

FOIA Electronic Reading Room Document Coversheet

Document Description: N68936-99-D-0171 CONTRACT

This document has been released in its entirety.

Portions of this document have been excised pursuant to the Freedom of Information Act. The applicable portion(s) excised and the exemption(s) applied are below indicated.

Exemption (b)(1) Information excised is properly and currently classified in the interest of national defense or foreign policy

Exemption (b)(2) Information excised is related solely to the internal rules and practices of the Agency.

Exemption (b)(3) Information excised is specifically exempt from disclosure by an Executive Order or Statute. Specifically:

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.

Exemption (b)(5) Information excised is internal advice, recommendations, or subjective evaluations pertaining to the decision-making process of the Agency.

Exemption (b)(6) Information excised is certain individual names and personal identifiers and is excised for heightened interest in the personal privacy of Department of Defense personnel that is concurrent with the increased security awareness demands.

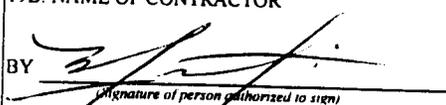
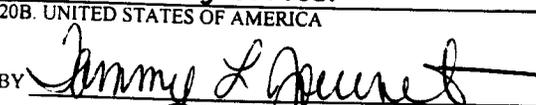
Exemption (b) (7) Information excised is investigatory records or information compiled for law enforcement purposes

Exemption (b)(8) Information excised is records for the use of any agency responsible for the regulation or supervision of financial institutions

Exemption (b)(9) Information excised is records containing geological and geophysical information (including maps) concerning wells.

Please direct inquiries regarding this document to:

Commander (Code K0000D FOIA)
Naval Air Warfare Center Weapons Division
1 Administration Circle Stop 1009
China Lake, CA 93555-6100.

AWARD/CONTRACT		1 THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING S1	PAGE OF PAGES 1 47		
2 CONTRACT (Proc. Inst. Ident.) NO N68936-99-D-0171		3 EFFECTIVE DATE 24 Aug 99		4 REQUISITION/PURCHASE REQUEST/PROJECT NO. N63126-9236-286J			
5 ISSUED BY COMMANDER NAWCWPNS, CODE 230000E 521 9TH STREET, BLDG 65 POINT MUGU CA 93042-5001		CODE N63126	6 ADMINISTERED BY (If other than Item 5)		CODE		
7 NAME AND ADDRESS OF CONTRACTOR (No street, city, county, state and zip codes) EVOLVING RESOURCES INC 80 WOOD ROAD, SUITE 200 CAMARILLO CA 93010			8 DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)		9 DISCOUNT FOR PROMPT PAYMENT		
CODE 01FJ2 FACILITY CODE			10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:		ITEM		
11 SHIP TO/MARK FOR CODE		12. PAYMENT WILL BE MADE BY		CODE			
SEE SCHEDULE		TO BE SPECIFIED ON INDIVIDUAL DELIVERY ORDERS					
13 AUTHORITY FOR USING OTHER THAN FULL AND OPEN <input type="checkbox"/> 10 U.S.C. 2304(c) <input type="checkbox"/> 14 U.S.C. 253(c)			14 ACCOUNTING AND APPROPRIATION DATA AA 97X4930 NH2C 000 77777 0 068936 2F 000000 009236286J00 \$40,000.00 JO# 67610020B0				
15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT		
SEE SCHEDULE							
15G. TOTAL AMOUNT OF CONTRACT					\$3,364,244.00		
16 TABLE OF CONTENTS							
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE							
17 <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 2 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as attached or incorporated by reference herein. (Attachments are listed herein.)			18 <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.				
19A. NAME AND TITLE OF SIGNER (Type or print) MARCO LIO, President/CEO			20A. NAME AND TITLE OF CONTRACTING OFFICER TAMMY L. JOURNET Contracting Officer				
19B. NAME OF CONTRACTOR		19C. DATE SIGNED	20B. UNITED STATES OF AMERICA		20C. DATE SIGNED		
BY  (Signature of person authorized to sign)		8/24/99	BY  (Signature of Contracting Officer)		24 Aug 99		

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NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC

SECTION B Supplies or Services and Prices

CLAUSES INCORPORATED BY FULL TEXT

BASE PERIOD (Period of Performance: 01 September 1999 to 31 August 2000)

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Information resources management support services in accordance with Section C and Task Orders to be issued herein.				

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

[(b)(4)]

\$3,264,244.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Data in accordance with Exhibit A, Contract Data Requirements List (CDRL), DD Form 1423 and Task Orders to be issued herein.				NSP

OPTION PERIOD ONE (Period of Performance 01 September 2000 to 31 August 2001)

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Information resources management support services in accordance with Section C and Task Orders to be issued herein.				

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

[(b)(4)]

\$3,359,515.00

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EVOLVING RESOURCES INC

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Data in accordance with Exhibit A, Contract Data Requirements List (CDRL), DD Form 1423 and Task Orders to be issued herein.				NSP

OPTION PERIOD TWO (Period of Performance: 01 September 2001 to 31 August 2002)

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Information resources management support services in accordance with Section C and Task Orders to be issued herein.				

MAX COST
FIXED FEE

[(b)(4)]

TOTAL MAX COST + FEE

\$2,663,767.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006	Data in accordance with Exhibit A, Contract Data Requirements List (CDRL), DD Form 1423 and Task Orders to be issued herein.				NSP

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NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC

OPTION PERIOD THREE (Period of Performance: 01 September 2002 to 31 August 2003)

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
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0007

Information resources management support services
in accordance with Section C and Task Orders to be
issued herein.

FOB Destination

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

[(b)(4)]

\$2,741,030.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
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0008

Data in accordance with Exhibit A, Contract Data
Requirements List (CDRL), DD Form 1423 and Task
Orders to be issued herein.

NSP

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EVOLVING RESOURCES INC**OPTION PERIOD FOUR (Period of Performance: 01 September 2003 to 31 August 2004)**

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
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0009

Information resources management support services
in accordance with Section C and Task Orders to be
issued herein.

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

(b) (4)
\$2,820,637.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
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0010

Data in accordance with Exhibit A, Contract Data
Requirements List (CDRL), DD Form 1423 and Task
Orders to be issued herein.

NSP

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
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0011

Phase-In Services in Accordance with
FAR 52.237-3 and CDRL (A014).
FOB Destination

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

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NAME OF OFFEROR OR CONTRACTOR
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012	Phase-Out Services in accordance with FAR 52.237-3 and CDRL (A015). FOB Destination				

MAX COST

FIXED FEE

TOTAL MAX COST + FEE

NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC**B-NSTD-04 MATERIALS AND SUPPLIES**

- (a) The contractor shall be reimbursed for the actual cost of materials purchased or materials withdrawn from the contractor's store or warehouse (other than general office supplies) for the performance of work pursuant to the requirements set forth by individual task orders less any cash or quantity discount earned, plus mark-up for general and administrative expenses but without any mark-up for fee.
- (b) Title to all property acquired in accordance with the paragraph above for the performance of work hereunder shall rest in the Government. Only materials and supplies directly required by the individual task orders are included.
- (c) The contractor shall not acquire any single item or system valued at \$500.00 or more without a written proposal to do so and written approval of the Ordering Officer.

B-NSTD-01 LEVEL OF EFFORT (COST PLUS FIXED FEE) (JAN 1992) (NAVSUP)

(a) The level of effort estimated to be ordered during the Base Period of this contract is 73,480 man-hours of direct labor, including authorized subcontract labor, if any. The level of effort estimated to be ordered during Option Period One of this contract, if exercised, is 73,480 man-hours of direct labor, including authorized subcontract labor, if any. The level of effort estimated to be ordered during the Option Periods Two, Three, and Four of this contract, if exercised, is 57,360 man-hours per Option Period of direct labor, including authorized subcontract labor, if any. The estimated composition of the total man-hours of direct labor by classification is as follows:

BASE PERIOD (CLIN 0001, 0002)

<u>Labor Category</u>	<u>Est. Gov. Site Hours</u>	<u>Est. Contractor Site Hours</u>	<u>Total Hours</u>
Program Manager	310	1,770	2,080
Management Analyst	0	2,080	2,080
Systems Analyst Manager	2,120	3,080	5,200
Senior Systems Analyst	2,160	4,080	6,240
Systems Analyst	80	4,080	4,160
Senior Computer Programmer	4,190	6,210	10,400
Computer Programmer	8,560	7,200	15,760
Database Administrator	100	1,980	2,080
Network Administrator	2,180	3,020	5,200
Telecommunications Specialist	8,320	520	8,840
Computer Technician	2,080	0	2,080
Senior Documentation Specialist	4,160	1,040	5,200
Documentation Specialist	80	3,040	3,120
<u>Word Processor</u>	<u>0</u>	<u>1,040</u>	<u>1,040</u>
TOTAL	34,340	39,140	73,480

OPTION PERIOD ONE (CLIN 0003, 0004)

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<u>Labor Category</u>	<u>Est. Gov. Site Hours</u>	<u>Est. Contractor Site Hours</u>	<u>Total Hours</u>
Program Manager	310	1,770	2,080
Management Analyst	0	2,080	2,080
Systems Analyst Manager	2,120	3,080	5,200
Senior Systems Analyst	2,160	4,080	6,240
Systems Analyst	80	4,080	4,160
Senior Computer Programmer	4,190	6,210	10,400
Computer Programmer	8,560	7,200	15,760
Database Administrator	100	1,980	2,080
Network Administrator	2,180	3,020	5,200
Telecommunications Specialist	8,320	520	8,840
Computer Technician	2,080	0	2,080
Senior Documentation Specialist	4,160	1,040	5,200
Documentation Specialist	80	3,040	3,120
<u>Word Processor</u>	<u>0</u>	<u>1,040</u>	<u>1,040</u>
TOTAL	34,340	39,140	73,480

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EVOLVING RESOURCES INC**OPTION PERIOD(S) II, III, IV (ea.) (CLINs 0005 - 0010)**

<u>Labor Category</u>	<u>Est. Gov. Site Hours</u>	<u>Est. Contractor Site Hours</u>	<u>Total Hours</u>
Program Manager	310	1,770	2,080
Management Analyst	0	2,080	2,080
Systems Analyst Manager	2,080	2,080	4,160
Senior Systems Analyst	2,080	2,080	4,160
Systems Analyst	0	1,040	1,040
Senior Computer Programmer	4,160	4,160	8,320
Computer Programmer	8,480	4,160	12,640
Network Administrator	2,080	2,080	4,160
Telecommunications Specialist	8,320	0	8,320
Computer Technician	2,080	0	2,080
Senior Documentation Specialist	4,160	1,040	5,200
Documentation Specialist	0	2,080	2,080
<u>Word Processor</u>	<u>0</u>	<u>1,040</u>	<u>1,040</u>
TOTAL	33,750	23,610	57,360

The total hours for this contract if all Options are exercised by the Government is 319,040.
The above level of effort is expected to occur over the contract term.

(b) In performing a delivery order, the contractor may use any combination of hours of the labor categories listed in the delivery order.

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

(d) The contractor shall notify the contracting officer immediately in writing whenever there is reason to believe that:

(1) The level of effort the contractor expects to incur under any order in the next sixty (60) days, when added to the level of effort previously expended in the performance of that order, will exceed 75% of the level of effort established for that order; or

(2) The level of effort required to perform a particular order will be greater than the level of effort established for that order. As part of the notification, the contractor shall provide the contracting officer a revised estimate of the level of effort required to perform the order. As part of the notification, the contractor shall also submit a proposal for equitable adjustment to the estimated cost and fixed fee that would cover the increase level of effort. Any such upward adjustment shall be prospective only (i.e., will apply only to effort expended after a modification (if any) is issued). However, whether an increase in fixed fee is appropriate shall depend on the circumstances involved, and, except as otherwise provided in the contract, shall be entirely within the discretion of the contracting officer.

(e) Within thirty (30) days after completion of the work under each delivery order, the contractor shall submit the following information directly, in writing, to the ordering officer, the contracting officer's technical representative and the Defense Contracting Audit Agency to which vouchers are submitted.

(1) The total number of man-hours of direct labor, including any subcontract labor expended.

NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC

(2) A breakdown of this total showing the number of man-hours expended in each direct labor classification listed in the delivery order schedule, including the identification of key employees utilized.

(3) The contractor's estimate of the total allowable cost incurred under the delivery order.

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

(f) In the event that less than 100% of the estimated level of effort for this basic contract is expended; or if said level of effort has been previously revised upward, of the fee bearing portion of the additional hours by which the level of effort was last increased; or is actually expended by the completion date of the contract, the Government shall have the option of:

(1) Requiring the contractor to continue performance, subject to the provision of the "Limitation of Cost" clause, or as applicable, the "Limitation of Funds" clause, until the effort expended equals 100% of the original level of effort or of the fee bearing portion of the last upward revision; or

(2) Effecting a reduction in the fixed fee by the percentage by which the total expended man-hours is less than 100% of the original level of effort or the fee bearing portion of the last upward revision.

(g) In the event that the incurred level of effort exceeds 3% of the delivery order requirement, but does not exceed the estimated cost of the contract, the contractor shall be entitled to cost reimbursement for actual hours expended, not to exceed the ceiling cost. The contractor shall not be paid a fixed fee, however, on the level of effort in excess of 100% without complying with paragraph (d) above. This understanding does not supersede or change subsection (d) above, whereby the contractor and Government may agree on a change to the delivery order level of effort with an equitable adjustment of both the cost and fee. Further, the contractor shall not exceed 100% of the total level of effort specified in the basic contract.

B-NSTD-07 PAYMENT OF FIXED FEE

Subject to the withholding provisions of the clause at FAR 52.216-8, Fixed Fee, the fixed fee specified shall be paid at the rate of \$ * per direct labor hour expended during each vouchering period; provided, however, that the total fee payable shall not exceed the fee established in the delivery orders or the contract, whichever is lower.

*To be completed at contract award

SECTION C Descriptions and Specifications

CLAUSES INCORPORATED BY FULL TEXT

C-TXT-04 DESCRIPTION (MAR 1996)

(a) Items 0001 (and Items 0003, 0005, 0007 and 0009 if the options are exercised) shall be in accordance with Attachment (1), Statement Of Work for Information Resources Management Support Services and all other terms and conditions herein. Items 0011 (and 0012 if the option is exercised) shall be in accordance with FAR 52.237-3 and Attachment (1), Statement Of Work for Information Resources Management Support Services and all other terms and conditions herein.

C-TXT-05 CONTRACT DATA REQUIREMENTS LIST (MAR 1996)

Item 0002 shall be in accordance with the attached Contract Data Requirements List, CDRL, DD Form 1423, dated 30 July 1998, Exhibit "A" of this contract.

C-TXT-06 CONTRACT DATA REQUIREMENTS LIST (OPTION) (MAR 1996)

Items 0004, 0006, 0008 and 0010 if the Options are exercised, shall be in accordance with the attached Contract Data Requirements List, CDRL, DD Form 1423, dated 30 July 1998, Exhibit "A" of this contract.

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SECTION D Packaging and Marking

CLAUSES INCORPORATED BY FULL TEXT

D-TXT-01 PREPARATION FOR DELIVERY

Material shall be packed for shipment in such a manner that will be in compliance with the National Motor Freight Classification (NMFC) and/or the Department of Transportation (DOT), for acceptance by common carrier and safe delivery at destination.

D-TXT-04 CLASSIFIED MATTER

Classified matter, if applicable, will be packed and shipped in accordance with transmission instructions contained in the Industrial Security Manual for Safeguarding Classified Information and the DD Form 254 attached to this contract.

D-TXT-11 PACKAGING OF DATA (MAR 1996)

All unclassified data shall be prepared for shipment in accordance with best commercial practice.

NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC

SECTION E Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE:

52.246-5 Inspection Of Services Cost-Reimbursement

APR 1984

CLAUSES INCORPORATED BY FULL TEXT

E-TXT-04 INSPECTION AND ACCEPTANCE (DESTINATION)

Inspection and acceptance of the supplies or services to be furnished hereunder shall be made at destination by the receiving activity.

252.246-7001 WARRANTY OF DATA (DEC 1991)

(a) Definition. "Technical data" has the same meaning as given in the clause in this contract entitled, Rights in Technical Data and Computer Software.

(b) Warranty. Notwithstanding inspection and acceptance by the Government of technical data furnished under this contract, and notwithstanding any provision of this contract concerning the conclusiveness of acceptance, the Contractor warrants that all technical data delivered under this contract will at the time of delivery conform with the specifications and all other requirements of this contract. The warranty period shall extend for three years after completion of the delivery of the line item of data (as identified in DD Form 1423, Contract Data Requirements List) of which the data forms a part; or any longer period specified in the contract.

(c) Contractor Notification. The Contractor agrees to notify the Contracting Officer in writing immediately of any breach of the above warranty which the Contractor discovers within the warranty period.

(d) Remedies. The following remedies shall apply to all breaches of the warranty, whether the Contractor notifies the Contracting Officer in accordance with paragraph (c) of this clause or if the Government notifies the Contractor of the breach in writing within the warranty period:

(1) Within a reasonable time after such notification, the Contracting Officer may--

(i) By written notice, direct the Contractor to correct or replace at the Contractor's expense the nonconforming technical data promptly; or

(ii) If the Contracting Officer determines that the Government no longer has a requirement for correction or replacement of the data, or that the data can be more reasonably corrected by the Government, inform the Contractor by written notice that the Government elects a price or fee adjustment instead of correction or replacement.

(2) If the Contractor refuses or fails to comply with a direction under paragraph (d)(1)(i) of this clause, the Contracting Officer may - within a reasonable time of the refusal or failure--

(i) By contract or otherwise, correct or replace the nonconforming technical data and charge the cost to the Contractor; or

(ii) Elect a price or fee adjustment instead of correction or replacement.

(3) The remedies in this clause represent the only way to enforce the Government's rights under this clause.

(e) The provisions of this clause apply anew to that portion of any corrected or replaced technical data furnished to the Government under paragraph (d)(1)(i) of this clause.

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SECTION F Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE:

52.242-15 Alt I Stop-Work Order (AUG 1989) - Alt I

APR 1984

CLAUSES INCORPORATED BY FULL TEXT

F-NSTD-03 CONTRACTOR PERFORMANCE UNDER DELIVERY ORDER (JAN 1992) (NAVSUP)

The contractor shall perform as set forth in delivery orders issued by the Government. Notwithstanding the identification of particular labor categories and the associated manhours for each labor category in the delivery order(s), the contractor may increase or decrease the manhours for designated labor categories as deemed necessary in order to satisfactorily perform the delivery order. In no event, however, shall the contractor exceed the total amount of funds in the order, unless such amount is subsequently increased by modification.

F-TXT-01 CONTRACT PERIOD OF PERFORMANCE (SPECIFIC DATES)

Any contract awarded as a result of offers submitted under this solicitation shall extend from Award through 31 March 2000.

F-TXT-04 OPTION PERIOD OF PERFORMANCE

(1) The period of performance for CLIN(s) 0003 and 0004 is one (1) year beginning 01 September 2000 and ending 31 August 2001. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause FAR 52.217-9 Option to Extend the Term of the Contract (MAR 1989).

(2) The period of performance for CLIN(s) 0005 and 0006 is one (1) year beginning 01 September 2001 and ending 31 August 2002. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause FAR 52.217-9 Option to Extend the Term of the Contract (MAR 1989).

(3) The period of performance for CLIN(s) 0007 and 0008 is one (1) year beginning 01 September 2002 and ending 31 August 2003. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause FAR 52.217-9 Option to Extend the Term of the Contract (MAR 1989).

(4) The period of performance for CLIN(s) 0009 and 0010 is one (1) year beginning 01 September 2003 and ending 31 August 2004. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause FAR 52.217-9 Option to Extend the Term of the Contract (MAR 1989).

(5) The period of performance for CLIN 0011 is not to exceed 60 days beginning from the date of contract award in accordance with the clause FAR 52.237-3 Continuity of Services (JAN 1991).

(6) The period of performance for CLIN 0012 is not to exceed 60 days from the date of contract expiration. The above period of performance shall apply only if the Government exercises the option as stated in Section B in accordance with the clause FAR 52.237-3 Continuity of Services (JAN 1991).

F-TXT-10 DELIVERY OF DATA

Data shall be delivered per the schedules and to the destinations listed in the Contract Data Requirements List, DD Form 1423, Exhibit A.

NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC

252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (NOV 1995)

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

(1) "Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.

(2) "Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.

(3) "Foreign flag vessel" means any vessel that is not a U.S.-flag vessel.

(4) "Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.

(5) "Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract. However, effective May 1, 1996, the term does not include a supplier, materialman, distributor, or vendor of commercial items or commercial components.

(6) "Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.

(i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.

(ii) "Supplies" includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.

(7) "U.S.-flag vessel" means a vessel of the United States or belonging to the United States, including any vessel registered or having national status under the laws of the United States.

(b) The Contractor shall employ U.S.-flag vessels in the transportation by sea of any supplies to be furnished in the performance of this contract. The Contractor and its subcontractors may request that the Contracting Officer authorize shipment in foreign-flag vessels, or designate available U.S.-flag vessels, if the contractor or a subcontractor believes that--

(1) U.S.-flag vessels are not available for timely shipment;

(2) The freight charges are inordinately excessive or unreasonable; or

(3) Freight charges are higher than charges to private persons for transportation of like goods.

(c) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum--

(1) Type, weight, and cube of cargo;

(2) Required shipping date;

(3) Special handling and discharge requirements;

(4) Loading and discharge points;

(5) Name of shipper and consignee;

(6) Prime contract number; and

(7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile message or letters will be sufficient for this purpose.

(d) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Division of National Cargo, Office of Market Development, Maritime Administration, U.S. Department of Transportation, Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information--

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- (1) Prime contract number;
- (2) Name of vessel;
- (3) Vessel flag of registry;
- (4) Date of loading;
- (5) Port of loading;
- (6) Port of final discharge;
- (7) Description of commodity;
- (8) Gross weight in pounds and cubic feet if available;
- (9) Total ocean freight in U.S. dollars; and
- (10) Name of the steamship company.

