL		34. CHECK NUMBER			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				35. BILL OF LADING NO.			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL							
					FULL							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

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GENERAL INFORMATION

THIS TASK ORDER IS FOR EIGHT (8) PROCUREMENT TECHNICIANS LOCATED AS NAVAL AIR STATION JACKSONVILLE, NAVFAC SOUTHEAST.

PERIOD OF PERFORMANCE FOR BASE IS 05 JAN 09 - 30 SEP 09.
POP FOR OPTION IS 1 OCT 09 - 31 MAR 2010.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2000	#1 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL				\$42,874.92
2000AA	1 (1 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0	LH	\$26.73	\$40,201.92
2000AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (1 of 8) (O&MN,N)	100.0	LH	\$26.73	\$2,673.00
2001	#2 of 8 Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL				\$32,176.24
2001AA	1 (2 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0	LH	\$20.06	\$30,170.24
2001AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (#2 of 8) (O&MN,N)	100.0	LH	\$20.06	\$2,006.00
2002	#3 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL				\$41,704.00
2002AA	1 (3 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0	LH	\$26.00	\$39,104.00
2002AB	OVERTIME AS	100.0	LH	\$26.00	\$2,600.00

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	ALLOWED BY SOW for 1 Procurement Tech (#3 of 8) (O&MN,N)			
2003	#4 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$44,077.92
2003AA	1 (4 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0 LH	\$27.48	\$41,329.92
2003AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (#4 of 8) (O&MN,N)	100.0 LH	\$27.48	\$2,748.00
2004	#5 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$44,077.92
2004AA	1 (5 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0 LH	\$27.48	\$41,329.92
2004AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (#5 of 8) (O&MN,N)	100.0 LH	\$27.48	\$2,748.00
2005	#6 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$42,874.92
2005AA	1 (6 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0 LH	\$26.73	\$40,201.92
2005AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (#6 of 8) (O&MN,N)	100.0 LH	\$26.73	\$2,673.00

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2006	#7 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$41,078.44
2006AA	1 (7 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0 LH	\$25.61	\$38,517.44
2006AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (#7 of 8) (O&MN,N)	100.0 LH	\$25.61	\$2,561.00
2007	#8 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$41,704.00
2007AA	1 (8 of 8) Procurement Technician, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N)	1504.0 LH	\$26.00	\$39,104.00
2007AB	OVERTIME AS ALLOWED BY SOW for 1 Procurement Tech (#8 of 8) (O&MN,N)	100.0 LH	\$26.00	\$2,600.00
5000	Option to extend #1 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$31,101.08
5000AA	Option to extend #1 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$27.67	\$28,334.08
5000AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$27.67	\$2,767.00
5001	Option to extend #2 of 8			\$23,334.24

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	Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			
5001AA	Option to extend #2 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$20.76	\$21,258.24
5001AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$20.76	\$2,076.00
5002	Option to extend #3 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$30,246.84
5002AA	Option to extend #3 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$26.91	\$27,555.84
5002AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$26.91	\$2,691.00
5003	Option to extend #4 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$31,955.32
5003AA	Option to extend #4 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$28.43	\$29,112.32
5003AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N)	100.0 LH	\$28.43	\$2,843.00

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Option

5004	Option to extend #5 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$31,955.32
5004AA	Option to extend #5 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$28.43	\$29,112.32
5004AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$28.43	\$2,843.00
5005	Option to extend #6 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$31,101.08
5005AA	Option to extend #6 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$27.67	\$28,334.08
5005AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$27.67	\$2,767.00
5006	Option to extend #7 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$31,101.08
5006AA	Option to extend #7 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$27.67	\$28,334.08

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5006AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$27.67	\$2,767.00
5007	Option to extend #8 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL			\$30,246.84
5007AA	Option to extend #8 of 8 Procurement Technicians, NAVFAC Southeast, NAS Jacksonville FL (O&MN,N) Option	1024.0 LH	\$26.91	\$27,555.84
5007AB	OPTION YEAR OVERTIME AS ALLOWED BY SOW (O&MN,N) Option	100.0 LH	\$26.91	\$2,691.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK (SOW) FOR PROCUREMENT TECHNICIAN (O/A) INVOICE CELL NAVAL FACILITIES ENGINEERING COMMAND SOUTHEAST

INTRODUCTION

The position is established to prepare, control and review procurement documents and reports; verify or abstract information contained in documents and reports, contact vendors to get status of orders and expedite delivery, maintain various procurement files; resolve a variety of shipment, payment, or other discrepancies; or perform other similar work in support of procurement programs and operations. The work requires a familiarity with various computer programs and the ability to learn new programs. The work also requires attention to detail and the ability to work with numbers. Most work will be done using Facilities Information System (FIS) and other similar systems. Employees must have knowledge of this program or be able to learn how to use it.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as a Procurement Technician responsible for performing a variety of technical work in support of contract specialists and in direct support of all negotiated procurement activities. The primary responsibility will be to process invoices.