(e) The Contractor agrees to provide with its final invoice under this contract a representation that to the best of its knowledge and belief--

- (1) No ocean transportation was used in the performance of this contract;
- (2) Ocean transportation was used and only U.S.-flag vessels were used for all ocean shipments under the contract;

(3) Ocean transportation was used, and the Contractor had the written consent of the Contracting Officer for all non-U.S.-flag ocean transportation; or

(4) Ocean transportation was used and some or all of the shipments were made on non-U.S.-flag vessels without the written consent of the Contracting Officer. The Contractor shall describe these shipments in the following format:

ITEM	CONTRACT	
DESCRIPTION	LINE ITEMS	QUANTITY
TOTAL		

(f) If the final invoice does not include the required representation, the Government will reject and return it to the Contractor as an improper invoice for the purposes of the Prompt Payment clause of this contract. In the event there has been unauthorized use of non-U.S.-flag vessels in the performance of this contract, the Contracting Officer is entitled to equitably adjust the contract, based on the unauthorized use.

(g) The Contractor shall include this clause, including this paragraph (g) in all subcontracts under this contract, which exceed the small purchase limitation of section 13.000 of the Federal Acquisition Regulation.

252.247-7024 NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA (NOV 1995)

(a) The Contractor has indicated by the response to the solicitation provision, Representation of Extent of Transportation by Sea, that it did not anticipate transporting by sea any supplies. If, however, after the award of this contract, the Contractor learns that supplies, as defined in the Transportation of Supplies by Sea clause of this contract, will be transported by sea, the Contractor--

- (1) Shall notify the Contracting Officer of that fact; and
- (2) Hereby agrees to comply with all the terms and conditions of the Transportation of Supplies by Sea clause of this contract.

(b) The Contractor shall include this clause, including this paragraph (b), revised as necessary to reflect the relationship of the contracting parties, in all subcontracts hereunder, except (effective May 1, 1996) subcontracts for the acquisition of commercial items or components.

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G-TXT-07 PAYMENT ADDRESS

Payment under this contract shall be sent to the following address:

Evolving Resources Inc.
80 Wood Road, Suite 200
Camarillo, CA 93010

G-TXT-08 CONTRACT AUDIT OFFICE

Contract Audit will be performed by:

Defense Contract Audit Agency
Camarillo Branch Office,
770 Paseo Camarillo, Suite 310
Camarillo, CA 93030

5252.232-9001 SUBMISSION OF INVOICES (COST-REIMBURSEMENT, TIME- AND-MATERIAL, LABOR-HOUR, OR FIXED PRICE INCENTIVE) (JUL 1992) ALT II (DEC 1996)

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

(b)(i) In accordance with DFARS 242.803(b)(i)(C), the cognizant Defense Contract Audit Agency (DCAA) auditor has authorized the contractor to submit interim vouchers directly to paying officer. This authorization does not extend to the first and final invoices, which shall be submitted to the contractor auditor at the following address:

Defense Contract Audit Agency
Camarillo Branch Office
770 Paseo Camarillo, Suite 310
Camarillo, CA 93030

A copy of every invoice shall also be provided to the individual listed below, at the address shown, (if completed by the contracting officer):

Commander
Naval Air Warfare Center Weapons Division
Attn: Linda Spector, Code 220000E
521 9th Street, Building 65
Point Mugu, CA 93042-5001

Commander
Naval Air Warfare Center Weapons Division
Attn: Juanita Davis, Code 760000E
521 9th Street
Point Mugu, CA 93042-5001

In addition, a copy of the final invoice shall be provided to the Administrative Contracting Officer (ACO).

(ii) Upon written notification to the contractor, DCAA may rescind its authorization for the contractor to submit interim invoices directly to paying officers. Upon receipt of such written notice, the contractor shall immediately begin to submit all invoice to the contract auditor at the above address.

(iii) Notwithstanding (i) and (ii), when delivery orders are applicable, invoices shall be segregated by individual order and submitted to the address(es) specified in the order.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than 30 calendar days between performance and submission of an interim payment invoice.

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

- (1) Contract line item number (CLIN)
- (2) Subline item number (SLIN)
- (3) Accounting Classification Reference Number (ACRN)
- (4) Payment terms
- (5) Procurement activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided

(e) A DD Form 250, "Material Inspection and Receiving Report",

___ is required with each invoice submittal.

___ is required only with the final invoice.

is not required.

(f) A Certificate of Performance

___ shall be provided with each invoice submittal.

is not required

(g) The Contractor's final invoice shall be identified as such, and shall list all other invoices (if any) previously tendered under this contract.

(h) Costs of performance shall be segregated, accumulated and invoiced to the appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated on a proportional basis.

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SECTION H Special Contract Requirements

CLAUSES INCORPORATED BY REFERENCE:

252.242-7000 Postaward Conference

DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

H-NSTD-05 DELIVERY ORDERS (LEVEL OF EFFORT)

a. Introduction.

(1) Written Delivery Orders will be issued to the Contractor by the cognizant Ordering Officer for all work to be performed under this contract.

(2) The Government shall not be obligated to reimburse the Contractor for work performed, items delivered, or any costs incurred, nor shall the Contractor be obligated to perform, deliver, or otherwise incur costs except as authorized by duly executed Delivery Orders.

(3) The total amount of all Delivery Orders issued shall not exceed the estimated cost and fee or level of effort set forth in this contract.

b. Ordering Procedures.

(1) Delivery Orders with an estimated value of \$25,000 or more shall be placed in accordance with the following procedures:

(a) The Ordering Officer shall furnish the Contractor with a written Preliminary Delivery Order and Request for Proposal. The Request shall include:

- (i) a description of the specified work required,
- (ii) the desired delivery schedule,
- (iii) the place and manner of inspection and acceptance, and
- (iv) any other pertinent information deemed necessary.

(b) The Contractor shall, within the time specified, provide the Ordering Officer with a Proposal to Perform the Delivery Order. The Proposal shall include:

- (i) the required number of labor hours, by labor classification and labor and overhead rates for each end product or task, subcontractor), and
- (vi) total cost. The cost factors utilized in determining the estimated cost under any Order shall be the then current applicable rates.

(c) Upon receipt of the Proposal, the Ordering Officer shall review the estimates therein to ensure acceptability to the Government, enter into such discussions with the Contractor as may be necessary to correct and revise any discrepancies in the Proposal, and effect whatever internal review processes are required.

(d) Upon completion of the above process, the Ordering Officer may issue an executed Delivery Order. Only upon receipt of such executed Order shall the Contractor commence the effort required thereby. Should the Ordering Officer and the Contractor be unable to reach agreement as to the terms of the Order prior to its issuance, the conflict shall be referred to the Contracting Officer, who shall issue such direction as is required by the circumstances.

(2) Delivery Orders with an estimated value of less than \$25,000 may be placed in accordance with the following procedures:

(a) The Ordering Officer shall issue a fully funded, unilaterally executed Delivery Order representing a firm order for the total requirement.

(b) In the event the Contractor cannot perform in accordance with the terms and conditions and within the estimated cost of the Delivery Order, he shall:

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(i) notify the Ordering Officer immediately,
(ii) submit a proposal for the work requested in the Delivery Order,
(iii) not commence performance until such time that differences between the Delivery Order and his proposal are resolved and a modification, if necessary, is issued.

c. Content and Effect.

(1) Each Delivery Order shall include:

- (a) date of order,
- (b) contract order number,
- (c) place of performance,
- (d) scope, including references to applicable (contract) specifications,
- (e) the place and manner of inspection and acceptance, if different from that specified in the basic contract,
- (f) any Government furnished property, material, or facilities to be made available for performance of the Order,
- (g) any other information deemed necessary to the performance of the Order,
- (h) an estimate of the number of hours of labor by labor category required to perform the Order,
- (i) a delivery date or period of performance,
- (j) accounting and appropriation data.

(2) The Contractor shall advise the Ordering Officer if any apparent difficulties of performance according to the terms of the Order are anticipated or at any time that difficulties in performance arise. Each Delivery Order shall be deemed to include therein the "Limitation of Costs"/"Limitation of Funds" clause, which is a part of this contract and such clause shall be applicable to each Delivery Order individually.

(3) If at any time 75% of either the estimated cost or estimated level of effort specified in the Delivery Order is reached, and it appears that additional funds and/or level of effort is required to complete performance of the Delivery Order the Contractor shall promptly notify the Ordering Officer in writing. Such notification shall include the cost and level of effort expended and that required to complete performance. All revisions providing additional funds to a Delivery Order, will include fee in the same manner as established in the basic Delivery Order. If the Contractor exceeds the estimated cost of the Delivery Order, the Government will be responsible only for reimbursement of the costs and payment of fee in an amount not to exceed the estimated cost and fee established in the Delivery Order in accordance with FAR 52.232-20/FAR 52.232-22.

d. Maintenance of Records.

(1) The Contractor shall maintain the following cost records under this contract as a minimum:

- (a) records for each Delivery Order, indicating the number of hours of direct labor performed by labor category and separated as to contractor or subcontractor labor.
- (b) records of all direct non-labor costs, allocated to individual Delivery Order.
- (c) Nothing herein shall be deemed to excuse the Contractor from maintaining records required by other provisions of this contract.

H-NSTD-07 DD FORM 1662, DoD PROPERTY IN THE CUSTODY OF CONTRACTORS

Contractors who have Government Property in their custody shall report on revised DD Form 1662 "DoD Property in the Custody of Contractors" dated Dec 93 (DFARS 245.505-14). The contractor shall report all Contractor Acquired Property as defined in FAR Part 45. A completed DD Form 1662 shall be furnished to the Contracting Officer for this contract, in addition to the copy provided to the Property Administrator (if assigned), no later than October 31 of each year.

H-NSTD-08 GOVERNMENT PROPERTY RECEIVED BY THE CONTRACTOR WITHOUT CONTRACTUAL COVERAGE

The purpose of this clause is to contractually implement provisions of FAR 45.502:

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(a) Upon award of this contract, the Contractor's Government Property Administrator shall ensure that the requirements of this provision are incorporated into the contractor's Government Property Procedures, and shall provide a copy of the procedures, showing compliance, to the Government Property Administrator and the Contracting Officer.

(b) When the Contractor's Government Property Administrator discovers any Government Furnished Property to be in the possession or control of the contractor, but not provided under the Special Provision of this contract entitled "Government Property furnished for the Performance of this contract", the contractor shall promptly (1) record such property according to the approved property control procedure, (2) store the property in the contractor's approved Government Property storage area pending disposition instructions from the Government, and (3) furnish to the Government Property Administrator and Contracting Officer all known circumstances and data pertaining to its receipt and statements as to whether there is a need for its retention.

H-NSTD-09 WORK WEEK

(a) All or a portion of the effort under this contract shall be performed on a Government installation where the normal work week shall be Monday through Friday for all straight time worked. Alternate Fridays are not part of the normal work week for all work performed on-site at Naval Air Warfare Center Weapons Division. The majority of the Government offices at the above location will be closed on alternate Fridays. No deviation in the normal work week will be permitted without express advance approval in writing by the designated Ordering Officer with coordination of the using departments. Work on-site shall be performed during the normal work hours at that location unless differing hours are specified on the individual Delivery Orders.

(b) For purposes of scheduling personnel, the contractor is hereby advised that the Government Installation will observe the following holidays. The contractor is further advised that access to the Government installation may be restricted on these holidays.

NAME OF HOLIDAY	TIME OF OBSERVANCE
New Year's Day	1 January
Martin Luther King Jr's Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

(c) In the event any of the above holidays occur on a Saturday, Sunday, or alternate Friday, then such holiday shall be observed by the contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(d) In the event the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

H-NSTD-16 TRAVEL COSTS (DEC 1994)

(a) The Government will reimburse the contractor for the allowable travel costs incurred by the contractor in performance of the contract. Subject to the following provision:

(b) **GENERAL.** Travel, required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in the Department of Defense Joint Travel Regulations, Volume 2 for civilian personnel.

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(c) TRAVEL. Travel, subsistence, and associated labor charges for travel time are authorized for travel beyond a 30-mile radius of the local basis of miles traveled from starting point to destination per the joint travel regulations. Car rentals require advance approval of the Contracting Officer. Except under unusual circumstances and will be authorized only when consistent with good business practice and generally at a cost not to exceed actual cost of renting compact automobile (one for a maximum of five (5) contractor personnel.), unless extenuating circumstances (e.g., excess baggage) requires other arrangements.

(d) LABOR DURING TRAVEL. The government will reimburse contractor for contractor employees time spent traveling to or from remote work assignments. Reimbursement will include only actual travel during regular working hours Monday through Friday and corresponding hours on Saturday and Sunday.

H-NSTD-17 YEAR 2000 WARRANTY--COMMERCIAL SUPPLY ITEMS (JAN 1997)

The contractor warrants that each hardware, software, and firmware product delivered under this contract and listed below shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

The following products are identified as being Year 2000 compliant: (Contractor to Complete)

H-NSTD-18 YEAR 2000 WARRANTY--NON-COMMERCIAL SUPPLY ITEMS (JAN 1997)

The contractor warrants that each non-commercial item of hardware, software, and firmware delivered or developed under this contract and listed below shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the item documentation provided by the contractor, provided that all listed or unlisted items (e.g. hardware, software, firmware) used in combination with such listed item properly exchange date data with it. If the contract requires that specific listed items must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed items as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of any general warranty provisions of this contract, provided that notwithstanding any provision to the contrary in such warranty provision(s), or in the absence of any such warranty provision(s), the remedies available to the Government under this warranty shall include repair or replacement of any listed item whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

The following products are identified as being Year 2000 compliant: (Contractor to Complete)

NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC**H-TXT-01 PERIOD FOR EXERCISE OF OPTION**

The option as identified in Section B and provided for in the clause FAR 52.217-9 in Section I entitled "Option to Extend the Term of the Contract (MAR 1989)" or "Option to Extend Services (AUG 1989)" may be exercised at any time prior to the expiration of the current contract period of performance.

H-TXT-02 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE

(a) The Contracting Officer has designated:

NAME Juanita Davis
CODE 76D000E
MAIL ADDRESS Naval Air Warfare Center Weapons Division
521 9th Street
Point Mugu, CA 93042-5001
TELEPHONE NO. (805) 989-7928

as the authorized Contracting Officer's Representative (COR) for this contract/order.

(b) The COR is responsible for monitoring the performance and progress, as well as overall technical management of the orders placed hereunder and should be contacted regarding any questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer prior to the completion of this contract.

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

H-TXT-06 GOVERNMENT FURNISHED PROPERTY

The Government will furnish to the Contractor for use in the performance of this contract the Government-owned property listed in an attachment to this contract, subject to the provisions of the Government Property Clause of the Contract Clauses.

252.204-7000 DISCLOSURE OF INFORMATION (DEC 1991)

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless--

- (1) The Contracting Officer has given prior written approval; or
- (2) The information is otherwise in the public domain before the date of release.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

5252.216-9500 UNILATERAL UNPRICED DELIVERY ORDER (JAN 1992)

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(a) When the government determines, in circumstances of emergency or exigency, that the need for specific supplies or services is unusually urgent, the Ordering Officer (OO) may issue a unilateral unpriced order requiring the Contractor to provide the supplies or services specified.

(b) The unilateral unpriced order shall specify the estimated cost and fee and the desired delivery schedule for the work being ordered. The Government's desired delivery shall apply unless the Ordering Officer receives written notification from the Contractor within fifteen (15) days after receipt of the order that the proposed delivery schedule is not acceptable. Such notification shall propose an alternative delivery schedule. The Contractor shall submit its cost proposal within thirty (30) days after receipt of the order. The Government has no obligation to pay for the supplies or services ordered until the actual price and delivery schedule have been negotiated. In no event shall the costs incurred exceed the estimated cost of the order before the proposal is submitted.

(c) The contractor shall include in its proposal a statement of costs incurred and an estimate of costs expected to complete the work. Data supporting the accuracy and reliability of the cost estimate should also be included. After submission of the contractor's cost proposal and supporting data, the contractor and the OO shall negotiate a bilateral modification to the original order finalizing the price and delivery schedule, which will be specified in a bilateral modification to the original order.

(d) Should the OO and the contractor be unable to reach an agreement as to the terms of the order, the conflict shall be referred to the Contracting officer who shall issue such direction as is required by the circumstances. If a bilateral agreement is not negotiated within sixty (60) days after submission of the contractor's cost proposal, the Contracting Officer will issue a modification to the unilateral unpriced order which establishes the Government's total estimated cost for the order. This estimate will remain in effect until a final price is established in a bilateral modification to the order.

(e) Failure to arrive at an agreement shall be handled as a dispute in accordance with the clause entitled "Disputes."

5252.216-9503 WRITTEN ORDERS (INDEFINITE DELIVERY CONTRACTS) (JAN 1992)

Written orders (on DD Form 1155) will contain the following information consistent with the terms of the contract:

- (a) Date of order
- (b) Contract number and order number.
- (c) Item number and description, quantity ordered, unit price and contract price.
- (d) Delivery or performance date.
- (e) Place of delivery or performing (including consignee).
- (f) Packaging, packing, and shipping instructions if any required.
- (g) Accounting and appropriation data.
- (h) Inspection invoicing and payment provisions to the extent not covered in the contract; and any other pertinent information.

5252.216-9550 PROCEDURES FOR DELIVERY ORDERS (SERVICES) (JUL 1990) (NAVAIR)

- (a) Each delivery order shall:
 - (1) Comply with (b) below;
 - (2) be issued as a delivery order on DD Form 1155 (Order for Supplies or /Request for Quotations), or on Standard Form 30 (Amendment of Solicitation/Modification of Contract) in the case of a modification to an order;
 - (3) be identified by procurement instrument number in accordance with DFARS Part 204.7003;
 - (4) incorporate the terms and conditions of this contract by reference;
 - (5) set forth a detailed statement of work which references the sub-task area(s) in Section C and description of the data requirements to be provided;

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- (6) utilize DD 1423's for the ordering of data requirements and for the purposes of "Special Distribution--Material Inspection and Receiving Report (MIRR)" Section G language, specify addresses of special distribution recipients for DD 250's;
- (7) set forth a delivery order maximum price;
- (8) specify the commodities, equipment systems, and/or manufacturers to which the Organizational Conflict of Interest provisions apply;
- (9) set forth packaging (preservation and packing) and marking requirements for deliverables;
- (10) specify any GFE or GFI applicable to that order;
- (11) set forth the Government's required delivery or performance date and the place of performance, indicating therein the Contractor's facility to be utilized; and, in the event travel is required in the performance of the work ordered, the locations at which such performance is necessary;
- (12) set forth the place or places where inspection and acceptance will be made by the Government;
- (13) set forth the applicable appropriation and accounting data;
- (14) be signed by the authorized Government representative (PCO);
- (15) contain a travel itinerary.
- (b) Under no circumstances shall an order or a modification to an order be issued:
- (1) Prior to contract issuance;
- (2) if the delivery requirements extend beyond 120 days after the expiration of the initial contract or any option year; and
- (3) when the order requires access to classified material and a DD-254 has not been provided for inclusion in the order.

5252.216-9551 MINIMUM AND MAXIMUM CONTRACT AMOUNTS (AUG 1991) (NAVAIR)

During the base period of this contract, the Government shall place orders totaling a minimum of **5,000** hours of the Maximum Contract Labor Hours of the base period. If an option is exercised, the Government shall place orders totaling a minimum of **5,000** hours of the Maximum Contract Labor Hours specified for the option year being exercised.

5252.237-9501 ADDITION OR SUBSTITUTION OF PERSONNEL (SERVICES) (MAR 1992) (NAVAIR)

(a) A requirement of this contract is to maintain stability of personnel proposed in order to provide quality services. The Contractor agrees to assign only those key personnel (See Attachment 5) whose resumes were approved and who are necessary to fulfill the requirements of the effort. The Contractor agrees to assign to any effort requiring non-key personnel only personnel who meet or exceed the applicable labor category descriptions.

(b) The Contractor agrees that no key personnel substitutions or additions will be made unless necessitated by compelling reasons including, but not limited to, an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or maternity leave. In such an event, the Contractor must promptly provide the information required by paragraph (c) below to the Contracting Officer for approval prior to the substitution or addition of key personnel. Proposed substitutions of key personnel must meet or exceed the qualifications of personnel for whom they are proposed to replace. Fully compliant requests for substitutions or additions must be submitted, in writing, to the Contracting Officer for approval at least fifteen working days in advance of the proposed change.

(c) Requests for key personnel changes must provide a detailed explanation of the circumstances necessitating the proposed substitutions or additions, a complete resume of the proposed change in accordance with Attachment 5, information regarding the full financial impact of the change, and any other information requested by the Contracting Officer.

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

5252.239-9514 COMMITMENTS, WARRANTIES AND REPRESENTATIONS (JAN 1992) (NAVAIR)

Any written commitment by the Contractor within the scope of this contract shall be binding upon the Contractor. Failure of the Contractor to fulfill any such commitment shall render the Contractor liable for liquidated or other damages due to the Government under the terms of this contract. For the purpose of this contract, a written commitment by the Contractor is limited to the proposals submitted by the Contractor, and to specific written modifications to the proposal. Written commitments by the Contractor are further defined as including (1) any warranty or representation made by the Contractor in a proposal as to hardware or software performance; total systems performance; other physical, design, or functional characteristics of a machine, software package, or system, or installation date; (2) any warranty or representation made by the Contractor concerning the characteristics or items described in (1) above made in any publications, drawings, or specifications accompanying or referred to in a proposal; and (3) any modification of or affirmation or representation as to the above which is made by the Contractor in or during the course of the Live Test Demonstration or negotiations, whether or not incorporated into a formal amendment to the proposal in question.

5252.242-9507 REPORTING REQUIREMENTS (JAN 1992) (NAVAIR)

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

5252.243-9504 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

Name: Nathan Simpson

Address: Commander
Command Support Contracts Department, Code: 220000E
Naval Air Warfare Center, Weapons Division
521 9th Street, Building 65
Point Mugu, CA 93042-5001

Telephone: (805) 989-1303

Fax: (805) 989-0561

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52.215-21	Requirements For Cost Or Pricing Data Or Information Other Than Cost Or Pricing Data- Modifications	OCT 1997
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CLAUSES INCORPORATED BY FULL TEXT

52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

52.216-7 ALLOWABLE COST AND PAYMENT (APR 1998)

(a) Invoicing. The Government shall make payments to the Contractor when requested as work progresses, but (except for small business concerns) not more often than once every 2 weeks, in amounts determined to be allowable by the Contracting Officer in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract and the terms of this contract. The Contractor may submit to an authorized representative of the Contracting Officer, in such form and reasonable detail as the representative may require, an invoice or voucher supported by a statement of the claimed allowable cost for performing this contract.

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(b) Reimbursing costs. (1) For the purpose of reimbursing allowable costs (except as provided in subparagraph (b)(2) of this section, with respect to pension, deferred profit sharing, and employee stock ownership plan contributions), the term "costs" includes only--

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

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

(A) Materials issued from the Contractor's inventory and placed in the production process for use on the contract;

(B) Direct labor;

(C) Direct travel;

(D) Other direct in-house costs; and

(E) Properly allocable and allowable indirect costs, as shown in the records maintained by the Contractor for purposes of obtaining reimbursement under Government contracts; and

(iii) The amount of progress and other payments that have been paid by cash, check, or other form of payment to the Contractor's subcontractors under similar cost standards.

(2) Contractor contributions to any pension or other postretirement benefit, profit-sharing, or employee stock ownership plan funds that are paid quarterly or more often may be included in indirect costs for payment purposes; provided, that the Contractor pays the contribution to the fund within 30 days after the close of the period covered. Payments made 30 days or more after the close of a period shall not be included until the Contractor actually makes the payment. Accrued costs for such contributions that are paid less often than quarterly shall be excluded from indirect costs for payment purposes until the Contractor actually makes the payment.

(3) Notwithstanding the audit and adjustment of invoices or vouchers under paragraph (g) of this clause, allowable indirect costs under this contract shall be obtained by applying indirect cost rates established in accordance with paragraph (d) of this clause.

(4) Any statements in specifications or other documents incorporated in this contract by reference designating performance of services or furnishing of materials at the Contractor's expense or at no cost to the Government shall be disregarded for purposes of cost-reimbursement under this clause.

(c) Small business concerns. A small business concern may be paid more often than every 2 weeks and may invoice and be paid for recorded costs for items or services purchased directly for the contract, even though the concern has not yet paid for those items or services.

(d) Final indirect cost rates. (1) Final annual indirect cost rates and the appropriate bases shall be established in accordance with Subpart 42.7 of the Federal Acquisition Regulation (FAR) in effect for the period covered by the indirect cost rate proposal.

(i) The Contractor shall submit an adequate final indirect cost rate proposal to the Contracting Officer (or cognizant Federal agency official) and auditor within the 6-month period following the expiration of each of its fiscal years. Reasonable extensions, for exceptional circumstances only, may be requested in writing by the Contractor and granted in writing by the Contracting Officer. The Contractor shall support its proposal with adequate supporting data.

(ii) The proposed rates shall be based on the Contractor's actual cost experience for that period. The appropriate Government representative and Contractor shall establish the final indirect cost rates as promptly as practical after receipt of the Contractor's proposal.

(3) The Contractor and the appropriate Government representative shall execute a written understanding setting forth the final indirect cost rates. The understanding shall specify (i) the agreed-upon final annual indirect cost rates, (ii) the bases to which the rates apply, (iii) the periods for which the rates apply, (iv) any specific indirect cost items treated as direct costs in the settlement, and (v) the affected contract and/or subcontract, identifying any with advance agreements or special terms and the applicable rates. The understanding shall not change any monetary

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ceiling, contract obligation, or specific cost allowance or disallowance provided for in this contract. The understanding is incorporated into this contract upon execution.

(4) Within 120 days after settlement of the final indirect cost rates covering the year in which this contract is physically complete (or longer, if approved in writing by the Contracting Officer), the Contractor shall submit a completion invoice or voucher to reflect the settled amounts and rates.

(5) Failure by the parties to agree on a final annual indirect cost rate shall be a dispute within the meaning of the Disputes clause.

(e) Billing rates. Until final annual indirect cost rates are established for any period, the Government shall reimburse the Contractor at billing rates established by the Contracting Officer or by an authorized representative (the cognizant auditor), subject to adjustment when the final rates are established. These billing rates--

(1) Shall be the anticipated final rates; and

(2) May be prospectively or retroactively revised by mutual agreement, at either party's request, to prevent substantial overpayment or underpayment.

(f) Quick-closeout procedures. Quick-closeout procedures are applicable when the conditions in FAR 42.708(a) are satisfied.

(g) Audit. At any time or times before final payment, the Contracting Officer may have the Contractor's invoices or vouchers and statements of cost audited. Any payment may be--

(1) Reduced by amounts found by the Contracting Officer not to constitute allowable costs; or

(2) Adjusted for prior overpayments or underpayments.

(h) Final payment. (1) Upon approval of a completion invoice or voucher submitted by the Contractor in accordance with paragraph (d)(4) of this clause, and upon the Contractor's compliance with all terms of this contract, the Government shall promptly pay any balance of allowable costs and that part of the fee (if any) not previously paid.

(2) The Contractor shall pay to the Government any refunds, rebates, credits, or other amounts (including interest, if any) accruing to or received by the Contractor or any assignee under this contract, to the extent that those amounts are properly allocable to costs for which the Contractor has been reimbursed by the Government. Reasonable expenses incurred by the Contractor for securing refunds, rebates, credits, or other amounts shall be allowable costs if approved by the Contracting Officer. Before final payment under this contract, the Contractor and each assignee whose assignment is in effect at the time of final payment shall execute and deliver--

(i) An assignment to the Government, in form and substance satisfactory to the Contracting Officer, of refunds, rebates, credits, or other amounts (including interest, if any) properly allocable to costs for which the Contractor has been reimbursed by the Government under this contract; and

(ii) A release discharging the Government, its officers, agents, and employees from all liabilities, obligations, and claims arising out of or under this contract, except--

(A) Specified claims stated in exact amounts, or in estimated amounts when the exact amounts are not known;

(B) Claims (including reasonable incidental expenses) based upon liabilities of the Contractor to third parties arising out of the performance of this contract; provided, that the claims are not known to the Contractor on the date of the execution of the release, and that the Contractor gives notice of the claims in writing to the Contracting Officer within 6 years following the release date or notice of final payment date, whichever is earlier; and

(C) Claims for reimbursement of costs, including reasonable incidental expenses, incurred by the Contractor under the patent clauses of this contract, excluding, however, any expenses arising from the Contractor's indemnification of the Government against patent liability.

52.216-18 ORDERING (OCT 1995)

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(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 01 September 1999 through 31 August 2000.

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

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

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than 40 labor hours, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of the contract value.

(2) Any order for a combination of items in excess of the contract value.

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

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

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 15 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-22 INDEFINITE QUANTITY (OCT 1995)

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

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 120 days from the end of the ordering period.

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

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52.217-8 OPTION TO EXTEND SERVICES (AUG 1989)

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

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

(a) The Government may extend the term of this contract by written notice to the Contractor within the contract period of performance; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

52.219-11 SPECIAL 8(a) CONTRACT CONDITIONS (FEB 1990)

The Small Business Administration (SBA) agrees to the following:

(a) To furnish the supplies or services set forth in this contract according to the specifications and the terms and conditions hereof by subcontracting with an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(b) That in the event SBA does not award a subcontract for all or a part of the work hereunder, this contract may be terminated either in whole or in part without cost to either party.

(c) Except for novation agreements and advance payments, delegates to the Contracting Officer, Naval Air Warfare Center, Weapons Division, Point Mugu, CA the responsibility for administering the subcontract to be awarded hereunder with complete authority to take any action on behalf of the Government under the terms and conditions of the subcontract; provided, however, that the Contracting Officer, Naval Air Warfare Center, Weapons Division, Point Mugu, CA shall give advance notice to the SBA before it issues a final notice terminating the right of a subcontractor to proceed with further performance, either in whole or in part, under the subcontract for default or for the convenience of the Government.

(d) That payments to be made under any subcontract awarded under this contract will be made directly to the subcontractor by the contracting activity.

(e) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the Contracting Officer cognizable under the "Disputes" clause of said subcontract.

(f) To notify the Naval Air Warfare Center, Weapons Division, Point Mugu, CA, Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

52.219-12 SPECIAL 8(a) SUBCONTRACT CONDITIONS (FEB 1990)

(a) The Small Business Administration (SBA) has entered into Contract No. _____ with the _____ to furnish the supplies or services described therein. A copy of the contract is attached hereto and made a part hereof.

(b) The _____, hereafter referred to as the subcontractor, agrees and acknowledges as follows:

(1) That it will, for and on behalf of the SBA, fulfill and perform all of the requirements of Contract No.

_____ for the consideration stated therein and that it has read and is familiar with each and every part of the

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contract.

(2) That the SBA has delegated responsibility, except for novation agreements and advance payments, for the administration of this subcontract to the _____ with complete authority to take any action on behalf of the Government under the terms and conditions of this subcontract.

(3) That it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the designated Contracting Officer of the _____.

(4) That it will notify the _____ Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(c) Payments, including any progress payments under this subcontract, will be made directly to the subcontractor by the _____.

* to be completed at contract award

52.219-17 SECTION 8(A) AWARD (DEC 1996)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the Contracting Officer, Naval Air Warfare Center, Weapons Division, Point Mugu, CA responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the Naval Air Warfare Center, Weapons Division, Point Mugu, CA Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the Naval Air Warfare Center, Weapons Division, Point Mugu, CA.

52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS (JAN 1997)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) SIC code 7379 is specifically included in the Offeror's approved business plan;

(2) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(3) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

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(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) The _____ [insert name of SBA's contractor] will notify the Naval Air Warfare Center, Weapons Division, Point Mugu, CA Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$0.00 or the overtime premium is paid for work --

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

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

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

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

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

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

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

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

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Monetary Hourly Wage*</u>
Program Manager (GS-13)	\$27.67
Management Analyst (GS-11)	\$19.41
Systems Analyst Manager (GS-12)	\$23.26

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Senior Computer Programmer (GS-11)	\$19.41
Computer Programmer (GS-9)	\$16.04
Senior Systems Analyst (GS-12)	\$23.26
Systems Analyst (GS-11)	\$19.41
Telecommunications Specialist (WG-11)	\$16.79
Network Administrator (GS-8)	\$14.52
Computer Technician (GS-6)	\$11.08
Senior Documentation Specialist (GS-6)	\$11.08
Documentation Specialist (GS-5)	\$10.59
Word Processor (GS-4)	\$ 9.46

* Represents 1998 General Schedule Locality Rates of Pay for Los Angeles, CA excluding fringe benefits.

52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (OCT 1997)

(a) Definitions. As used in this provision—

Uncompensated overtime means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

Uncompensated overtime rate is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour ($\20.00×40 divided by $45 = \$17.78$).

(b) For any proposed hours against which an uncompensated overtime rate is applied, the offeror shall identify in its proposal the hours in excess of an average of 40 hours per week, by labor category at the same level of detail as compensated hours, and the uncompensated overtime rate per hour, whether at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (APR 1998)

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

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(1) 52.222-26, Equal Opportunity (E.O. 11246);
(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));
(3) 52.222-36, Affirmative Action for Handicapped Workers (29 U.S.C. 793); and
(4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.armet.gov/far/ or www.farsite.hill.af.mil/

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION (MAR 1998)

(a) Definitions.

As used in this clause--

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

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

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

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

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

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

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

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

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR

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database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

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

252.219-7009 SECTION 8(A) DIRECT AWARD (JUN 1998)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Memorandum of Understanding dated May 6, 1998, between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA is not a party to this contract. SBA does retain responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

U.S. Small Business Administration
330 North Brand Blvd., Suite 1200
Glendale, CA 91203

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

(c) The Contractor agrees that--

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

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

252.227-7014 RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION (JUN 1995)

(a) Definitions. As used in this clause:

(1) "Commercial computer software" means software developed or regularly used for nongovernmental purposes which--

- (i) Has been sold, leased, or licensed to the public;
- (ii) Has been offered for sale, lease, or license to the public;
- (iii) Has not been offered, sold, leased, or licensed to the public but will be available for commercial sale, lease, or license in time to satisfy the delivery requirements of this contract; or
- (iv) Satisfies a criterion expressed in paragraph (a)(1) (i), (ii), or (iii) of this clause and would require only minor modification to meet the requirements of this contract.

(2) "Computer database" means a collection of recorded data in a form capable of being processed by a computer. The term does not include computer software.

(3) "Computer program" means a set of instructions, rules, or routines, recorded in a form that is capable of causing a computer to perform a specific operation or series of operations.

(4) "Computer software" means computer programs, source code, source code listings, object code listings, design details, algorithms, processes, flow charts, formulae, and related material that would enable the software to

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be reproduced, recreated, or recompiled. Computer software does not include computer databases or computer software documentation.

(5) "Computer software documentation" means owner's manuals, user's manuals, installation instructions, operating instructions, and other similar items, regardless of storage medium, that explain the capabilities of the computer software or provide instructions for using the software.

(6) "Developed" means that--

(i) A computer program has been successfully operated in a computer and tested to the extent sufficient to demonstrate to reasonable persons skilled in the art that the program can reasonably be expected to perform its intended purpose;

(ii) Computer software, other than computer programs, has been tested or analyzed to the extent sufficient to demonstrate to reasonable persons skilled in the art that the software can reasonably be expected to perform its intended purpose; or

(iii) Computer software documentation required to be delivered under a contract has been written, in any medium, in sufficient detail to comply with requirements under that contract.

(7) "Developed exclusively at private expense" means development was accomplished entirely with costs charged to indirect cost pools, costs not allocated to a government contract, or any combination thereof.

(i) Private expense determinations should be made at the lowest practicable level.

(ii) Under fixed-price contracts, when total costs are greater than the firm-fixed-price or ceiling price of the contract, the additional development costs necessary to complete development shall not be considered when determining whether development was at government, private, or mixed expense.

(8) "Developed exclusively with government funds" means development was not accomplished exclusively or partially at private expense.

(9) "Developed with mixed funding" means development was accomplished partially with costs charged to indirect cost pools and/or costs not allocated to a government contract, and partially with costs charged directly to a government contract.

(10) "Government purpose" means any activity in which the United States Government is a party, including cooperative agreements with international or multi-national defense organizations or sales or transfers by the United States Government to foreign governments or international organizations. Government purposes include competitive procurement, but do not include the rights to use, modify, reproduce, release, perform, display, or disclose computer software or computer software documentation for commercial purposes or authorize others to do so.

(11) "Government purpose rights" means the rights to--

(i) Use, modify, reproduce, release, perform, display, or disclose computer software or computer software documentation within the Government without restriction; and

(ii) Release or disclose computer software or computer software documentation outside the Government and authorize persons to whom release or disclosure has been made to use, modify, reproduce, release, perform, display, or disclose the software or documentation for United States government purposes.

(12) "Minor modification" means a modification that does not significantly alter the nongovernmental function or purpose of the software or is of the type customarily provided in the commercial marketplace.

(13) "Noncommercial computer software" means software that does not qualify as commercial computer software under paragraph (a)(1) of this clause.

(14) "Restricted rights" apply only to noncommercial computer software and mean the Government's rights to--

(i) Use a computer program with one computer at one time. The program may not be accessed by more than one terminal or central processing unit or time shared unless otherwise permitted by this contract;

(ii) Transfer a computer program to another Government agency without the further permission of the Contractor if the transferor destroys all copies of the program and related computer software documentation in its possession and notifies the licensor of the transfer. Transferred programs remain subject to the provisions of this

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clause:

(iii) Make the minimum number of copies of the computer software required for safekeeping (archive), backup, or modification purposes:

(iv) Modify computer software provided that the Government may--

(A) Use the modified software only as provided in paragraphs (a)(14) (i) and (iii) of this clause; and

(B) Not release or disclose the modified software except as provided in paragraphs (a)(14) (ii), (v) and (vi)

of this clause;

(v) Permit contractors or subcontractors performing service contracts (see 37.101 of the Federal Acquisition Regulation) in support of this or a related contract to use computer software to diagnose and correct deficiencies in a computer program, to modify computer software to enable a computer program to be combined with, adapted to, or merged with other computer programs or when necessary to respond to urgent tactical situations, provided that--

(A) The Government notifies the party which has granted restricted rights that a release or disclosure to particular contractors or subcontractors was made;

(B) Such contractors or subcontractors are subject to the use and non-disclosure agreement at 227.7103-7 of the Defense Federal Acquisition Regulation Supplement (DFARS) or are Government contractors receiving access to the software for performance of a Government contract that contains the clause at DFARS 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends;

(C) The Government shall not permit the recipient to decompile, disassemble, or reverse engineer the software, or use software decompiled, disassembled, or reverse engineered by the Government pursuant to paragraph (a)(14)(iv) of this clause, for any other purpose; and

(D) Such use is subject to the limitation in paragraph (a)(14)(i) of this clause; and

(vi) Permit contractors or subcontractors performing emergency repairs or overhaul of items or components of items procured under this or a related contract to use the computer software when necessary to perform the repairs or overhaul, or to modify the computer software to reflect the repairs or overhaul made, provided that--

(A) The intended recipient is subject to the use and non-disclosure agreement at DFARS 227.7103-7 or is a Government contractor receiving access to the software for performance of a Government contract that contains the clause at DFARS 252.227-7025, Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends; and

(B) The Government shall not permit the recipient to decompile, disassemble, or reverse engineer the software, or use software decompiled, disassembled, or reverse engineered by the Government pursuant to paragraph (a)(14)(iv) of this clause, for any other purpose.

(15) "Unlimited rights" means rights to use, modify, reproduce, release, perform, display, or disclose computer software or computer software documentation in whole or in part, in any manner and for any purpose whatsoever, and to have or authorize others to do so.

(b) Rights in computer software or computer software documentation. The Contractor grants or shall obtain for the Government the following royalty free, world-wide, nonexclusive, irrevocable license rights in noncommercial computer software or computer software documentation. All rights not granted to the Government are retained by the Contractor.

(1) Unlimited rights. The Government shall have unlimited rights in--

(i) Computer software developed exclusively with Government funds;

(ii) Computer software documentation required to be delivered under this contract;

(iii) Corrections or changes to computer software or computer software documentation furnished to the Contractor by the Government;

(iv) Computer software or computer software documentation that is otherwise publicly available or has been released or disclosed by the Contractor or subcontractor without restriction on further use, release or disclosure, other than a release or disclosure resulting from the sale, transfer, or other assignment of interest in the software to another party or the sale or transfer of some or all of a business entity or its assets to another party;

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(v) Computer software or computer software documentation obtained with unlimited rights under another Government contract or as a result of negotiations; or

(vi) Computer software or computer software documentation furnished to the Government, under this or any other Government contract or subcontract thereunder with--

(A) Restricted rights in computer software, limited rights in technical data, or government purpose license rights and the restrictive conditions have expired; or

(B) Government purpose rights and the Contractor's exclusive right to use such software or documentation for commercial purposes has expired.

(2) Government purpose rights.

(i) Except as provided in paragraph (b)(1) of this clause, the Government shall have government purpose rights in computer software development with mixed funding.

(ii) Government purpose rights shall remain in effect for a period of five years unless a different period has been negotiated. Upon expiration of the five-year or other negotiated period, the Government shall have unlimited rights in the computer software or computer software documentation. The government purpose rights period shall commence upon execution of the contract, subcontract, letter contract (or similar contractual instrument), contract modification, or option exercise that required development of the computer software.

(iii) The Government shall not release or disclose computer software in which it has government purpose rights to any other person unless--

(A) Prior to release or disclosure, the intended recipient is subject to the use and non-disclosure agreement at DFARS 227.7103-7; or

(B) The recipient is a Government contractor receiving access to the software or documentation for performance of a Government contract that contains the clause at DFARS 252.227-7025, Limitations on the Use or Disclosure of Government Furnished Information Marked with Restrictive Legends.

(3) Restricted rights.

(i) The Government shall have restricted rights in noncommercial computer software required to be delivered or otherwise provided to the Government under this contract that were developed exclusively at private expense.

(ii) The Contractor, its subcontractors, or suppliers are not required to provide the Government additional rights in noncommercial computer software delivered or otherwise provided to the Government with restricted rights. However, if the Government desires to obtain additional rights in such software, the Contractor agrees to promptly enter into negotiations with the Contracting Officer to determine whether there are acceptable terms for transferring such rights. All noncommercial computer software in which the Contractor has granted the Government additional rights shall be listed or described in a license agreement made part of the contract (see paragraph (b)(4) of this clause). The license shall enumerate the additional rights granted the Government.

(4) Specifically negotiated license rights.

(i) The standard license rights granted to the Government under paragraphs (b)(1) through (b)(3) of this clause, including the period during which the Government shall have government purpose rights in computer software, may be modified by mutual agreement to provide such rights as the parties consider appropriate but shall not provide the Government lesser rights in computer software than are enumerated in paragraph (a)(14) of this clause or lesser rights in computer software documentation than are enumerated in paragraph (a)(13) of the Rights in Technical Data--Noncommercial Items clause of this contract.

(ii) Any rights so negotiated shall be identified in a license agreement made part of this contract.

(5) Prior government rights. Computer software or computer software documentation that will be delivered, furnished, or otherwise provided to the Government under this contract, in which the Government has previously obtained rights shall be delivered, furnished, or provided with the pre-existing rights, unless--

(i) The parties have agreed otherwise; or

(ii) Any restrictions on the Government's rights to use, modify, reproduce, release, perform, display, or disclose [C];7m(B2)[C6][C25]m(B the data have expired or no longer apply.

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(6) Release from liability. The Contractor agrees to release the Government from liability for any release or disclosure of computer software made in accordance with paragraph (a)(14) or (b)(2)(iii) of this clause, in accordance with the terms of a license negotiated under paragraph (b)(4) of this clause, or by others to whom the recipient has released or disclosed the software, and to seek relief solely from the party who has improperly used, modified, reproduced, released, performed, displayed, or disclosed Contractor software marked with restrictive legends.