Establishes and maintains contract files. Inputs various statistical and acquisition data into data processing equipment. Manipulates data and assists contract specialists in data management. Maintains progress, status, and statistical records and reports. Abstracts pertinent information, such as dollar value, contractors, etc., for entry into registers and computer database programs.

Uses electronic systems for creating, extracting, adding, deleting, editing, and storing information in completion of forms, tabular and text material, general correspondence, reports and memoranda.

Operates a personal computer producing messages, letters, correspondence, directives and board reports pertaining to procurement.

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the significance and rationale for certain documents, the inter-relationship between the documents, and cause and effect upon documents not properly processed.

Knowledge of the automatic acquisition systems to accomplish procurement assignments.

Knowledge of spelling, punctuation, capitalization, grammar, formats and terminology of the office.

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Skill in operating a computer.

Ability to utilize office automation equipment such as word processing software to enter, create and edit office correspondence; to format documents and reports; to enter provided data into a database; and to print predefined database products.

A qualified typist is required.

FACTOR 2, SUPERVISORY CONTROL

The supervisor provides standing instructions on recurring assignments by indicating what is to be done, applicable policies and procedures to follow, quality and quantity of work expected, deadlines and priority of assignments. The supervisor provides additional, specific guidance and references sources on new or difficult assignments. The employee uses initiative to perform recurring problems independently and refers to situations not covered by instructions or precedents to the supervisor for decision or help. The supervisor evaluates the accuracy and adequacy of completed work in accordance with instructions and established procedures.

FACTOR 3, GUIDELINES

Guidelines are available but are not completely applicable to many aspects of the work because of the problem-solving or complicated nature of the assignments. The employee uses judgment to interpret guidelines, adapts procedures and decides on the appropriate approach to resolve the specific acquisition problems. Analyzes the results of applying guidelines and recommends changes. These changes may include development of specific guidance and procedures for handling documents and procurement information.

Factor 4 - Complexity

Work involves performing various procurement support duties involving the use of different and unrelated procedures and methods. The employee identifies the nature of the problem, question, or issue and determines the need for and obtains additional information through oral or written contacts and by reviewing regulations and manuals. The employee may have to consider previous actions and understand how these actions differ from or are similar to the issue at hand before deciding on an approach. The employee makes recommendations or takes action based on a case-by-case review of acquisition issues or problems involved in each assignment or situation. The employee provides procurement support work throughout the procurement cycle by assembling contracts, files, etc and preparing information for closing out contracts.

Factor 5 - Scope and Effect

The purpose of the work is to apply conventional practices to treat a variety of problems in procurement transactions. The work results in recommendations, solutions, or reports that directly affect the outcome and continuation of the acquisition cycle.

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Factors 6 & 7 Personal Contacts and Purpose of Contacts

Personal Contacts - Contacts are with employees in the same agency as well as outside the immediate organization. For example, contacts may be with personnel in finance, contracting, and engineering offices.

Purpose of Contacts - The purpose of the contacts is to plan and coordinate actions to correct or prevent errors, delays, or other complications occurring during the acquisition cycle.

PERIOD OF PERFORMANCE

Performance shall be for January 5, 2009 – September 30, 2009
With ONE Six-month option period (1 OCT 09 – 30 MAR 10)

WORK HOURS

Work will be performed 40 hours per week during normal business hours, Monday-Friday, excluding Federal holidays. Overtime is authorized up to 150 hours every six months. A compressed/flexible schedule is authorized.

PLACE OF PERFORMANCE

The normal place of performance is at NAVFAC SE, NAS Jacksonville, FL.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The employee works in an office setting involving everyday risks or discomforts. Normal safety precautions are required. The work may require some physical effort, such as standing, walking, bending, or sitting. There are no special physical demands.