(c) Rights in derivative computer software or computer software documentation. The Government shall retain its rights in the unchanged portions of any computer software or computer software documentation delivered under this contract that the Contractor uses to prepare, or includes in, derivative computer software or computer software documentation.

(d) Third party copyrighted computer software or computer software documentation. The Contractor shall not, without the written approval of the Contracting Officer, incorporate any copyrighted computer software or computer software documentation in the software or documentation to be delivered under this contract unless the Contractor is the copyright owner or has obtained for the Government the license rights necessary to perfect a license or licenses in the deliverable software or documentation of the appropriate scope set forth in paragraph (b) of this clause, and prior to delivery of such--

(1) Computer software, has provided a statement of the license rights obtained in a form acceptable to the Contracting Officer; or

(2) Computer software documentation, has affixed to the transmittal document a statement of the license rights obtained.

(e) Identification and delivery of computer software and computer software documentation to be furnished with restrictions on use, release, or disclosure.

(1) This paragraph does not apply to restrictions based solely on copyright.

(2) Except as provided in paragraph (e)(3) of this clause, computer software that the Contractor asserts should be furnished to the Government with restrictions on use, release, or disclosure is identified in an attachment to this contract (the Attachment). The Contractor shall not deliver any software with restrictive markings unless the software is listed on the Attachment.

(3) In addition to the assertions made in the Attachment, other assertions may be identified after award when based on new information or inadvertent omissions unless the inadvertent omissions would have materially affected the source selection decision. Such identification and assertion shall be submitted to the Contracting Officer as soon as practicable prior to the scheduled date for delivery of the software, in the following format, and signed by an official authorized to contractually obligate the Contractor: Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Computer Software.

The Contractor asserts for itself, or the persons identified below, that the Government's rights to use, release, or disclose the following computer software should be restricted:

Computer Software to be Furnished with Restrictions*	Basis for Assertion**	Asserted Rights Category***	Name of Person Asserting Restrictions****
(LIST)	(LIST)	(LIST)	(LIST).....

*Generally, development at private expense, either exclusively or partially, is the only basis for asserting restrictions on the Government's rights to use, release, or disclose computer software.

**Indicate whether development was exclusively or partially at private expense. If development was not at private expense, enter the specific reason for asserting that the Government's rights should be restricted.

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***Enter asserted rights category (e.g., restricted or government purpose rights in computer software, government purpose license rights from a prior contract, rights in SBIR software generated under another contract, or specifically negotiated licenses).

****Corporation, individual, or other person, as appropriate.

Date _____

Printed Name and Title _____

Signature _____

(End of identification and assertion)

(4) When requested by the Contracting Officer, the Contractor shall provide sufficient information to enable the Contracting Officer to evaluate the Contractor's assertions. The Contracting Officer reserves the right to add the Contractor's assertions to the Attachment and validate any listed assertion, at a later date, in accordance with the procedures of the Validation of Asserted Restrictions--Computer Software clause of this contract.

(f) Marking requirements. The Contractor, and its subcontractors or suppliers, may only assert restrictions on the Government's rights to use, modify, reproduce, release, perform, display, or disclose computer software by marking the deliverable software or documentation subject to restriction. Except as provided in paragraph (f)(5) of this clause, only the following legends are authorized under this contract; the government purpose rights legend at paragraph (f)(2) of this clause; the restricted rights legend at paragraph (f)(3) of this clause; or the special license rights legend at paragraph (f)(4) of this clause; and/or a notice of copyright as prescribed under 17 U.S.C. 401 or 402.

(1) General marking instructions. The Contractor, or its subcontractors or suppliers, shall conspicuously and legibly mark the appropriate legend on all computer software that qualify for such markings. The authorized legends shall be placed on the transmitted document or software storage container and each page, or portions thereof, of printed material containing computer software for which restrictions are asserted. Computer software transmitted directly from one computer or computer terminal to another shall contain a notice of asserted restrictions. However, instructions that interfere with or delay the operation of computer software in order to display a restrictive rights legend or other license statement at any time prior to or during use of the computer software, or otherwise cause such interference or delay, shall not be inserted in software that will or might be used in combat or situations that simulate combat conditions, unless the Contracting Officer's written permission to deliver such software has been obtained prior to delivery. Reproductions of computer software or any portions thereof subject to asserted restrictions, shall also reproduce the asserted restrictions.

(2) Government purpose rights markings. Computer software delivered or otherwise furnished to the Government with government purpose rights shall be marked as follows:

GOVERNMENT PURPOSE RIGHTS

Contract No. _____

Contractor Name _____

Contractor Address _____

Expiration Date _____

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The Government's rights to use, modify, reproduce, release, perform, display, or disclose this software are restricted by paragraph (b)(2) of the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause contained in the above identified contract. No restrictions apply after the expiration date shown above. Any reproduction of the software or portions thereof marked with this legend must also reproduce the markings.

(End of legend)

(3) Restricted rights markings. Software delivered or otherwise furnished to the Government with restricted rights shall be marked with the following legend:

RESTRICTED RIGHTS

Contract No. _____

Contractor Name _____

Contractor Address _____

The Government's rights to use, modify, reproduce, release, perform, display, or disclose this software are restricted by paragraph (b)(3) of the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause contained in the above identified contract. Any reproduction of computer software or portions thereof marked with this legend must also reproduce the markings. Any person, other than the Government, who has been provided access to such software must promptly notify the above named Contractor.

(End of legend)

(4) Special license rights markings.

(i) Computer software or computer documentation in which the Government's rights stem from a specifically negotiated license shall be marked with the following legend:

SPECIAL LICENSE RIGHTS

The Government's rights to use, modify, reproduce, release, perform, display, or disclose this software are restricted by Contract No. _____ (Insert contract number) _____, License No. _____ (Insert license identifier) _____. Any reproduction of computer software, computer software documentation, or portions thereof marked with this legend must also reproduce the markings.

(End of legend)

(ii) For purposes of this clause, special licenses do not include government purpose license rights acquired under a prior contract (see paragraph (b)(5) of this clause).

(5) Pre-existing markings. If the terms of a prior contract or license permitted the Contractor to restrict the Government's rights to use, modify, release, perform, display, or disclose computer software or computer software documentation and those restrictions are still applicable, the Contractor may mark such software or documentation with the appropriate restrictive legend for which the software qualified under the prior contract or license. The marking procedures in paragraph (f)(1) of this clause shall be followed.

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(g) Contractor procedures and records. Throughout performance of this contract, the Contractor and its subcontractors or suppliers that will deliver computer software or computer software documentation with other than unlimited rights, shall--

(1) Have, maintain, and follow written procedures sufficient to assure that restrictive markings are used only when authorized by the terms of this clause; and

(2) Maintain records sufficient to justify the validity of any restrictive markings on computer software or computer software documentation delivered under this contract.

(h) Removal of unjustified and nonconforming markings.

(1) Unjustified computer software or computer software documentation markings. The rights and obligations of the parties regarding the validation of restrictive markings on computer software or computer software documentation furnished or to be furnished under this contract are contained in the Validation of Asserted Restrictions--Computer Software and the Validation of Restrictive Markings on Technical Data clauses of this contract, respectively. Notwithstanding any provision of this contract concerning inspection and acceptance, the Government may ignore or, at the Contractor's expense, correct or strike a marking if, in accordance with the procedures of those clauses, a restrictive marking is determined to be unjustified.

(2) Nonconforming computer software or computer software documentation markings. A nonconforming marking is a marking placed on computer software or computer software documentation delivered or otherwise furnished to the Government under this contract that is not in the format authorized by this contract. Correction of nonconforming markings is not subject to the Validation of Asserted Restrictions--Computer Software or the Validation of Restrictive Markings on Technical Data clause of this contract. If the Contracting Officer notifies the Contractor of a nonconforming marking or markings and the Contractor fails to remove or correct such markings within sixty (60) days, the Government may ignore or, at the Contractor's expense, remove or correct any nonconforming markings.

(i) Relation to patents. Nothing contained in this clause shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government under any patent.

(j) Limitation on charges for rights in computer software or computer software documentation.

(1) The Contractor shall not charge to this contract any cost, including but not limited to license fees, royalties, or similar charges, for rights in computer software or computer software documentation to be delivered under this contract when--

(i) The Government has acquired, by any means, the same or greater rights in the software or documentation; or

(ii) The software or documentation are available to the public without restrictions.

(2) The limitation in paragraph (j)(1) of this clause--

(i) Includes costs charged by a subcontractor or supplier, at any tier, or costs incurred by the Contractor to acquire rights in subcontractor or supplier computer software or computer software documentation, if the subcontractor or supplier has been paid for such rights under any other Government contract or under a license conveying the rights to the Government; and

(ii) Does not include the reasonable costs of reproducing, handling, or mailing the documents or other media in which the software or documentation will be delivered.

(k) Applicability to subcontractors or suppliers.

(1) Whenever any noncommercial computer software or computer software documentation is to be obtained from a subcontractor or supplier for delivery to the Government under this contract, the Contractor shall use this same clause in its subcontracts or other contractual instruments, and require its subcontractors or suppliers to do so, without alteration, except to identify the parties. No other clause shall be used to enlarge or diminish the Government's, the Contractor's, or a higher tier subcontractor's or supplier's rights in a subcontractor's or supplier's computer software or computer software documentation.

NAME OF OFFEROR OR CONTRACTOR
EVOLVING RESOURCES INC

(2) The Contractor and higher tier subcontractors or suppliers shall not use their power to award contracts as economic leverage to obtain rights in computer software or computer software documentation from their subcontractors or suppliers.

(3) The Contractor shall ensure that subcontractor or supplier rights are recognized and protected in the identification, assertion, and delivery processes required by paragraph (e) of this clause.

(4) In no event shall the Contractor use its obligation to recognize and protect subcontractor or supplier rights in computer software or computer software documentation as an excuse for failing to satisfy its contractual obligation to the Government.

252.243-7002 REQUESTS FOR EQUITABLE ADJUSTMENT (MAR 1998)

(a) The amount of any request for equitable adjustment to contract terms shall accurately reflect the contract adjustment for which the Contractor believes the Government is liable. The request shall include only costs for performing the change, and shall not include any costs that already have been reimbursed or that have been separately claimed. All indirect costs included in the request shall be properly allocable to the change in accordance with applicable acquisition regulations.

(b) In accordance with 10 U.S.C. 2410(a), any request for equitable adjustment to contract terms that exceeds the simplified acquisition threshold shall bear, at the time of submission, the following certificate executed by an individual authorized to certify the request on behalf of the Contractor:

I certify that the request is made in good faith, and that the supporting data are accurate and complete to the best of my knowledge and belief.

(Official's Name)

(Title)

(c) The certification in paragraph (b) of this clause requires full disclosure of all relevant facts, including--

(1) Cost or pricing data if required in accordance with subsection 15.403-4 of the Federal Acquisition Regulation; and

(2) Information other than cost or pricing data, in accordance with subsection 15.403-3 of the FAR, including actual cost data and data to support any estimated costs, even if cost or pricing data are not required.

(d) The certification requirement in paragraph (b) of this clause does not apply to----

(1) Requests for routine contract payments; for example, requests for payment for accepted supplies and services, routine vouchers under a cost-reimbursement type contract, or progress payment invoices; or

(2) Final adjustment under an incentive provision of the contract.

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	
	N68936-99-D-0171	47	OF 47

NAME OF OFFEROR OR CONTRACTOR
 EVOLVING RESOURCES INC

SECTION J List of Documents, Exhibits and Other Attachments

CLAUSES INCORPORATED BY REFERENCE:

CLAUSES INCORPORATED BY FULL TEXT

J-TXT-01 SECTION J - LIST OF ATTACHMENTS

<u>ATTACHMENTS</u>	<u>TITLE</u>
Attachment (1)	Statement Of Work
Attachment (2)	GFP List
Attachment (3)	Contract Security Specification Classification
Attachment (4)	Wage Rate Determination
Attachment (5)	Personnel Requirements / Key Personnel

<u>EXHIBITS</u>	
Exhibit (A)	Contract Data Requirements List

STATEMENT OF WORK

INFORMATION RESOURCES MANAGEMENT SUPPORT SERVICES

1.0 Scope

This Statement of Work defines the effort required to provide information resources management support services to support the mission of the Naval Air Warfare Center, Weapons Division (NAWCWD), Point Mugu, CA. To fulfill its mission, NAWCWD requires contractor support in the areas of systems design, development and life cycle support, systems maintenance, documentation, data and software conversion, software training and training documentation, site transition planning, site system interface development, data entry and extraction, end-user technical support, network management and configuration management support.

The following list describes the technical task areas to be performed by the contractor in support of NAWCWD. A complete description of task requirements will be provided by individual task order.

Management Support Services:

Information technology technical and management support services.

Analysis and Assessment:

Analysis and assessment of assigned functional problems in order to determine system requirements.

Systems Design, Development and Life Cycle Support:

Systems engineering design, systems development, integration, testing and evaluation and total life cycle technical support.

Data and Software Conversion, Database Administration:

Information technology conversion planning, conversion implementation, database administration and site transition planning and support.

Testing and Evaluation:

Development, integration, testing and evaluation of information technology systems, plans and procedures.

Configuration Management and Data Management:

Initiation, design, development, maintenance, updates, enhancements and evaluations of computer software and software documentation.

Transition Planning, Support and Interface Development:

Design, development and integration of transition plans, processes and procedures for software systems.

Software Engineering:

Design, acquisition, development, installation, operation, modification and maintenance of multiple software environments and networks.

Software Training and Training Documentation:

Design, development and presentation of training classes to end users for the use and application of software and information systems.

1.1 Background / Current Environment

NAWCWD Point Mugu encompasses 4,490 acres of land, 36,000 square miles of sea test range and restricted airspace, and heavily instrumented off shore islands. Point Mugu is home to approximately 3,500 civilian employees and about 1,543 military personnel (including tenants such as Operational Test and Evaluation Force squadron VX-9 (Det), the Naval Satellite Operations Center (NAVSOC) and Antarctic Development Squadron Six (VXE-6)) and is supported by over 2,564 contractor employees.

NAWCWD Point Mugu programs include RDT&E and support for air-to-air and air-to-surface missiles; avionics hardware, software and total-combat-system operational flight programs (OFPs) for the Navy's F-14 and EA-6B tactical aircraft; electronic and information warfare; and systems test and evaluation (T&E). In conjunction with its restricted airspace, Point Mugu's Sea Range T&E complex includes threat simulation capabilities, Seaborne and Aerial Targets and range instrumentation located on main base, Laguna Peak, and on San Nicholas and Santa Cruz islands.

1.1.1 Current Functional Areas

Information resources management support services under this contract are currently required for the following NAWCWD functional areas as required and defined by individual task order. This listing is not all inclusive, may be added to or deleted from during the period of performance and is provided for informational purposes as an example of the types of functional areas aboard NAWCWD that currently require contractor support services within the scope of this contract as required and defined by individual task order:

- a. Public Works - Telecommunications Branch
- b. Comptroller Department
- c. Technical Data Support Division
- d. Information and Electronic Warfare Directorate
- e. Naval Air Weapons Station

1.1.2 Current Locations

The majority of the technical services for this effort are expected to be performed in Government facilities aboard NAWCWD, Point Mugu. The Public Works - Telecommunications Branch, Comptroller Department, Information and Electronic Warfare Directorate and the Naval Air Weapons Station all currently require information resources management support services aboard Point Mugu. The Technical Data Support Division is currently located in off-site Government facilities at Camarillo Airport, which is approximately 10 miles north of Point Mugu. Travel to NAWCWD, China Lake, CA may be required as defined by individual task order to provide technical support of information resources systems that enable the sharing of data between the two sites.

1.1.3 Current Working Environment

The working environment is defined by individual task order and will vary based on the functional area and particular facility the requiring activity operates from. The majority of the contract effort is currently performed in office environments that are organized for effective conduct of tasking that

involves information technology systems. Contractor personnel work alongside Government employees within various Government facilities aboard Point Mugu and Camarillo Airport. The equipment to be utilized by the contractor is dependent upon the specific technical support needs of the various functional areas and task order requirements.

1.1.4 Current Information Resources Systems

Information resources management support services under this contract are currently required for the following NAWCWD information resources systems. This listing is not all inclusive, may be added to or deleted from and is provided for informational purposes as an example of the type of information resources systems and databases that currently require contractor support services within the scope of this contract as required and defined by individual task order:

a. CSRTS - Communications Service Request Tracking System. This system is used for the tracking and monitoring of telecommunication service request.

Hardware: PC, Mac

Software: Powerbuilder 5.0

b. IEDS - Integrated Electronic Data System. This system is used to provide logistics technical documentation maintenance tools.

Hardware: PC, Mac, Sun.

Software: Sun OS 4.1.3, Interleaf, ADMAPS, MS Office.

c. LEDS - Library of Electronic Data System. This system is used to provide a database, storage system and work-flow packages for logistic technical documentation.

Hardware: PC, Mac, Sun.

Software: Oracle 7.0, Workgroup Technologies CMS 6.4, MS Office, Redstone Arsenal's ImageR, Rosetta PreVIEW, Netscape, Adobe Acrobat 2.0.

d. NIFMAS - Navy Industrial Fund Management Accounting System. This system is the current NAWCWPNs basic financial management and accounting system.

Hardware: Sun 1000, Sun 1000E, Sun 2000E, Sun 6000.

Software: Oracle 7.0, SQL*Plus, SQL*Forms 3.0, SQL*Forms 4.5, PL*SQL, SQR, and Sybase.

e. SKADS - Skills and Assessment Database System. This system is used for the tracking of employee skills, knowledge and abilities for the assessment of capabilities in the selection of field activities to perform various programs and requirements.

Hardware: PC, Mac.

Software: Powerbuilder 5.0

f. SLDCADA - Standard Labor Data Collection and Distribution Application. This system tracks NAWCWPNs time-keeping and payroll data.

Hardware: Sun 6000.

Software: Solaris OS 2.5, Sybase 10, Accell Forms.

2.0 Applicable Documentation

The following documents are typical of the documents that apply to the work under this contract and are to be used for guidance only. Specific documents governing the work to be performed will be specified by individual task order.

2.1 Military Standards:

J-STD-016-1995	EIA/IEEE INTERIM STANDARD
MIL-STD-961D	Preparation of Military Specs and Associated Docs 22 Mar 95
MIL-STD-973	Configuration Management Practice for Systems Equipment, Munitions and Computer Programs.
MIL-STD-2549	Configuration Management Data Requirements

2.2 Military Instructions:

NAVAIRINST 4130.1A	Configuration Management Manual.
NAVAIRINST 5230.5	Responsibility and Requirements for Preparation of Software Life-Cycle Management Plans.
OPNAVINST 5239.1	Security of ADP.

2.3 Non-DoD Standards:

ISO/IEC 12207	Information Technology-Software Lifecycle Processes.
ANSI / ISO 8326-1987	Information Processing Systems - Open Systems Interconnection - Basic connection Oriented Session. Software Configuration Management (SCM) Process Definition. SLDCADA Operator Desk Procedures.

3.0 Requirements

Work to be performed, required data deliverables and applicable governing documents will be specifically described in task orders to be placed against the contract by the Contracting Officer and will be within the parameters of one or more of the tasking areas listed below. As required by task order, the Contractor shall furnish all labor, facilities, material and equipment except for that facilities, material and equipment to be provided by the Government as Government Furnished Property (GFP). Individual task order requirements may include a variety of efforts taken from more than one of the technical tasking areas.

3.1 Management Support Services

3.1.1 The contractor shall provide presentation materials such as reports, instructions and other materials in the form of view graphs, slides, video tape and printed media. (CDRL A001)

3.1.2 The contractor shall conduct and/or attend meetings, maintenance demonstrations, hardware and software testing reviews and other technical reviews and briefings to gather data and provide technical support. The contractor shall provide to the Government documented results of such reviews. The contractor will provide recommendations and conclusions based on evaluation of the data acquired. (CDRL A002)

3.1.3 The contractor shall prepare program status reports. These reports shall be in narrative form with graphics as appropriate to better define information. The report format will be specified by individual task order. (CDRL A003)

3.2 Analysis and Assessment

3.2.1 The contractor shall assess databases for accuracy and currency of data, monitor hardware and software errors and problems of end users, consolidate and assess impact and applicability of problems to other end users and provide analysis and assessment of potential problems and solutions as applicable. (CDRL A004)

3.2.2 The contractor shall perform analysis of assigned functional problems, define proposed system requirements and perform economic analysis of alternative systems. (CDRL A004)

3.2.3 The Contractor shall assess the information systems project documentation, hardware, application software, system software and telecommunications features of interfacing information systems and present recommended changes and enhancements including plans of action and milestones. (CDRL A004, A005, A007)

3.3 Software/Systems Development and Life Cycle Support

3.3.1 The contractor shall design, develop, modify, revise, update, program, debug, repair and maintain operating systems, communications, application software and associated hardware. (CDRL A006, A007)

3.3.2 The contractor shall perform systems analysis to translate broad conceptual user requirements from various functional management areas into the most current information technology systems concepts. (CDRL A004)

3.3.3 The contractor shall perform program development tasks, document, justify and develop recommendations for project designs. (CDRL A004)

3.3.4 The contractor shall establish a software quality assurance program and perform quality assurance functions such as independent verification and validation of software.

3.4 Data/Software Conversion; Database Administration

3.4.1 The contractor shall design and develop application systems, conversion plans and following Government review and approval, implement the plan. (CDRL A006)

3.4.2 The contractor shall perform database administration functions and provide technical expertise and guidance to end users for commercial and customized software applications.

3.4.3 The contractor shall design and develop software packages which include requirements documentation, designs, test procedures and test data, operation and maintenance documentation and application software or applicable operating script files. (CDRL A006)

3.4.4 The contractor shall produce computerized reports from existing software, provide supplemental reports, technical reports and run all production related financial programs and system interfaces daily. (CDRL A004)

3.5 Testing and Evaluation

3.5.1 The contractor shall develop test data and conduct integration testing of interfaces between programs and sets of programs (modules) within systems and subsystems. (CDRL A007)

3.5.2 The contractor shall develop tests to ensure compatibility and execution of all functional and technical requirements for information technology systems. (CDRL A007)

3.5.3 The contractor shall perform system acceptance tests utilizing both test and production data. (CDRL A007)

3.5.4 The contractor shall assess current data entry techniques and develop and recommend alternatives and improvements. (CDRL A007)

3.6 Configuration Management (CM) / Data Management (DM) Support

3.6.1 The contractor shall provide or modify program documentation and update existing systems.

3.6.2 The contractor shall develop, maintain, update and evaluate computer software documentation; provide configuration management support; provide software quality assurance; develop and implement procedures for management of software to ensure commonality and consistency for all end users. (CDRL A008)

3.6.3 The contractor shall maintain databases; perform data entry/extraction and produce database reports. (CDRL A005)

3.6.4 The contractor shall develop, operate, maintain and update automated database systems for support of planning, monitoring, controlling and status reporting.

3.6.5 The contractor shall provide on-site documentation support services for the control and management of classified technical data and software documentation.

3.6.6 The contractor shall develop, update, and produce technical manuals, directives, bulletins, provisioning technical documentation, support plans, logistics, maintenance analysis and plans. (CDRL A005, A012)

3.6.7 The contractor shall provide, operate, and maintain automated database systems compatible with current operating systems and local area networks.

3.6.8 The contractor shall develop, recommend and upon Government approval, implement procedures for site records of current hardware and software configurations.

3.7 Transition Planning, Support and Interface Development

3.7.1 The contractor shall perform site planning tasks for the transition from the current hardware and software operational environment to future designated hardware and software operational environments. (CDRL A009)

3.7.2 The contractor shall analyze current operating environments; determine systems or processes which require interfaces with other environments and perform modifications to programs and procedures for such systems. (CDRL A009)

3.8 Software Engineering

3.8.1 The Contractor shall provide software development support to satisfy Government requirements to maintain, enhance, or upgrade software. The contractor shall document all phases of software development as specified by individual task orders. The contractor shall use existing software environments and processes, modify existing software environments and processes or develop new software environments and processes as defined by task order. The contractor shall ensure all equipment and software used in the performance of this effort is compatible, or capable of being made compatible, with prevailing Government application software.

3.8.2 The contractor shall design and develop hardware/software interfaces and control systems of existing and new systems and networks, develop interfaces and connectivity between existing and new systems and networks and implement emerging NAWCWPNS or Navy systems and standards as required.

3.8.3 As specified by task order, the Contractor shall identify, assess and recommend contingency operations plans for specified information technology systems. (CDRL A004)

3.9 Software Training and Training Documentation

3.9.1 The contractor shall prepare and present instructional courses for the use and application of various software and information systems. The contractor shall develop, prepare and present lesson plans, training outlines and instructional aids as well as provide hands-on instruction to end users during the training course. Courses may be required for, but are not limited to, application systems software, project management software, graphics software, spreadsheets, databases, communication software, utilities software and accounting and business applications software. (CDRL A010, CDRL A011)

3.9.2 The contractor shall attend briefings and provide recommendations for the training of information technology systems users. (CDRL A010, CDRL A011)

4.0 Reports and Data

The Contractor shall deliver data as required by the Contract Data Requirements List (CDRL) DD Form 1423, and the Data Item Descriptions (DIDs) DD Form 1664. Specific CDRL items will be specified by individual task orders issued under this contract. Deliverables will be maintained and delivered in both hard copy and magnetic media as specified in each task order.

5.0 Special Considerations

5.1 Government Furnished Property

The Government may provide Government Furnished Property (GFP) as specified by individual task order and in accordance with the GFP list attachment of the basic contract.

5.2 Travel

The contractor may be required to travel in order to complete the effort required by the Statement of Work. Travel costs incurred by the contractor including the costs of lodging, other subsistence and incidental expenses shall be considered to be reasonable and allowable only to the extent that they do not exceed the rates and amounts set by the Joint Travel Regulations. All travel must have prior approval by the Navy Technical Representative and Contracting Officer's Representative.

5.3 Training

The contractor may be required to attend training courses and seminars for the enhancement of technical knowledge as specified by individual task order. All attendance at training courses must have prior written approval by the Navy Technical Representative and the Contracting Officer's Representative prior to registration for the course.

Line	MI	Tag No.	Category	Description	Type	Loc	Serial #	Minor #	Value/ Cost	NSNT?	FCSM	F8C
1		501724	CPU	486 DX-33, keyboard	CAPE	MI	None	None	\$1,675	None	Unknown	7010
2		501725	Modem	Sportsler	CAPE	MI	0002680105274360	None	\$100	None	US Robotics	7010
3		501765	Printer	HP LJ-4, M C2001A	GFP	MI	JPBG062297	A88548	\$1,359	None	HP	7025
4		501863	CPU	486 SX 33mhz, keyboard, Mouse	CAPE	MI	None	None	\$1,500	None	Unknown	7010
5		501864	Monitor	14" super VGA, 28mm non interface	CAPE	MI	5B2U1580	None	\$300	None	Unknown	7010
6		501866	Printer	Laser jet 4 Plus	CAPE	MI	JP GK142782	None	\$1,589	None	Unknown	7010
7		506279	CPU	Pentium 200, Keyboard, Mouse	GFP	MI	53899	469778	\$1,500	None	Unknown	7010
8		506280	Monitor	Mitac, M.L.-1782	GFP	MI	W100295	43002	\$300	None	Mitac	7010
9		506282	Monitor	Mitac, M.L.-1782	GFP	MI	W100249	43001	\$300	None	Mitac	7010
10		506287	Board	Stempel Melanline Board	GFP	MI	N/A	None	\$30	None	Stempel	7010
11		506298	Modem	Boca 14.4 Internal for Windows	CAPE	MI	503138	None	\$75	None	Unknown	7010
12		506299	Modem	Boca 14.4 Internal for Windows	CAPE	MI	411106	None	\$75	None	Unknown	7010
13		506373	Modem	Boca 14.4 Internal for Windows	CAPE	MI	502076	None	\$75	None	Unknown	7010
14		506452	CPU	Pentium 200, Keyboard, Mouse	GFP	MI	9014262	A78455	\$1,400	None	Microlink	7010
15		506454	CPU	Pentium 200, Keyboard, Mouse	GFP	MI	4003	None	\$1,500	None	Samtech	7010
16		506466	Monitor	17" Tympani	GFP	MI	KL01643	60530-436096	\$700	None	Orchestra	7010
17		506468	Monitor	17" Tympani	GFP	MI	KL01645	60530-436094	\$700	None	Orchestra	7010
18		506469	Monitor	17" Tympani	GFP	MI	KL01819	60530-436109	\$700	None	Orchestra	7010
19		506471	CPU	Pentium 200, Keyboard, Mouse	GFP	MI	8018	60530-436086	\$1,500	None	Samtech	7010
20		506477	Monitor	14" Apple	GFP	MI		A92739	\$500	None	Apple	7010
21		506478	CPU	486/100, Modem, keyboard, mouse	GFP	MI	5001	60530-436114	\$1,500	None	itech Resea	7010
22		506497	Monitor	17" Tympani	GFP	MI	KL01817	60530-436102	\$500	None	Orchestra	7010
23		506507	JAZ	Jaz Drives	GFP	MI	W155G36028C	Roberts, J	\$500	None	Omega	7010
24		506508	JAZ	Jaz Drives	GFP	MI	W155G360251	Roberts, B	\$500	None	Omega	7010
25		506509	Monitor	17" Tympani	GFP	MI	KL01647	60530-436106	\$500	None	Orchestra	7010
26		506510	CPU	Pentium 200, keyboard, mouse	GFP	MI	54193	476913	\$2,500	None	Pentium	7010
27		506511	Monitor	Samsung 15"	GFP	MI	H1AF405609	491785	\$400	None	Samsung	7010
28		506512	Monitor	Pentium 200, keyboard, mouse	GFP	MI	KL01823	63349	\$500	None	Orchestra	7010
29		506513	CPU	Pentium 200, keyboard, mouse	GFP	MI	56147	407317	\$2,500	None	Samtech	7010
30		506514	CPU	Pentium 200, keyboard, mouse	GFP	MI	3810BRBD	A88986	\$750	None	Apple	7010
31		506515	CPU	Power MAC 7100/80	GFP	MI	FC5210CC44G	435579	\$2,500	None	Omega	7010
32		506516	JAZ	Jaz Drives	GFP	MI	W1M1U4009H9	484465BarCode	\$388	None	Omega	7010
33		506517	JAZ	Jaz Drives	GFP	MI	W1M1U400FH9	440276 Bar Code	\$388	None	Omega	7010
34		506518	CPU	Pentium 200 PC, keyboard, mouse	GFP	MI	KP19332406	A88979BarCode	\$1,500	None	Omega	7010
35		506519	Monitor	17" Tympani	GFP	MI	KM02183	436111BarCode	\$400	None	Orchestra	
36		n/a	Software	Technical Multi-User	CAP	PM	6955601118, 323-00256		\$750	None	Microsoft	
37		n/a	Software	Visual SCRIBE	GFP	MI	203700005	24972363864561	\$945	None	Microsoft	
				37 Line Items					\$33,099			

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

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

FINANCE AND SAFEGUARDING

SECURITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

NONE

Ref # PM98-018

Stub #

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

3. THIS SPECIFICATION IS (and complete as applicable)

a. PRIME CONTRACT NUMBER

a. ORIGINAL (Complete date in all cases)

98/08/06

b. SUBCONTRACT NUMBER

b. REVISED (Supersedes all previous specs)

Revision No

c. SOLICITATION OR OTHER NUMBER

~~N68936-98-R-0454~~ N68936-99-R-0035

c. FINAL (Complete item b in all cases)

4. IS THIS A FOLLOW-ON CONTRACT?

 YES

 NO

If yes, complete the following

Classified material received or generated under

Preceding Contract Number) is transferred to this follow-on contract

5. IS THIS A FINAL DD FORM 254?

 YES

 NO

If yes, complete the following

In response to contractor's request dated

attention of the identified classified material is authorized for the period of

6. CONTRACTOR (include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

SPECIMEN DD 254

ORIGINATED

CAGE CODE

COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

**THIS DD254 IS A GUIDE FOR BIDDING PURPOSES ONLY.
AN ORIGINAL DD254 WILL BE ISSUED UPON AWARD OF
CONTRACT.**

7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

8. ACTUAL PERFORMANCE

a. LOCATION

NAVAL AIR WARFARE CENTER WEAPONS DIVISION

POINTMUGU/CHINA LAKE CA

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

PROVIDE A FULL RANGE OF BUSINESS/LOGISTICS AUTOMATED DATA PROCESSING SUPPORT TO NAWCWPNSDIV POINT MUGU AND CHINA LAKE, AND OTHER DOD ORGANIZATIONS AS SPECIFIED

10. THIS CONTRACT WILL REQUIRE ACCESS TO

YES NO

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:

YES NO

a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION

a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY

b. RESTRICTED DATA

b. RECEIVE CLASSIFIED DOCUMENTS ONLY

c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION

c. RECEIVE AND GENERATE CLASSIFIED MATERIAL

d. FORMERLY RESTRICTED DATA

d. FABRICATE, MODIFY OR STORE CLASSIFIED HARDWARE

e. INTELLIGENCE INFORMATION

e. PERFORM SERVICES ONLY

(1) Sensitive Compartmented Information (SCI)

f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO U.S. POSSESSIONS AND TRUST TERRITORIES

(2) Non-SCI

g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER

f. SPECIAL ACCESS INFORMATION

h. REQUIRE A COMSEC ACCOUNT

g. NATO INFORMATION

i. HAVE TEMPEST REQUIREMENTS

h. FOREIGN GOVERNMENT INFORMATION

j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS

i. LIMITED DISSEMINATION INFORMATION

k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE

j. FOR OFFICIAL USE ONLY INFORMATION

l. OTHER (Specify)

k. OTHER (Specify)

COMSEC ACCOUNT IS FOR STU-III'S

12 PUBLIC RELEASE Any information (classified or unclassified) pertaining to the contract shall not be released for public dissemination except as approved by the International Security Manual or

Direct Through (specify)

COMMANDER, NAVAL AIR WARFARE CENTER, WEAPONS DIV (741100E), Point Mugu, CA 93542-5001

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

13 SECURITY GUIDANCE: The security classification guidance for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in the guidance, the contractor is authorized, encouraged to provide recommended changes, to challenge the guidance or the classification assigned to any information or material furnished or generated under the this contract, and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the

CLASSIFIED WORK CANNOT BE PERFORMED UNTIL A FACILITY CLEARANCE HAS BEEN OBTAINED AT THE CLASSIFICATION LEVEL REQUIRED IN BLOCKS "1A" AND "1B"

CONTRACTORS POSSESSING RECIPROCAL CLEARANCES ARE NOT ELIGIBLE FOR ACCESS TO INFORMATION RELEASED TO OR DEVELOPED UNDER THIS CONTRACT. SUBCONTRACTING TO CONTRACTORS WITH RECIPROCAL CLEARANCES REQUIRES PRIOR USER AGENCY APPROVAL.

AIS PROCESSING WILL BE CONDUCTED IN ACCORDANCE WITH THE NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPM), DEPARTMENT OF THE NAVY AUTOMATIC DATA PROCESSING SECURITY PROGRAM (OPNAVINST 5239.1A) AND APPROPRIATE LOCAL AIS INSTRUCTIONS.

14 ADDITIONAL SECURITY REQUIREMENTS Requirements in addition to ISM requirements are established for this contract. (If Yes, identify pertinent contractual clauses in the contract document itself or provide an appropriate statement which identifies the additional requirements. Provide a copy of tech requirements.) Yes No

ADDITIONAL SECURITY REQUIREMENTS HAVE BEEN ADDED TO ITEM 13

15 Inspections: Elements of the contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.) Yes No

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

a TYPED NAME OF CERTIFYING OFFICIAL

Judy Smith

b TITLE

Contracting Officer for Security Matters

c TELEPHONE (Include Area Code)

(805) 989-7859 (DSN)

d ADDRESS (Include Zip Code)

COMMANDER
CODE 741100E
NAVAIRWARCENWPNDIV
521 9TH STREET
POINT MUGU, CA 93542-5001

17 REQUIRED DISTRIBUTION

- a CONTRACTOR
- b SUBCONTRACTOR
- c COGNIZANT SECURITY OFFICER FOR PRIME & SUBCONTRACTOR
- d U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY
- e ADMINISTRATIVE CONTRACTING OFFICER
- f OTHERS AS NECESSARY

741100E, 454400E (J. BROWNELL)

g SIGNATURE

CONTRACTOR PERFORMANCE IS RESTRICTED TO COMMANDER, NAVAL AIR WARFARE CENTER WEAPONS DIVISION, POINT MUGU, AND CHINA LAKE, CA AND THEIR SITES, NAVAL CONSTRUCTION BATTALION CENTER, PORT HUENEME, AND AT OTHER DOD ACTIVITIES. USER ACTIVITY WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT.

TO PERFORM MODIFICATION/MAINTENANCE TO SOFTWARE SYSTEMS (INCLUDING INSTALLATION, IMPLEMENTATION, TEST AND EVALUATION, AND END-USER TRAINING) WILL REQUIRE ACCESS TO RESTRICTED AREAS (EXCLUSION/CLOSED) WHILE CLASSIFIED OPERATIONS ARE IN PROGRESS. SECRET CLEARANCE IS REQUIRED FOR ACCESS TO RESTRICTED LABS SUCH AS, BUT NOT LIMITED TO, THE MICHAELSON AND WSIC. DURING CLASSIFIED OPERATIONS, CLASSIFIED INFORMATION IS DISPLAYED ON VARIOUS DISPLAY DEVICES THROUGHOUT THE AREA ACCESSED.

ACCESS CONTINUED: CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CANNOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFIED PROCESSING BY THE CONTRACTOR WILL TAKE PLACE IN GOVERNMENT FACILITIES ON GOVERNMENT-OWNED EQUIPMENT. CLASSIFIED PROCESSING IS NOT AUTHORIZED IN CONTRACTOR FACILITIES OR ON CONTRACTOR-OWNED EQUIPMENT. THE CONTRACTOR IS NOT AUTHORIZED TO TRANSMIT OR HANDCARRY CLASSIFIED INFORMATION OUT OF GOVERNMENT FACILITIES.

FOR ACCESS TO GOVERNMENT LABORATORIES, CONTRACTOR PERSONNEL MUST OBTAIN APPROVAL BY THE COGNIZANT LABORATORY SECURITY MANAGER AND COMPLY WITH ALL GOVERNMENT LABORATORY SECURITY PROCEDURES FOR NON-GOVERNMENT PERSONNEL/VISITORS. APPLICABLE SECURITY PROCEDURES WILL BE PROVIDED ON INITIAL VISIT. IN ADDITION, THE FOLLOWING SECURITY CLASSIFICATION GUIDES UNDER OPNAVINST 5513.10B, ENCLOSURE (10), "TEST RANGES" AND ENCLOSURE (12), "NAVAL COMPUTER SECURITY" WILL BE PROVIDED BY THE USER AGENCY AS REQUIRED.

THE CONTRACTOR WILL PERFORM IN ACCORDANCE WITH THE NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPOM) FOR INFORMATION DEVELOPED OR MAINTAINED AT THEIR FACILITY.

THE CONTRACTOR WILL PERFORM IN ACCORDANCE WITH OPNAVINST 5510.1H, "INFORMATION AND PERSONNEL SECURITY PROGRAM REGULATION" AND ALL APPLICABLE SECURITY REGULATIONS FOR SAFEGUARDING OF CLASSIFIED INFORMATION DEVELOPED OR MAINTAINED AT THE JOB SITES LOCATED AT NAVAL AIR WARFARE CENTER WEAPONS DIVISION, POINT MUGU AND CHINA LAKE, CA.

THE "FOR OFFICIAL USE ONLY" INFORMATION PROVIDED UNDER THIS CONTRACT SHALL BE SAFEGUARDED IN ACCORDANCE WITH ATTACHMENT 1.

DISTRIBUTION STATEMENTS MUST BE ON ALL CLASSIFIED AND UNCLASSIFIED TECHNICAL DOCUMENTS. REFER TO THE CONTRACT DATA REQUIREMENTS LIST (CDRL) BLOCK 9, FOR THE REQUIRED DISTRIBUTION STATEMENT FOR YOUR DATA, OR YOUR NAVAL AIR WARFARE CENTER WEAPONS DIVISION, POINT MUGU, CA OR NAVAL AIR WEAPONS STATION POINT MUGU, CA. POINT OF CONTACT:

THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF GOVERNMENT SENSITIVE DATA (AS DEFINED BY PUBLIC LAW 100-235) DURING THE PERIOD OF THIS AGREEMENT. SUCH PROTECTION WILL BE EQUIVALENT TO THE PROTECTION THE CONTRACTOR AFFORDS ITS OWN PROPRIETARY DATA AND TRADE SECRETS; BUT IN ANY EVENT, GOVERNMENT SENSITIVE DATA WILL NOT BE DISCUSSED, PROCESSED, OR TRANSMITTED OVER UNSECURE TELEPHONE, FACSIMILE, COMPUTER OR COMMUNICATIONS CIRCUITS.

TO PERFORM CONTRACTUAL FUNCTIONS, THE CONTRACTOR WILL BE REQUIRED TO HAVE ACCESS TO DOCUMENTATION, MANUALS, MATERIAL FOR REPORTS AND TECHNICAL PRESENTATIONS, INCLUDING VIEWGRAPHS, CHARTS, SPECIFICATIONS, DRAWINGS, MAGNETIC TAPES/DISCS, COMPUTER PROGRAMS, OR SCHEMATICS CLASSIFIED UP TO AND INCLUDING SECRET.

ALL TECHNICAL DATA PROVIDED TO THE CONTRACTOR BY THE GOVERNMENT WILL BE PROTECTED FROM DISCLOSURE IN ACCORDANCE WITH THE MARKINGS CONTAINED THEREON. ALL OTHER INFORMATION RELATING TO THE ITEMS TO BE DELIVERED OR SERVICES TO BE PERFORMED UNDER THIS CONTRACT MAY NOT BE DISCLOSED BY ANY MEANS WITHOUT PRIOR APPROVAL OF THE OF THE CONTRACTING OFFICER. DISSEMINATION OR PUBLIC DISCLOSURE INCLUDES, BUT IS NOT LIMITED TO, PERMITTING ACCESS TO SUCH INFORMATION BY FOREIGN NATIONALS OR BY ANY PERSON OR ENTITY; PUBLICATION OF TECHNICAL OR SCIENTIFIC PAPERS; ADVERTISING, OR ANY OTHER PROPOSED PUBLIC RELEASE. THE CONTRACTOR SHALL PROVIDE ADEQUATE PHYSICAL PROTECTION TO SUCH ACCESS.

ACCESS TO AND SAFEGUARDING OF COMSEC INFORMATION/MATERIAL WILL BE IN ACCORDANCE WITH DOD 5220.22-M, NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPOM) AND DOD 5220.22-S, INDUSTRIAL SECURITY MANUAL, COMSEC SUPPLEMENT OF 17 MAR 88.

ACCESS TO, HANDLING, USE AND TRANSPORT OF COMSEC INFORMATION/MATERIAL REQUIRES U.S. CITIZENSHIP, A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL, A SPECIAL BRIEFING, AND WRITTEN APPROVAL OF THE COMMANDING OFFICER OF THE USER AGENCY

ACCESS TO CLASSIFIED COMSEC INFORMATION/MATERIAL REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL, U.S. CITIZENSHIP, NEED-TO-KNOW, AND A SPECIAL BRIEFING. NON-U.S. CITIZENS, INCLUDING IMMIGRANT ALIENS, ARE NOT ELIGIBLE FOR ACCESS TO CLASSIFIED COMSEC INFORMATION/MATERIAL. USER AGENCY APPROVAL IS REQUIRED PRIOR TO SUBCONTRACTING

PERSONNEL HAVING ACCESS TO COMSEC INFORMATION SHALL BE BRIEFED BY A GOVERNMENT CMS CUSTODIAN

USE OF STU-III FOR TRANSMISSION OF CLASSIFIED AND/OR SENSITIVE UNCLASSIFIED U.S. GOVERNMENT INFORMATION IS REQUIRED. A COMSEC ACCOUNT WILL BE REQUIRED. GOVERNMENT WILL FURNISH EQUIPMENT FOR THE DURATION OF THIS CONTRACT

STORAGE OF CLASSIFIED MATERIAL AT CONTRACTOR FACILITY IS NOT AUTHORIZED

SECURITY REQUIREMENTS AND SECURITY AGREEMENTS FOR SHARED ACCESS OF SECURITY FUNCTIONS BETWEEN THE GOVERNMENT AND THIS CONTRACTOR HAVE BEEN ADDED TO THIS CONTRACT. SHARED ACCESS WILL BE APPROVED FOR INDIVIDUAL DELIVERY ORDERS.