SECURITY CLEARANCE

A security clearance is required for processing invoices for Federal Government contracts. If the employee does not already have a security clearance, he or she must apply for one after being hired. The contractor shall comply with all applicable DOD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work products that are obtained or generated in the performance of this task order. Contractor will be required to provide clearances for personnel requiring access to government computers and workstations.

REIMBURSABLE TRAVEL EXPENSES

Travel will not be required.

OVERTIME: Overtime is authorized. The estimated number of overtime hours is 100 hours every period.

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Justification for overtime is to meet deadlines.

NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

GOVERNMENT MANAGEMENT OVERSITE

Government management will provide general instructions on limitations, deadlines, how the work is to be completed. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will spot-checked by Government management for adherence to procedures, accuracy, completeness.

Point of Contact: Sandra White

Voice Phone: (904) 542-6353
E-mail: Sandra.p.white@navy.mil

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SECTION D PACKAGING AND MARKING

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SECTION E INSPECTION AND ACCEPTANCE

N/A

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

2000AA	1/5/2009 - 9/30/2009
2000AB	1/5/2009 - 9/30/2009
2001AA	1/5/2009 - 9/30/2009
2001AB	1/5/2009 - 9/30/2009
2002AA	1/5/2009 - 9/30/2009
2002AB	1/5/2009 - 9/30/2009
2003AA	1/5/2009 - 9/30/2009
2003AB	1/5/2009 - 9/30/2009
2004AA	1/5/2009 - 9/30/2009
2004AB	1/5/2009 - 9/30/2009
2005AA	1/5/2009 - 9/30/2009
2005AB	1/5/2009 - 9/30/2009
2006AA	1/5/2009 - 9/30/2009
2006AB	1/5/2009 - 9/30/2009
2007AA	1/5/2009 - 9/30/2009
2007AB	1/5/2009 - 9/30/2009

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

5000AA	10/1/2009 - 3/31/2010
5000AB	10/1/2009 - 3/31/2010
5001AA	10/1/2009 - 3/31/2010
5001AB	10/1/2009 - 3/31/2010
5002AA	10/1/2009 - 3/31/2010
5002AB	10/1/2009 - 3/31/2010
5003AA	10/1/2009 - 3/31/2010
5003AB	10/1/2009 - 3/31/2010
5004AA	10/1/2009 - 3/31/2010
5004AB	10/1/2009 - 3/31/2010
5005AA	10/1/2009 - 3/31/2010
5005AB	10/1/2009 - 3/31/2010
5006AA	10/1/2009 - 3/31/2010
5006AB	10/1/2009 - 3/31/2010
5007AA	10/1/2009 - 3/31/2010

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5007AB

10/1/2009 - 3/31/2010

Services to be performed hereunder will be provided at NAS JAX.

Point of Contact: Sandra White

Voice Phone: (904) 542-6353

E-mail: Sandra.p.white@navy.mil

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LLA :
AE 1709091804 KU2N 0252 62470 8 068732 2D SA200Q AE004YPPS009

2005AB 2673.00
LLA :
AE 1709091804 KU2N 0252 62470 8 068732 2D SA200Q AE004YPPS009

2006AA 38517.44
LLA :
AA 1709091804 KU2N 0252 62470 8 068732 2D SA200Q AA004BEE1009

2006AB 2561.00
LLA :
AA 1709091804 KU2N 0252 62470 8 068732 2D SA200Q AA004BEE1009

2007AA 39104.00
LLA :
AF 1709091804 KU2N 0252 62470 8 068732 2D SA200Q AF002YPPS009

2007AB 2600.00
LLA :
AF 1709091804 KU2N 0252 62470 8 068732 2D SA200Q AF002YPPS009

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECURITY REQUIREMENT

The following is required for all DoD contractor employees working in Government facilities.

DOD 5200.08-R/C3.3: "The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces".

DOD 5200.08-R/C3.3.1.2: "A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Checks including credit check (NACLC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent."

SECNAV M-5510.30/9-24,6: "Commands will include the FAD (facility access determination) program requirements in contract specifications when trustworthiness determinations will be required on the contractor employees". In this case the FAD program requirement is a CAC now required by the regulation above.

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SECTION I CONTRACT CLAUSES

Standard Clauses shall apply

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SECTION J LIST OF ATTACHMENTS

ELECTRONIC INVOICING/WIDE AREA WORK FLOW (WAWF) Routing Table