WAGE DETERMINATION NO: 94-2071 REV (10) AREA: CA, VENTURA

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

REGISTER OF WAGE DETERMINATION UNDER U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor

WAGE AND HOUR DIVISION

Washington, D.C. 20210

Wage Determination No.: 94-2071

Revision No.: 10

Division of Wage Determinations | Date of Last Revision: 09/18/1998

State: California

Areas: California COUNTIES OF Ventura

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination Follow The Occupational Listing ****

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

01011 Accounting Clerk I	\$ 8.26
01012 Accounting Clerk II	\$ 9.02
01013 Accounting Clerk III	\$ 11.08
01014 Accounting Clerk IV	\$ 14.08
01030 Court Reporter	\$ 12.98
01050 Dispatcher, Motor Vehicle	\$ 12.98
01060 Document Preparation Clerk	\$ 11.20
01070 Messenger (Courier)	\$ 8.12
01090 Duplicating Machine Operator	\$ 11.20
01110 Film/Tape Librarian	\$ 11.59
01115 General Clerk I	\$ 8.12
01116 General Clerk II	\$ 9.12
01117 General Clerk III	\$ 11.20
01118 General Clerk IV	\$ 13.50
01120 Housing Referral Assistant	\$ 14.58
01131 Key Entry Operator I	\$ 9.74
01132 Key Entry Operator II	\$ 10.63
01191 Order Clerk I	\$ 8.26

01192 Order Clerk II	\$ 9.02
01261 Personnel Assistant (Employment) I	\$ 9.34
01262 Personnel Assistant (Employment) II	\$ 10.49
01263 Personnel Assistant (Employment) III	\$ 12.60
01264 Personnel Assistant (Employment) IV	\$ 14.16
01270 Production Control Clerk	\$ 14.58
01290 Rental Clerk	\$ 11.59
01300 Scheduler, Maintenance	\$ 11.59
01311 Secretary I	\$ 11.59
01312 Secretary II	\$ 12.98
01313 Secretary III	\$ 14.58
01314 Secretary IV	\$ 16.33
01315 Secretary V	\$ 18.90
01320 Service Order Dispatcher	\$ 11.59
01341 Stenographer I	\$ 10.32
01342 Stenographer II	\$ 11.59
01400 Supply Technician	\$ 16.33
01420 Survey Worker (Interviewer)	\$ 12.98
01460 Switchboard Operator-Receptionist	\$ 9.27
01510 Test Examiner	\$ 12.98
01520 Test Proctor	\$ 12.98
01531 Travel Clerk I	\$ 8.28
01532 Travel Clerk II	\$ 8.86
01533 Travel Clerk III	\$ 9.34
01611 Word Processor I	\$ 11.55
01612 Word Processor II	\$ 12.97
01613 Word Processor III	\$ 14.50
Automatic Data Processing Occupations:	
03010 Computer Data Librarian	\$ 10.93
03041 Computer Operator I	\$ 10.93
03042 Computer Operator II	\$ 12.23
03043 Computer Operator III	\$ 14.23
03044 Computer Operator IV	\$ 15.14
03045 Computer Operator V	\$ 16.78
03071 Computer Programmer I 1/	\$ 10.99
03072 Computer Programmer II 1/	\$ 13.60
03073 Computer Programmer III 1/	\$ 17.30
03074 Computer Programmer IV 1/	\$ 20.93
03101 Computer Systems Analyst I 1/	\$ 18.18
03102 Computer Systems Analyst II 1/	\$ 22.50
03103 Computer Systems Analyst III 1/	\$ 26.58
03160 Peripheral Equipment Operator	\$ 10.93
Automotive Service Occupations:	
05005 Automobile Body Repairer, Fiberglass	\$ 17.46
05010 Automotive Glass Installer	\$ 16.11
05040 Automotive Worker	\$ 16.11

05070 Electrician, Automotive	\$ 16.76	
05100 Mobile Equipment Servicer	\$ 14.54	
05130 Motor Equipment Metal Mechanic	\$ 17.46	
05160 Motor Equipment Metal Worker	\$ 16.11	
05190 Motor Vehicle Mechanic	\$ 16.96	
05220 Motor Vehicle Mechanic Helper	\$ 13.49	
05250 Motor Vehicle Upholstery Worker	\$ 15.42	
05280 Motor Vehicle Wrecker	\$ 16.11	
05310 Painter, Automotive	\$ 16.76	
05340 Radiator Repair Specialist	\$ 16.11	
05370 Tire Repairer	\$ 14.54	
05400 Transmission Repair Specialist	\$ 17.46	
Food Preparation and Service Occupations:		
07010 Baker	\$ 14.88	
07041 Cook I	\$ 13.43	
07042 Cook II	\$ 14.88	
07070 Dishwasher	\$ 9.45	
07100 Food Service Worker (Cafeteria Worker)	\$ 9.45	
07130 Meat Cutter	\$ 14.88	
07250 Waiter/Waitress	\$ 10.46	
Furniture Maintenance and Repair Occupations:		
09010 Electrostatic Spray Painter	\$ 16.76	
09040 Furniture Handler	\$ 11.32	
09070 Furniture Refinisher	\$ 16.76	
09100 Furniture Refinisher Helper	\$ 13.49	
09110 Furniture Repairer, Minor	\$ 15.42	
09130 Upholsterer	\$ 16.76	
General Service and Support Occupations:		
11030 Cleaner, Vehicles	\$ 9.45	
11060 Elevator Operator	\$ 9.45	
11090 Gardener	\$ 13.43	
11121 Housekeeping Aide I	\$ 8.44	
11122 Housekeeping Aide II	\$ 9.45	
11150 Janitor	\$ 9.45	
11210 Laborer, Grounds Maintenance	\$ 10.46	
11240 Maid or Houseman	\$ 8.44	
11270 Pest Controller	\$ 14.25	
11300 Refuse Collector	\$ 9.45	
11330 Tractor Operator	\$ 12.46	
11360 Window Cleaner	\$ 10.46	
Health Occupations:		
12020 Dental Assistant	\$ 10.55	
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 11.14	
12071 Licensed Practical Nurse I	\$ 8.40	
12072 Licensed Practical Nurse II	\$ 9.43	
12073 Licensed Practical Nurse III	\$ 10.55	

12100 Medical Assistant	\$ 9.43
12130 Medical Laboratory Technician	\$ 9.43
12160 Medical Record Clerk	\$ 9.43
12190 Medical Record Technician	\$ 13.07
12221 Nursing Assistant I	\$ 6.85
12222 Nursing Assistant II	\$ 7.70
12223 Nursing Assistant III	\$ 8.40
12224 Nursing Assistant IV	\$ 9.43
12250 Pharmacy Technician	\$ 11.76
12280 Phlebotomist	\$ 9.43
12311 Registered Nurse I	\$ 14.69
12312 Registered Nurse II	\$ 17.98
12313 Registered Nurse II, Specialist	\$ 17.98
12314 Registered Nurse III	\$ 21.74
12315 Registered Nurse III, Anesthetist	\$ 21.74
12316 Registered Nurse IV	\$ 26.05

Information and Arts Occupations:

13002 Audiovisual Librarian	\$ 16.33
13011 Exhibits Specialist I	\$ 14.48
13012 Exhibits Specialist II	\$ 17.92
13013 Exhibits Specialist III	\$ 21.93
13041 Illustrator I	\$ 14.48
13042 Illustrator II	\$ 17.92
13043 Illustrator III	\$ 21.93
13047 Librarian	\$ 18.90
13050 Library Technician	\$ 12.93
13071 Photographer I	\$ 14.48
13072 Photographer II	\$ 17.92
13073 Photographer III	\$ 21.93
13074 Photographer IV	\$ 26.52
13075 Photographer V	\$ 25.52

Laundry, Drycleaning, Pressing and Related Occups:

15010 Assembler	\$ 6.29
15030 Counter Attendant	\$ 6.29
15040 Dry Cleaner	\$ 7.75
15070 Finisher, Flatwork, Machine	\$ 6.29
15090 Presser, Hand	\$ 6.29
15100 Presser, Machine, Drycleaning	\$ 6.29
15130 Presser, Machine, Shirts	\$ 6.29
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 6.29
15190 Sewing Machine Operator	\$ 8.25
15220 Tailor	\$ 8.75
15250 Washer, Machine	\$ 6.66

Machine Tool Operation and Repair Occupations:

19010 Machine-Tool Operator (Toolroom)	\$ 16.76
19040 Tool and Die Maker	\$ 19.58

Materials Handling and Packing Occupations:

21010 Fuel Distribution System Operator	\$ 14.54
21020 Material Coordinator	\$ 14.44
21030 Material Expediter	\$ 14.44
21040 Material Handling Laborer	\$ 9.70
21050 Order Filler	\$ 11.08
21071 Forklift Operator	\$ 10.31
21080 Production Line Worker (Food Processing)	\$ 12.64
21100 Shipping/Receiving Clerk	\$ 9.94
21130 Shipping Packer	\$ 9.94
21140 Store Worker I	\$ 9.06
21150 Stock Clerk (Shelf Stocker; Store Worker II)	\$ 11.47
21210 Tools and Parts Attendant	\$ 12.64
21400 Warehouse Specialist	\$ 12.64

Mechanics and Maintenance and Repair Occupations:

23010 Aircraft Mechanic	\$ 17.46
23040 Aircraft Mechanic Helper	\$ 13.49
23050 Aircraft Quality Control Inspector	\$ 19.06
23060 Aircraft Servicer	\$ 15.42
23070 Aircraft Worker	\$ 16.11
23100 Appliance Mechanic	\$ 16.76
23120 Bicycle Repairer	\$ 14.54
23125 Cable Splicer	\$ 17.46
23130 Carpenter, Maintenance	\$ 16.76
23140 Carper Layer	\$ 16.11
23160 Electrician, Maintenance	\$ 18.31
23181 Electronics Technician, Maintenance I	\$ 13.74
23182 Electronics Technician, Maintenance II	\$ 14.94
23183 Electronics Technician, Maintenance III	\$ 18.31
23260 Fabric Worker	\$ 15.42
23290 Fire Alarm System Mechanic	\$ 17.46
23310 Fire Extinguisher Repairer	\$ 14.54
23340 Fuel Distribution System Mechanic	\$ 17.46
23370 General Maintenance Worker	\$ 16.11
23400 Heating, Refrigeration and Air-Conditioning Mechanic	\$ 17.46
23430 Heavy Equipment Mechanic	\$ 17.46
23440 Heavy Equipment Operator	\$ 15.16
23460 Instrument Mechanic	\$ 17.46
23470 Laborer	\$ 9.45
23500 Locksmith	\$ 16.76
23530 Machinery Maintenance Mechanic	\$ 17.91
23550 Machinist, Maintenance	\$ 17.46
23580 Maintenance Trades Helper	\$ 13.49
23640 Millwright	\$ 17.46
23700 Office Appliance Repairer	\$ 16.76
23740 Painter, Aircraft	\$ 16.76

23760 Painter, Maintenance	\$ 16.76
23790 Pipefitter, Maintenance	\$ 17.46
23800 Plumber, Maintenance	\$ 16.76
23820 Pneudraulic Systems Mechanic	\$ 17.46
23850 Rigger	\$ 17.46
23870 Scale Mechanic	\$ 16.11
23890 Sheet-Metal Worker, Maintenance	\$ 17.46
23910 Small Engine Mechanic	\$ 16.11
23930 Telecommunications Mechanic I	\$ 17.46
23931 Telecommunications Mechanic II	\$ 18.17
23950 Telephone Lineman	\$ 17.46
23960 Welder, Combination, Maintenance	\$ 17.46
23965 Well Driller	\$ 17.46
23970 Woodcraft Worker	\$ 17.46
23980 Woodworker	\$ 14.54
Personal Needs Occupations:	
24570 Child Care Attendant	\$ 8.76
24580 Child Care Center Clerk	\$ 10.94
24600 Chore Aide	\$ 8.44
24630 Homemaker	\$ 12.14
Plant and System Operation Occupations:	
25010 Boiler Tender	\$ 17.46
25040 Sewage Plant Operator	\$ 16.76
25070 Stationary Engineer	\$ 17.46
25190 Ventilation Equipment Tender	\$ 13.49
25210 Water Treatment Plant Operator	\$ 16.76
Protective Service Occupations:	
27004 Alarm Monitor	\$ 9.33
27006 Corrections Officer	\$ 17.39
27010 Court Security Officer	\$ 18.49
27040 Detention Officer	\$ 17.39
27070 Firefighter	\$ 17.41
27101 Guard I	\$ 7.18
27102 Guard II	\$ 9.33
27130 Police Officer	\$ 20.68
Stevedoring/Longshoremen Occupational Services:	
28010 Blocker and Bracer	\$ 15.09
28020 Hatch Tender	\$ 15.09
28030 Line Handler	\$ 15.09
28040 Stevedore I	\$ 14.45
28050 Stevedore II	\$ 15.71
Technical Occupations:	
29010 Air Traffic Control Specialist, Center 2/	\$ 25.16
29011 Air Traffic Control Specialist, Station 2/	\$ 17.36
29012 Air Traffic Control Specialist, Terminal 2/	\$ 19.11
29023 Archeological Technician I	\$ 12.93

29024 Archeological Technician II	\$ 14.46
29025 Archeological Technician III	\$ 17.92
29030 Cartographic Technician	\$ 17.92
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 18.18
29040 Civil Engineering Technician	\$ 17.92
29061 Drafter I	\$ 11.52
29062 Drafter II	\$ 12.93
29063 Drafter III	\$ 14.48
29064 Drafter IV	\$ 17.92
29081 Engineering Technician I	\$ 11.54
29082 Engineering Technician II	\$ 12.94
29083 Engineering Technician III	\$ 14.50
29084 Engineering Technician IV	\$ 17.40
29085 Engineering Technician V	\$ 20.68
29086 Engineering Technician VI	\$ 25.02
29090 Environmental Technician	\$ 15.14
29100 Flight Simulator/Instructor (Pilot)	\$ 22.50
29150 Graphic Artist	\$ 18.18
29160 Instructor	\$ 18.18
29210 Laboratory Technician	\$ 14.23
29240 Mathematical Technician	\$ 17.40
29361 Paralegal/Legal Assistant I	\$ 14.19
29362 Paralegal/Legal Assistant II	\$ 16.33
29363 Paralegal/Legal Assistant III	\$ 19.98
29364 Paralegal/Legal Assistant IV	\$ 24.16
29390 Photooptics Technician	\$ 17.40
29480 Technical Writer	\$ 20.93
29491 Unexploded Ordnance Technician I	\$ 15.99
29492 Unexploded Ordnance Technician II	\$ 19.35
29493 Unexploded Ordnance Technician III	\$ 23.19
29494 Unexploded Safety Escort	\$ 15.99
29495 Unexploded Sweep Personnel	\$ 15.99
29620 Weather Observer, Senior 3/	\$ 15.81
29621 Weather Observer, Combined Upper Air & Surface Programs 3/	\$ 14.23
29622 Weather Observer, Upper Air 3/	\$ 14.23
Transportation/Mobile Equipment Operation Occups:	
31030 Bus Driver	\$ 11.79
31260 Parking and Lot Attendant	\$ 7.84
31290 Shuttle Bus Driver	\$ 11.14
31300 Taxi Driver	\$ 10.34
31361 Truckdriver, Light Truck	\$ 11.14
31362 Truckdriver, Medium Truck	\$ 11.79
31363 Truckdriver, Heavy Truck	\$ 14.14
31364 Truckdriver, Tractor-Trailer	\$ 14.14
Miscellaneous Occupations:	
99020 Animal Caretaker	\$ 11.47

99030 Cashier	\$ 7.15	
99041 Carnival Equipment Operator	\$ 12.46	
99042 Carnival Equipment Repairer	\$ 13.43	
99043 Carnival Worker	\$ 9.45	
99050 Desk Clerk	\$ 8.76	
99095 Embalmer	\$ 15.99	
99300 Lifeguard	\$ 7.81	
99310 Mortician	\$ 15.99	
99350 Park Attendant (Aide)	\$ 9.81	
99400 Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	\$ 7.81	\$ 7.81
99500 Recreation Specialist	\$ 12.14	
99510 Recycling Worker	\$ 12.46	
99610 Sales Clerk	\$ 7.81	
99620 School Crossing Guard (Crosswalk Attendant)	\$ 9.45	
99630 Sports Official	\$ 7.81	
99658 Survey Party Chief (Chief of Party)	\$ 13.86	
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 9.81	\$ 9.81
99660 Surveying Aide	\$ 7.15	
99690 Swimming Pool Operator	\$ 14.88	
99720 Vending Machine Attendant	\$ 12.46	
99730 Vending Machine Repairer	\$ 14.88	
99740 Vending Machine Repairer Helper	\$ 12.46	

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination ****

HEALTH & WELFARE: \$1.39 per hour or \$55.60 per week or \$240.93 per month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/

APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee

is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3/

WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be

obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE

{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves,

modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination.

Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

PERSONNEL REQUIREMENTS

SOLICITATION N68936-99-R-0035

INFORMATION RESOURCES MANAGEMENT SUPPORT SERVICES

* Designates Key Personnel labor categories for the purposes of
Section H, NAVAIR Clause 5252.237-9501

The Contractor shall provide qualified personnel to perform the services required under this contract. The minimum recommended requirements are set forth below. Proposals will be evaluated and ranked based on the best value to the Government. The quality of personnel cited in the Contractor's proposal, provided such personnel meet or exceed the minimum requirements, shall become the standard for personnel by which the Contractor shall be bound throughout the contract period of performance. In all labor categories, documented equivalent experience may be substituted for degree requirements.

LABOR CATEGORY

QUALIFICATIONS

*** Program Manager:** A bachelor's degree in computers, engineering, science, mathematics or information technology related field in addition to five (5) years of technical and management experience. At least five (5) years recent experience dealing with program or project management of Department of Defense (DOD) funded programs or projects. This position requires experience in interpreting and administering DOD Directives to include accounting, finance, personnel relations, supervision and direction of technical programs. This position must possess an in-depth understanding of the assigned system application area and is responsible for providing overall management, direction, problem definition, analysis and formulation of the design, testing and evaluation of technical approaches. This position requires experience in the development, testing and evaluation of information technology systems and system support. Must be capable of planning, organizing, staffing, budgeting and managing large multi-tasking projects and provide customer liaison with Government personnel or other Contractors. Must have an in-depth knowledge of Navy financial reporting systems. An additional ten (10) years of relevant experience may be substituted in lieu of a bachelor's degree.

Management Analyst: A bachelor's degree in addition to three (3) years of experience in technical and management fields. This position requires experience with project or program management of DOD funded projects or programs; experience with establishing policy and procedures; a thorough knowledge of a variety of Naval information systems; experience in data analysis; systems analysis; developing and analyzing requirements; performing studies and analysis; budgeting and management of multi-task projects. Must be capable of supervising other personnel and providing liaison with management. Must have an in-depth knowledge of Navy financial reporting systems. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

*** Systems Analyst Manager:** A bachelor's degree in an information technology related field in addition to three (3) years of experience in computer programming, one year of which is in the use of a fourth generation language and Relational Data Base Management System (RDBMS). This position requires thorough knowledge of a variety of Naval information systems. This position requires experience in data analysis, systems analysis, developing and analyzing requirements and performing studies and analysis. This position requires experience in interpreting and administering DOD Directives to include accounting, finance, personnel relations, supervision and direction of technical programs. This position requires experience in the development, testing and evaluation of information technology systems and system support. Must be capable of planning, organizing, staffing, budgeting and managing large multi-tasking projects and provide customer liaison with Government personnel or other Contractors. Must have an in-depth knowledge of Navy financial reporting systems. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

*** Senior Systems Analyst:** A bachelor's degree in an information technology related field in addition to five (5) years of systems analysis experience in maintaining and modifying existing information technology systems and the development of new subsystems such as financial tracking, inventory control, cost analysis or data analysis records. This position requires three (3) years of experience with computer programming, one (1) year of which is in the use of a fourth generation language and Relational Data Base Management System (RDBMS). Experience should also include experience with the hardware and software described in the Statement Of Work. Must be able to serve as a lead analyst in a design subgroup, directing and integrating the work of lower level analysts, each responsible for several programs. Must have in-depth knowledge of Navy financial reporting systems. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

Systems Analyst: A bachelor's degree in an information technology related field in addition to five (3) years of experience in most phases of systems analysis and the use of a fourth generation language and Relational Data Base Management System (RDBMS). Experience should also include experience with the hardware and software described in the Statement Of Work. Must have in-depth knowledge of Navy financial reporting systems. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

*** Senior Computer Programmer:** A bachelor's degree in an information technology related field in addition to five (5) years of programming experience in maintaining and modifying existing information technology systems and the development of new subsystems such as financial tracking, inventory control, cost analysis or data analysis records. Experience should also include programming experience with the hardware and software described in the Statement

Of Work. Must be able to serve as a lead programmer in a design subgroup, directing and integrating the work of lower level programmers, each responsible for several programs and projects. Must have in-depth knowledge of Navy financial reporting systems. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

* **Computer Programmer:** A bachelor's degree in an information technology related field in addition to two (2) years of programming experience in maintaining and modifying existing information technology systems and the development of new subsystems such as financial tracking, inventory control, cost analysis or data analysis records. Experience should also include programming experience with the hardware and software described in the Statement Of Work. Must have in-depth knowledge of Navy financial reporting systems. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

* **Network Administrator:** A bachelor's degree in an information technology related field in addition to two (2) years of experience in the development of data communications software from research through systems analysis and design. Experience should include two (2) years with both Local Area Networks (LAN) and Wide Area Networks (WAN), including peer-to-peer and terminal-to-host connectivity. This position requires one (1) year of experience with multiple link packet protocols and system development efforts involving the implementation of computer networks. This position requires formal training or experience with Mac OS, Window 95 and 98, NT-NetWare and implementation of the TCP/IP, AppleTalk, Netbios and DECNET network models. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

* **Telecommunications Specialist:** A bachelor's degree in an information technology related field in addition to three (3) years of experience in the development of data communications software from research through systems analysis and design. Experience should include two (3) years with both Local Area Networks (LAN) and Wide Area Networks (WAN), including peer-to-peer and terminal-to-host connectivity. This position requires two (2) years of experience with multiple link packet protocols and system development efforts involving the implementation of computer networks. This position requires two (2) years of experience within the last five (5) years of performing, monitoring and troubleshooting network duties for twisted pair, broadband, baseband and fiber optic LANs. This position requires formal training or experience with Mac OS, Window 95 and 98, NT-NetWare and implementation of the TCP/IP, AppleTalk, Netbios and DECNET network models. An additional five (5) years of relevant experience may be substituted in lieu of a bachelor's degree.

Computer Technician: An associate's degree in addition to two (2) years of experience in installing, maintaining and upgrading commercial hardware and software for end-users. This position requires experience in providing end-user technical support and instruction in the use of commercial hardware and software. This position requires the ability to analyze and solve end-user hardware and software problems and maintain records of end-user problems, support responses and current status.

***Senior Documentation Specialist:** A high school diploma in addition to four (4) years of experience in the preparation, compilation and administration of information technology related documentation including the preparation of figures, tables and charts. Experience should include two (2) years in composition, editing and production of documentation which includes one (1) year of specialized experience with a desktop publishing software package. Requires the ability to update and maintain computer data files and programs to support reporting needs.

Documentation Specialist: A high school diploma in addition to two (2) years of experience in the preparation, compilation and administration of information technology related documentation including the preparation of figures, tables and charts. Experience should include one (1) years in composition, editing and production of documentation which includes one (1) year of specialized experience with a desktop publishing software package.

Word Processor: A high school diploma in addition to two (2) years of experience in the operation of electronic typewriters and computerized word processing equipment and software, including experience with Word and Word Perfect. Must be able to accurately type fifty (50) words per minute.

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ FM: _____ OTHER: X
D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	
F. CONTRACTOR		

1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM PRESENTATION MATERIAL	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-ADMN-81373 (See 16)	5. CONTRACT REFERENCE SOW PARA 3.1.1	6. REQUIRING OFFICE NAWCWPNs, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION			
				a. ADDRESSEE		b. COPIES	
						FINAL	
						DRAFT	REG
8. APP CODE N/A		11. AS OF DATE ()		13. DATE OF SUBSEQUENT SUBMISSION SEE 16			

<p>16. REMARKS</p> <p>Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Any changes to DID's will be provided with individual Task Orders.</p> <p>Block 8, 10,12,13,14, Individual Task Orders shall identify the specific deliverables as they relate to this CDRL, stipulate data delivery dates/schedule (initial and subsequent), who the recipient will be and identify the acceptance and approval by organizational code. The individual Task Orders will stipulate Government review time frames. The Contractor shall have 10 working days to correct unacceptable data deliverables, unless otherwise stipulated in the individual Task Order. Contractor shall provide hard copy and magnetic media such as diskettes as required by individual Task Orders.</p> <p>Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.</p>	CODE 724000E CODE 8A0000E 210000E L/O	1 1 1	1 1 1
15. TOTAL		3	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

EXHIBIT A

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ FM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM CONTRACTORS PROGRESS, STATUS AND MANAGEMENT REPORT	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227	5. CONTRACT REFERENCE SOW PARA 3.1.3.	6. REQUIRING OFFICE NAWCWPNS. CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	a. ADDRESSEE		b. COPIES	
					DRAFT	FINAL
					REG	REPRO

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G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

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D. SYSTEM/ITEM		2. CONTRACT N68936-99-R-0035		F. CONTRACTOR		
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM TECHNICAL REPORT-STUDY/SERVICES			3. SUBTITLE N/A		
AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE SOW PARA 3.2.1, 3.2.2., 3.3.2., 3.3.3, 3.4.4, 3.8.3		6. REQUIRING OFFICE NAWCWPNS, CODE 760000E		
7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE ()	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	a. ADDRESSEE	b. COPIES		
				DRAFT	FINAL	
				REG	REPRO	
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				CODE 8A0000E	1	
				210000E L/O	1	
				15. TOTAL		0
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A005	2. TITLE OF DATA ITEM SCIENTIFIC AND TECHNICAL REPORTS	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-ADMMSIC-80711	5. CONTRACT REFERENCE SOW PARA 3.2.3, 3.6.3, 3.6.6.	6. REQUIRING OFFICE NAWCWPNS. CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION												
8. APP CODE N/A	11. AS OF DATE ()	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	<table border="1"> <tr> <td>a. ADDRESSEE</td> <td>b. COPIES</td> </tr> <tr> <td></td> <td> <table border="1"> <tr> <td>DRAFT</td> <td>FINAL</td> </tr> <tr> <td></td> <td> <table border="1"> <tr> <td>REG</td> <td>REPRO</td> </tr> <tr> <td></td> <td></td> </tr> </table> </td> </tr> </table> </td> </tr> </table>		a. ADDRESSEE	b. COPIES		<table border="1"> <tr> <td>DRAFT</td> <td>FINAL</td> </tr> <tr> <td></td> <td> <table border="1"> <tr> <td>REG</td> <td>REPRO</td> </tr> <tr> <td></td> <td></td> </tr> </table> </td> </tr> </table>	DRAFT	FINAL		<table border="1"> <tr> <td>REG</td> <td>REPRO</td> </tr> <tr> <td></td> <td></td> </tr> </table>	REG	REPRO		
a. ADDRESSEE	b. COPIES															
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	CODE 8A0000E		1	
	210000E L/O		1	
	15. TOTAL			3

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-98-R-0154	F. CONTRACTOR
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1. DATA ITEM NO. A006	2. TITLE OF DATA ITEM SOFTWARE DEVELOPMENT PLAN	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-IPSC-81427	5. CONTRACT REFERENCE SOW PARA 3.3.1, 3.4.1, 3.4.3.	6. REQUIRING OFFICE NAWCWPNS, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE ()	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	a. ADDRESSEE		b. COPIES	
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Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.

CODE 724000E		1	
CODE 454DA00E		1	
CODE 8A0000E		1	
210000E L/O		1	
15. TOTAL		4	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A(0)7	2. TITLE OF DATA ITEM TEST, DESIGN, ASSESSMENT REPORT	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-ATTS-81273	5. CONTRACT REFERENCE SOW PARA 3.5	6. REQUIRING OFFICE NAWC/WPNS, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION SEE 16	a. ADDRESSEE		b. COPIES	
			DRAFT	FINAL	REG	REPRO

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	CODE 8A0000E	1	
	210000E L/O	1	
	15. TOTAL	3	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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D. SYSTEM/ITEM		2. CONTRACT N68936-99-R-0035		F. CONTRACTOR			
1. DATA ITEM NO. A008	2. TITLE OF DATA ITEM CONTRACTORS CONFIGURATION MANAGEMENT PLAN			3. SUBTITLE N/A			
AUTHORITY (Data Acquisition Document No.) DI-CMAN-80858A			5. CONTRACT REFERENCE SOW PARA 3.6.2.		6. REQUIRING OFFICE NAWCWPNS. CODE 760000E		
7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16		14. DISTRIBUTION		
8. APP CODE N/A	11. AS OF DATE ()	13. DATE OF SUBSEQUENT SUBMISSION SEE 16		a. ADDRESSEE		b. COPIES	
				DRAFT	FINAL		
					REG	REPRO	
16. REMARKS Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Any changes to DID's will be provided with individual Task Orders. Block 8, 10,12,13,14. Individual Task Orders shall identify the specific deliverables as they relate to this CDRL, stipulate data delivery dates/schedule (initial and subsequent), who the recipient will be and identify the acceptance and approval by organizational code. The individual Task Orders will stipulate Government review time frames. The Contractor shall have 10 working days to correct unacceptable data deliverables, unless otherwise stipulated in the individual Task Order. Contractor shall provide hard copy and magnetic media such as diskettes as required by individual Task Orders. Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.				CODE 724000E	1		
				CODE 454DA00E	1		
				CODE 8A0000E	1		
				210000E L/O	1		
				15. TOTAL	3	0	
G. PREPARED BY			H. DATE	I. APPROVED BY		J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**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 220 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 12104, 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 the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-0035	F. CONTRACTOR
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1. DATA ITEM NO. A009	2. TITLE OF DATA ITEM SOFTWARE TRANSITION PLAN	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-IPSC-81429	5. CONTRACT REFERENCE SOW PARA 3.7	6. REQUIRING OFFICE NAWCWPNS, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION	
				a. ADDRESSEE	b. COPIES
				DRAFT	FINAL
					REG
8. APP CODE N/A		11. AS OF DATE ()		13. DATE OF SUBSEQUENT SUBMISSION SEE 16	

16. REMARKS Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Any changes to DID's will be provided with individual Task Orders. Block 8, 10,12,13,14, Individual Task Orders shall identify the specific deliverables as they relate to this CDRL, stipulate data delivery dates/schedule (initial and subsequent), who the recipient will be and identify the acceptance and approval by organizational code. The individual Task Orders will stipulate Government review time frames. The Contractor shall have 10 working days to correct unacceptable data deliverables, unless otherwise stipulated in the individual Task Order. Contractor shall provide hard copy and magnetic media such as diskettes as required by individual Task Orders. Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.	CODE 724000E	1	
	CODE 8A0000E	1	
	210000E L/O	1	
	15. TOTAL		3

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)	Form Approved OMB No. 0704-0188
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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	E. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A010	2. TITLE OF DATA ITEM TRAINING PROGRAM STRUCTURE DOCUMENT	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-ILSS-81521	5. CONTRACT REFERENCE SOW PARA3.9	6. REQUIRING OFFICE NAWCWPNS, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE ()		a. ADDRESSEE		b. COPIES	
				13. DATE OF SUBSEQUENT SUBMISSION SEE 16		DRAFT	FINAL
						REG	REPRO

<p>16. REMARKS</p> <p>Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Any changes to DID's will be provided with individual Task Orders.</p> <p>Block 8, 10, 12, 13, 14. Individual Task Orders shall identify the specific deliverables as they relate to this CDRL, stipulate data delivery dates/schedule (initial and subsequent), who the recipient will be and identify the acceptance and approval by organizational code. The individual Task Orders will stipulate Government review time frames. The Contractor shall have 10 working days to correct unacceptable data deliverables, unless otherwise stipulated in the individual Task Order. Contractor shall provide hard copy and magnetic media such as diskettes as required by individual Task Orders.</p> <p>Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.</p>	CODE 724000E	1		
	CODE 8A0000E	1		
	210000E L/O	1		
	15. TOTAL	3	0	

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A0011	2. TITLE OF DATA ITEM TRAINING MATERIALS	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-ILSS-80872	5. CONTRACT REFERENCE SOW PARA 3.9	6. REQUIRING OFFICE NAWCWPNS, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION	
				a. ADDRESSEE	b. COPIES
				DRAFT	FINAL
					REG
8. APP CODE N/A		11. AS OF DATE ()		13. DATE OF SUBSEQUENT SUBMISSION SEE 16	

16. REMARKS Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Any changes to DID's will be provided with individual Task Orders. Block 8, 10,12,13,14, Individual Task Orders shall identify the specific deliverables as they relate to this CDRL, stipulate data delivery dates/schedule (initial and subsequent), who the recipient will be and identify the acceptance and approval by organizational code. The individual Task Orders will stipulate Government review time frames. The Contractor shall have 10 working days to correct unacceptable data deliverables, unless otherwise stipulated in the individual Task Order. Contractor shall provide hard copy and magnetic media such as diskettes as required by individual Task Orders. Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.	CODE 724000E CODE 8A0000E 210000E L/O	1 1 1	0 0 0
15. TOTAL		3	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X	
D. SYSTEM/ITEM		2. CONTRACT N68936-99-R-0035		F. CONTRACTOR
1. DATA ITEM NO. A012	2. TITLE OF DATA ITEM COMPUTER SOFTWARE PRODUCT END ITEMS		3. SUBTITLE N/A	
AUTHORITY (Data Acquisition Document No.) DI-MCCR-80700		5. CONTRACT REFERENCE SOW PARA 3.9		6. REQUIRING OFFICE NAWCWPNS, CODE 760000E
7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION
8. APP CODE N/A	11. AS OF DATE ()	13. DATE OF SUBSEQUENT SUBMISSION SEE 16		a. ADDRESSEE
				b. COPIES
				DRAFT
				FINAL
				REG
				REPRO
16. REMARKS			CODE 724000E	1
Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Any changes to DID's will be provided with individual Task Orders.			CODE 8A0000E	1
Block 8, 10,12,13,14. Individual Task Orders shall identify the specific deliverables as they relate to this CDRL, stipulate data delivery dates/schedule (initial and subsequent), who the recipient will be and identify the acceptance and approval by organizational code. The individual Task Orders will stipulate Government review time frames. The Contractor shall have 10 working days to correct unacceptable data deliverables, unless otherwise stipulated in the individual Task Order. Contractor shall provide hard copy and magnetic media such as diskettes as required by individual Task Orders.			210000E L/O	1
Block 9 distribution statement to be determined by the Government and stated on the CDRLs provided with each individual Task Order.				
			15. TOTAL	3 0
G. PREPARED BY		H. DATE	I. APPROVED BY	
			J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A013	2. TITLE OF DATA ITEM SOFTWARE USERS MANUAL	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-IPSC-81443	5. CONTRACT REFERENCE SOW PARA 3.9	6. REQUIRING OFFICE NAWCWPNS. CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION	
				a. ADDRESSEE	b. COPIES
				DRAFT	FINAL
					REG
8. APP CODE N/A		11. AS OF DATE ()		13. DATE OF SUBSEQUENT SUBMISSION SEE 16	

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15. TOTAL		3	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP	
18. ESTIMATED TOTAL PRICE	

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A014	2. TITLE OF DATA ITEM SOFTWARE VERSION DESCRIPTION	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-IPSC-81442	5. CONTRACT REFERENCE SOW PARA 3.9	6. REQUIRING OFFICE NAWCWPNS, CODE 760000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED (SEE 16)	10. FREQUENCY SEE 16	12. DATE OF FIRST SUBMISSION SEE 16	14. DISTRIBUTION		
				a. ADDRESSEE	b. COPIES	
					DRAFT	FINAL
					REG	REPRO

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G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY FDP: _____ TM: _____ OTHER: X
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D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR
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1. DATA ITEM NO. A015	2. TITLE OF DATA ITEM PHASE-IN PLAN REPORT	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-MISC-80508	5. CONTRACT REFERENCE SOW PARA 6.5	6. REQUIRING OFFICE NAWCWPNS, CODE 210000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY ONE TIME	12. DATE OF FIRST SUBMISSION 90 DAYS PRIOR TO CONTRACT EXPIRATION	14. DISTRIBUTION	
8. APP CODE N/A	11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION N/A	a. ADDRESSEE		b. COPIES
					DRAFT
		REG			REPRO

16. REMARKS Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Block 9 distribution statement to be determined by the Government. Block 16: Report shall describe the proposed method for providing continuity and consistency of services. Plan should address key personnel involved, management structure, a time line of events, training methods, interfaces with the incumbent contractor and Government, security issues, transfer of property and recruitment of personnel.	<table border="1" style="width:100%"> <tr> <td>CODE 724000E</td> <td>1</td> <td></td> </tr> <tr> <td>CODE 8A0000E</td> <td>1</td> <td></td> </tr> <tr> <td>210000E L/O</td> <td>1</td> <td></td> </tr> <tr> <td>15. TOTAL</td> <td>3</td> <td>0</td> </tr> </table>	CODE 724000E	1		CODE 8A0000E	1		210000E L/O	1		15. TOTAL	3	0
CODE 724000E	1												
CODE 8A0000E	1												
210000E L/O	1												
15. TOTAL	3	0											

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)**

Form Approved
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A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY TDP: _____ TM: _____ OTHER: X
D. SYSTEM/ITEM	2. CONTRACT N68936-99-R-0035	F. CONTRACTOR

1. DATA ITEM NO. A016	2. TITLE OF DATA ITEM PHASE-OUT PLAN	3. SUBTITLE N/A
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AUTHORITY (Data Acquisition Document No.) DI-MISC-80508	5. CONTRACT REFERENCE SOW PARA 6.2	6. REQUIRING OFFICE NAWCWPNs, CODE 210000E
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7. DD 250 REQ. LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY ONE TIME	12. DATE OF FIRST SUBMISSION 90 DAYS PRIOR TO CONTRACT EXPIRATION	14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION N/A	a. ADDRESSEE		b. COPIES	
						DRAFT	FINAL
						REG	REPRO

16. REMARKS Blk 4: Tailor DID as follows: Contractor format is acceptable provided the DID is used as a guideline. Block 9. Distribution statement to be determined by the Government Block 16. Report shall describe phase out training to successor contractor. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan. The report shall address a time line of events, interfaces with the incumbent contractor and Government, security issues, transfer of property and and shall be subject to Contracting Officer's approval.	CODE 724000E CODE 8A0000E 210000E L/O 15. TOTAL	1 1 1 3	0 0
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G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

CDRL/DID LIST

A001	DI-ADMN-81373	Presentation Material
A002	DI-ADMN-81505	Record, Report of Meeting Minutes
A003	DI-MGMT-80227	Contractors Progress, Status and Management Report
A004	DI-MISC-80508	Technical Report-Study/Services
A005	DI-MISC-80711	Scientific and Technical Report
A006	DI-IPSC-81427	Software Development Plan
A007	DI-ARRS-81273	Test, Design, Assessment Report
A008	DI-CMAN-80858A	Contractors Configuration Management Plan
A009	DI-IPSC-81429	Software Transition Plan
A010	DI-ILSS-81521	Training Program Structure Document
A011	DI-ILSS-80872	Training Materials
A012	DI-MCCR-80700	Computer Software Product End Item
A013	DI-IPSC-81443	Software User's Manual (SUM)
A014	DI-IPSC-81442	Software Version Description
A015	DI-MISC-80508	Phase In Plan
A016	DI-MISC-80508	Phase Out Plan

DATA ITEM DESCRIPTION

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 the burden, to Washington Headquarters Service, 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.

1. TITLE Presentation Material	2. IDENTIFICATION NUMBER DI-ADMN-81373
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3. DESCRIPTION / PURPOSE

3.1 Presentation materials are audiovisual aids, such as viewgraphs, photographs, slides or electronic equivalent. They are used to present information during reviews, briefings, and similar activities involving more than one person.

4. APPROVAL DATE (YYMMDD) 931001	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID may be applied on any acquisition.

7.3 This DID supersedes DI-A-3024A.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER F6970
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10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable, with the exception that the government must approve the use of any contractor insignia, trade names or symbols. Delivery media format shall be defined on the DD Form 1423, Contract Data Requirements List.

10.2 Content. Presentation material shall include a text of any accompanying verbal material unless the verbal portion is included as part of an electronic presentation. In either case the text or audio shall include the following statement:

"The publication of this material does not constitute approval by the government of the findings or conclusion herein. Wide distribution or announcement of this material shall not be made without specific approval by the sponsoring government activity."

11. DISTRIBUTION

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

H002

C ITEM DESCRIPTION

Form Approved
OMB No. 0704-0186

Please report the burden for this collection of information as well as to avoid to average 110 hours per response, including the time for reviewing the 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 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 (0704-0186), Washington, DC 20503.

1. TITLE REPORT, RECORD OF MEETING/MINUTES	2. IDENTIFICATION NUMBER DI-ADMN-81505
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3. DESCRIPTION/PURPOSE

The report is a record of the proceedings of any specified meeting. The Meeting Minutes will be used by appropriate government and contractor personnel as a record of the deliberations and actions resulting from meetings related to performance of work under a contract.

4. APPROVAL DATE (YYMMDD) 951120	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/PMS400G35	6a. DTIC APPLICABLE	6b. OIEIP APPLICABLE
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7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This data item can be used for any Programs/Projects requiring formal documentation of meetings of any type, i.e., audits, design reviews, etc.

7.3 This data item may be used in conjunction with "Agenda, Conference".
(Continued on Page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER N7175
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10. PREPARATION INSTRUCTIONS

10.1 Format. The report shall be presented in contractor's format.

10.2 Content. The report shall contain a title page which specifies the following:

- a. Date of report/meeting.
- b. Title - Type of meeting (study contract, audit, design review, etc.).
- c. Title of Program/Project.
- d. System/equipment identification and number.
- e. Contract number and/or procurement request number.
- f. Signature(s) - contractor (supporting activity) Project Manager or designated representative.

10.2.1 The report/minutes shall include, the following sections:

10.2.1.1 An introduction which shall include: (Continued on Page 2)

11. DISTRIBUTION STATEMENT

Distribution Statement A. Approved for public release; distribution is unlimited.

DI-ADMN-81505

9999989 0015693 211

DI-ADMN- 81505

Block 7, Application/Interrelationship (Continued)

7.4 This DID supercedes UDI-A-23083A.

Block 10, Preparation Instructions (Continued)

- a. Statement relating to the purpose/objective of the meeting.
- b. The original agenda/revisions thereto. (This may be accomplished by reference to attachment/enclosure)

10.2.1.2 Administrative data which shall include:

- a. Date and location of the meeting.
- b. Agency under whose direction the meeting was convened.
- c. Name and title of the chairman or co-chairmen.
- d. Name and title of persons attending.

10.2.1.3 Information covered during the meeting, including as appropriate, such items as:

- a. A description and/or listing of the material and documentation, if any, discussed/reviewed during the meeting.
- b. Specific statements relating to changes, deletions, modifications, etc., discussed/reviewed during the meeting, including:
 - (1) A description of the change/modification required.
 - (2) The reason for the change/modification.
 - (3) The agency responsible for preparing change proposals, if required, necessary to effect the change/modification.

10.3 Each item discussed/reviewed during the meeting shall be presented in the following order:

10.3.1 Item. A brief statement identifying the item or problem.

10.3.2 Discussion. A summary of pertinent information associated with the item.

DI-ADMN- 81505

Block 10, Preparation Instructions (Continued)

10.3.3 Recommendations. A list of both the Project/Program Manager's and the contractor's recommendations.

10.3.4 Action. A brief statement of agreements reached, action(s) required by the Program/Project Manager or the contractor, identity of the personnel or activity assigned responsibility for taking and/or coordinating required actions, contractual action, if required, and all key dates.

10.4 Media Requirements. Unless otherwise stated on the Contract Data Requirements List (DD Form 1423); the report/minutes shall be typewritten on 8"x 10 1/2" white paper. Charts, graphs, drawings, lists, sketches may be included, if necessary, to support or clarify the text of the report/minutes. Oversize material shall be one-way foldouts. All material presented shall be sufficiently clear and sharp for further reproduction if required. All pages and supporting material shall be securely bound together.

4005

DATA ITEM DESCRIPTION	Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986
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1. TITLE Contractor's Progress, Status and Management Report	2. IDENTIFICATION NUMBER DI-MGMT-80227
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3. DESCRIPTION/PURPOSE

3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPAWAR	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
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7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This DID may be applied in any contract and during any program phase.

7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947
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10. PREPARATION INSTRUCTIONS

10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.

10.3 Content - The report shall include:

- a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity;
- b. Description of the progress made against milestones during the reporting period;
- c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations;
- d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart;
- e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract;
- f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract;
- g. Cost curves showing actual and projected conditions throughout the contract;
- h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date;
- i. Person-hours expended for the reporting period and cumulatively for the contract;
- j. Any trips and significant results; (cont. on page 2)

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.
-

10. PREPARATION INSTRUCTIONS (Cont'd)

- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

U.S. GOVERNMENT PRINTING OFFICE: 1986-704-037/50176

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
2. TITLE Technical Report - Study/Services		1. IDENTIFICATION NUMBER DI-MISC-80508	
3. DESCRIPTION/PURPOSE 3.1 A technical report provides fully documented results of studies or analyses performed.			
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY - RESPONSIBILITY (OPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supersedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291
10. PREPARATION INSTRUCTIONS 10.1 <u>Format.</u> (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink. (b) Text shall be prepared on standard letter size paper (8 1/2" X 11"). (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report. (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable. 10.2 <u>Content.</u> (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period. <p style="text-align: right;">(continued on page 2)</p>			
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

DI-MGMT-80508

Block 10. Preparation Instructions (Continued)

- (b) Table of Contents
- (c) Section I - Includes the following:
 - (1) Introduction
 - (2) Summary - A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiations.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
1. TITLE Scientific and Technical Reports		2. IDENTIFICATION NUMBER DI-MISC -80711		
3. DESCRIPTION/PURPOSE 3.1 Scientific and Technical Reports describe and disseminate to the analytical, scientific and technical community the precise nature and results of analytical studies, research, development, test and evaluation (RDT&E) on an assigned task(s). Scientific and Technical Reports may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical problems.				
4. APPROVAL DATE (YYMMDD) 881202	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) S/DD	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format requirements and preparation instructions for the information product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to the organization, preparation and production of technical publications. 7.3 This DID supersedes UDI-S-23272C, DI-S-4057 and DI-S-3591A. 7.4 Defense Technical Information Center (DTIC) Cameron Station Alexandria, VA 22304-6145				
8. APPROVAL LIMITATION		7a. APPLICABLE FORMS SF 298	9b. AMSC NUMBER S4578	
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference document.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract. 10.2 Document format shall be in accordance with ANSI Z39.18 Scientific and Technical Reports: Organization, Preparation and Production. 10.3 Document content shall be clearly written, describe accomplishments and other facts adequately and with no technical errors, and be acceptable for release. If Scientific and Technical Reports when sent to DTIC are marked unclassified unlimited they should be accompanied by a letter certifying that they have been cleared for public release and sale; to include foreign nationals.				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

DATA ITEM DESCRIPTION		Form Approved OMB NO. 0704-0188	
Public reporting burden for collection of this 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 Washington Headquarters Services, Directorate for 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.			
1. TITLE SOFTWARE DEVELOPMENT PLAN (SDP)		2. IDENTIFICATION NUMBER DHPSC-81427	
3. DESCRIPTION/PURPOSE			
<p>3.1 The Software Development Plan (SDP) describes a developer's plans for conducting a software development effort. The term "software development" in this DID is meant to include new development, modification, reuse, reengineering, maintenance, and all other activities resulting in software products.</p> <p>3.2 The SDP provides the acquirer insight into, and a tool for monitoring, the processes to be followed for software development, the methods to be used, the approach to be followed for each activity, and project schedules, organization, and resources.</p>			
4. APPROVAL DATE (YYMMDD) 941205	5. OFFICE OF PRIMARY RESPONSIBILITY EC	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP			
<p>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.</p> <p>7.2 This DID is used when the developer is tasked to develop and record plans for conducting software development activities.</p> <p>7.3 Portions of this plan may be bound separately if this approach enhances their usability. Examples include plans for software configuration management and software quality assurance.</p> <p>7.4 The Contract Data Requirements List (CDRL) (DD 1423) should specify whether deliverable data are to be delivered on paper or electronic media; are to be in a given electronic form (such as ASCII, CALS, or compatible with a specified word processor or other support software); may be delivered in developer format rather than in the format specified herein; and may reside in a computer-aided software engineering (CASE) or other automated tool rather than in the form of a traditional document.</p> <p>7.5 This DID supersedes DI-MCCR-80030A, DI-MCCR-80297, DI-MCCR-80298, DI-MCCR-80299, DI-MCCR-80300, and DI-MCCR-80319.</p>			
8. APPROVAL LIMITATION Limited Approval from 12/5/94 through 12/5/96	9a. APPLICABLE FORMS	9b. AMSC NUMBER N7070	
10. PREPARATION INSTRUCTIONS			
<p>10.1 <u>General instructions.</u></p> <p>a. <u>Automated techniques.</u> Use of automated techniques is encouraged. The term "document" in this DID means a collection of data regardless of its medium.</p> <p>b. <u>Alternate presentation styles.</u> Diagrams, tables, matrices, and other presentation styles are acceptable substitutes for text when data required by this DID can be made more readable using these styles.</p>			
(Continued on Page 2)			
11. DISTRIBUTION STATEMENT			
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.			

10. PREPARATION INSTRUCTIONS -- 10.1 General Instructions (continued)

- c. Title page or identifier. The document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- d. Table of contents. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- e. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- f. Response to tailoring instructions. If a paragraph is tailored out of this DID, the resulting document shall contain the corresponding paragraph number and title, followed by "This paragraph has been tailored out." For data in a database or other alternative form, this representation need occur only in the table of contents or equivalent.
- g. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.
- h. Standard data descriptions. If a data description required by this DID has been published in a standard data element dictionary specified in the contract, reference to an entry in that dictionary is preferred over including the description itself.
- i. Substitution of existing documents. Commercial or other existing documents, including other project plans, may be substituted for all or part of the document if they contain the required data.

10.2 Content requirements. Content requirements begin on the following page. The numbers shown designate the paragraph numbers to be used in the document. Each such number is understood to have the prefix "10.2" within this DID. For example, the paragraph numbered 1.1 is understood to be paragraph 10.2.1.1 within this DID.

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

1. Scope. This section shall be divided into the following paragraphs.
 - 1.1 Identification. This paragraph shall contain a full identification of the system and the software to which this document applies, including, as applicable, identification number(s), title(s), abbreviation(s), version number(s), and release number(s).
 - 1.2 System overview. This paragraph shall briefly state the purpose of the system and the software to which this document applies. It shall describe the general nature of the system and software; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.
 - 1.3 Document overview. This paragraph shall summarize the purpose and contents of this document and shall describe any security or privacy considerations associated with its use.
 - 1.4 Relationship to other plans. This paragraph shall describe the relationship, if any, of the SDP to other project management plans.
2. Referenced documents. This section shall list the number, title, revision, and date of all documents referenced in this plan. This section shall also identify the source for all documents not available through normal Government stocking activities.
3. Overview of required work. This section shall be divided into paragraphs as needed to establish the context for the planning described in later sections. It shall include, as applicable, an overview of:
 - a. Requirements and constraints on the system and software to be developed
 - b. Requirements and constraints on project documentation
 - c. Position of the project in the system life cycle
 - d. The selected program/acquisition strategy or any requirements or constraints on it
 - e. Requirements and constraints on project schedules and resources
 - f. Other requirements and constraints, such as on project security, privacy, methods, standards, interdependencies in hardware and software development, etc.
4. Plans for performing general software development activities. This section shall be divided into the following paragraphs. Provisions corresponding to non-required activities may be satisfied by the words "Not applicable." If different builds or different software on the project require different planning, these differences shall be noted in the paragraphs. In addition to the content specified below, each paragraph shall identify applicable risks/uncertainties and plans for dealing with them.
 - 4.1 Software development process. This paragraph shall describe the software development process to be used. The planning shall cover all contractual clauses concerning this topic, identifying planned builds, if applicable, their objectives, and the software development activities to be performed in each build.
 - 4.2 General plans for software development. This paragraph shall be divided into the following subparagraphs.
 - 4.2.1 Software development methods. This paragraph shall describe or reference the software development methods to be used. Included shall be descriptions of the manual and automated tools and procedures to be used in support of these methods. The methods shall cover all contractual clauses concerning this topic. Reference may be made to other paragraphs in this plan if the methods are better described in context with the activities to which they will be applied.

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

4.2.2 Standards for software products. This paragraph shall describe or reference the standards to be followed for representing requirements, design, code, test cases, test procedures, and test results. The standards shall cover all contractual clauses concerning this topic. Reference may be made to other paragraphs in this plan if the standards are better described in context with the activities to which they will be applied. Standards for code shall be provided for each programming language to be used. They shall include at a minimum:

- a. Standards for format (such as indentation, spacing, capitalization, and order of information)
- b. Standards for header comments (requiring, for example, name/identifier of the code; version identification; modification history; purpose; requirements and design decisions implemented; notes on the processing (such as algorithms used, assumptions, constraints, limitations, and side effects); and notes on the data (inputs, outputs, variables, data structures, etc.))
- c. Standards for other comments (such as required number and content expectations)
- d. Naming conventions for variables, parameters, packages, procedures, files, etc.
- e. Restrictions, if any, on the use of programming language constructs or features
- f. Restrictions, if any, on the complexity of code aggregates

4.2.3 Reusable software products. This paragraph shall be divided into the following subparagraphs.

4.2.3.1 Incorporating reusable software products. This paragraph shall describe the approach to be followed for identifying, evaluating, and incorporating reusable software products, including the scope of the search for such products and the criteria to be used for their evaluation. It shall cover all contractual clauses concerning this topic. Candidate or selected reusable software products known at the time this plan is prepared or updated shall be identified and described, together with benefits, drawbacks, and restrictions, as applicable, associated with their use.

4.2.3.2 Developing reusable software products. This paragraph shall describe the approach to be followed for identifying, evaluating, and reporting opportunities for developing reusable software products. It shall cover all contractual clauses concerning this topic.

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

4.2.4 Handling of critical requirements. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for handling requirements designated critical. The planning in each subparagraph shall cover all contractual clauses concerning the identified topic.

- 4.2.4.1 Safety assurance
- 4.2.4.2 Security assurance
- 4.2.4.3 Privacy assurance
- 4.2.4.4 Assurance of other critical requirements

4.2.5 Computer hardware resource utilization. This paragraph shall describe the approach to be followed for allocating computer hardware resources and monitoring their utilization. It shall cover all contractual clauses concerning this topic.

4.2.6 Recording rationale. This paragraph shall describe the approach to be followed for recording rationale that will be useful to the support agency for key decisions made on the project. It shall interpret the term "key decisions" for the project and state where the rationale are to be recorded. It shall cover all contractual clauses concerning this topic.

4.2.7 Access for acquirer review. This paragraph shall describe the approach to be followed for providing the acquirer or its authorized representative access to developer and subcontractor facilities for review of software products and activities. It shall cover all contractual clauses concerning this topic.

5. Plans for performing detailed software development activities. This section shall be divided into the following paragraphs. Provisions corresponding to non-required activities may be satisfied by the words "Not applicable." If different builds or different software on the project require different planning, these differences shall be noted in the paragraphs. The discussion of each activity shall include the approach (methods/procedures/tools) to be applied to: 1) the analysis or other technical tasks involved, 2) the recording of results, and 3) the preparation of associated deliverables, if applicable. The discussion shall also identify applicable risks/uncertainties and plans for dealing with them. Reference may be made to 4.2.1 if applicable methods are described there.

5.1 Project planning and oversight. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for project planning and oversight. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.1.1 Software development planning (covering updates to this plan)
- 5.1.2 CSCI test planning
- 5.1.3 System test planning
- 5.1.4 Software installation planning
- 5.1.5 Software transition planning
- 5.1.6 Following and updating plans, including the intervals for management review

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

5.2 Establishing a software development environment. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for establishing, controlling, and maintaining a software development environment. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.2.1 Software engineering environment
- 5.2.2 Software test environment
- 5.2.3 Software development library
- 5.2.4 Software development files
- 5.2.5 Non-deliverable software

5.3 System requirements analysis. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for participating in system requirements analysis. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.3.1 Analysis of user input
- 5.3.2 Operational concept
- 5.3.3 System requirements

5.4 System design. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for participating in system design. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.4.1 System-wide design decisions
- 5.4.2 System architectural design

5.5 Software requirements analysis. This paragraph shall describe the approach to be followed for software requirements analysis. The approach shall cover all contractual clauses concerning this topic.

5.6 Software design. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for software design. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.6.1 CSCI-wide design decisions
- 5.6.2 CSCI architectural design
- 5.6.3 CSCI detailed design

5.7 Software implementation and unit testing. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for software implementation and unit testing. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.7.1 Software implementation
- 5.7.2 Preparing for unit testing
- 5.7.3 Performing unit testing
- 5.7.4 Revision and retesting
- 5.7.5 Analyzing and recording unit test results

5.8 Unit integration and testing. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for unit integration and testing. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.8.1 Preparing for unit integration and testing
- 5.8.2 Performing unit integration and testing
- 5.8.3 Revision and retesting
- 5.8.4 Analyzing and recording unit integration and test results

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

5.9 CSCI qualification testing. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for CSCI qualification testing. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.9.1 Independence in CSCI qualification testing
- 5.9.2 Testing on the target computer system
- 5.9.3 Preparing for CSCI qualification testing
- 5.9.4 Dry run of CSCI qualification testing
- 5.9.5 Performing CSCI qualification testing
- 5.9.6 Revision and retesting
- 5.9.7 Analyzing and recording CSCI qualification test results

5.10 CSCI/HWCI integration and testing. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for participating in CSCI/HWCI integration and testing. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.10.1 Preparing for CSCI/HWCI integration and testing
- 5.10.2 Performing CSCI/HWCI integration and testing
- 5.10.3 Revision and retesting
- 5.10.4 Analyzing and recording CSCI/HWCI integration and test results

5.11 System qualification testing. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for participating in system qualification testing. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.11.1 Independence in system qualification testing
- 5.11.2 Testing on the target computer system
- 5.11.3 Preparing for system qualification testing
- 5.11.4 Dry run of system qualification testing
- 5.11.5 Performing system qualification testing
- 5.11.6 Revision and retesting
- 5.11.7 Analyzing and recording system qualification test results

5.12 Preparing for software use. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for preparing for software use. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

- 5.12.1 Preparing the executable software
- 5.12.2 Preparing version descriptions for user sites
- 5.12.3 Preparing user manuals
- 5.12.4 Installation at user sites

5.13 Preparing for software transition. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for preparing for software transition. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.13.1 Preparing the executable software
- 5.13.2 Preparing source files
- 5.13.3 Preparing version descriptions for the support site
- 5.13.4 Preparing the "as built" CSCI design and other software support information
- 5.13.5 Updating the system design description
- 5.13.6 Preparing support manuals
- 5.13.7 Transition to the designated support site

5.14 Software configuration management. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for software configuration management. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.14.1 Configuration identification
- 5.14.2 Configuration control
- 5.14.3 Configuration status accounting
- 5.14.4 Configuration audits
- 5.14.5 Packaging, storage, handling, and delivery

5.15 Software product evaluation. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for software product evaluation. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.15.1 In-process and final software product evaluations
- 5.15.2 Software product evaluation records, including items to be recorded
- 5.15.3 Independence in software product evaluation

5.16 Software quality assurance. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for software quality assurance. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

- 5.16.1 Software quality assurance evaluations
- 5.16.2 Software quality assurance records, including items to be recorded
- 5.16.3 Independence in software quality assurance

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

5.17 Corrective action. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for corrective action. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

5.17.1 Problem/change reports, including items to be recorded (candidate items include project name, originator, problem number, problem name, software element or document affected, origination date, category and priority, description, analyst assigned to the problem, date assigned, date completed, analysis time, recommended solution, impacts, problem status, approval of solution, follow-up actions, corrector, correction date, version where corrected, correction time, description of solution implemented)

5.17.2 Corrective action system

5.18 Joint technical and management reviews. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for joint technical and management reviews. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

5.18.1 Joint technical reviews, including a proposed set of reviews

5.18.2 Joint management reviews, including a proposed set of reviews

5.19 Other software development activities. This paragraph shall be divided into the following subparagraphs to describe the approach to be followed for other software development activities. The planning in each subparagraph shall cover all contractual clauses regarding the identified topic.

5.19.1 Risk management, including known risks and corresponding strategies

5.19.2 Software management indicators, including indicators to be used

5.19.3 Security and privacy

5.19.4 Subcontractor management

5.19.5 Interface with software independent verification and validation (IV&V) agents

5.19.6 Coordination with associate developers

5.19.7 Improvement of project processes

5.19.8 Other activities not covered elsewhere in the plan

6. Schedules and activity network. This section shall present:

a. Schedules) identifying the activities in each build and showing initiation of each activity, availability of draft and final deliverables and other milestones, and completion of each activity

b. An activity network, depicting sequential relationships and dependencies among activities and identifying those activities that impose the greatest time restrictions on the project

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

7. Project organization and resources. This section shall be divided into the following paragraphs to describe the project organization and resources to be applied in each build.

7.1 Project organization. This paragraph shall describe the organizational structure to be used on the project, including the organizations involved, their relationships to one another, and the authority and responsibility of each organization for carrying out required activities.

7.2 Project resources. This paragraph shall describe the resources to be applied to the project. It shall include, as applicable:

- a. Personnel resources, including:
 - 1) The estimated staff-loading for the project (number of personnel over time)
 - 2) The breakdown of the staff-loading numbers by responsibility (for example, management, software engineering, software testing, software configuration management, software product evaluation, software quality assurance)
 - 3) A breakdown of the skill levels, geographic locations, and security clearances of personnel performing each responsibility
- b. Overview of developer facilities to be used, including geographic locations in which the work will be performed, facilities to be used, and secure areas and other features of the facilities as applicable to the contracted effort.
- c. Acquirer-furnished equipment, software, services, documentation, data, and facilities required for the contracted effort. A schedule detailing when these items will be needed shall also be included.
- d. Other required resources, including a plan for obtaining the resources, dates needed, and availability of each resource item.

8. Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of any terms and definitions needed to understand this document.

A. Appendixes. Appendixes may be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling. Appendixes shall be lettered alphabetically (A, B, etc.).

A008

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for collection of this 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 Washington Headquarters Services, Directorate for 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.				
1. TITLE			2. IDENTIFICATION NUMBER	
Contractor's Configuration Management Plan			DI - CMAN - 80858A	
3. DESCRIPTION/PURPOSE				
3.1 The Contractor's Configuration Management (CM) Plan describes the contractor's configuration management program, how it is organized, how it will be conducted, and the methods, procedures and controls used to assure effective configuration identification, change control, status accounting, and audits of the total configuration, including hardware, software, and firmware. The principal use is to provide the Government a basis for review, evaluation, and monitoring of the CM program and its proposed components.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
920417	OSD-DO	<input checked="" type="checkbox"/>		
7. APPLICATION/INTERRELATIONSHIP				
7.1 This DID contains the format, content, and preparation instructions for a data item resulting from work tasks described in paragraph 5.2.1 of MIL-STD-973.				
7.2 This DID supersedes DI-MCCR-80009 and DI-CMAN-80858.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
		N/A	D 6701	
10. PREPARATION INSTRUCTIONS				
10.1 <u>Reference documents.</u> The applicable issue of the document cited herein, including its approval date and the date of any applicable amendments, notices, revisions, shall be as specified in the contract.				
10.2 <u>Format and content.</u> The Contractor's Configuration Management Plan format and content shall be in accordance with Appendix A of MIL-STD-973.				
11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

DATA ITEM DESCRIPTION

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 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, D.C. 20503.

1. TITLE

TRAINING PROGRAM STRUCTURE DOCUMENT

2. IDENTIFICATION NUMBER

DI-ILSS-81521

3. DESCRIPTION/PURPOSE

3.1 The training program structure document provides training planning data and training course control data. This information is relative to long-range training program resource requirements, for personnel and equipment, and their implementation. This training data product documents the detailed configuration baseline of a training course.

4. APPROVAL DATE

(YYMMDD)

960926

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

N/AS/PMA205

6a. DTIC APPLICABLE

6b. GIDEP

APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the training program structure document. This DID is interrelated with MIL-PRF-29612, Performance Specification for Training Data Products, paragraphs 3.2.5 and 4.3.5.

7.2 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. Any individual data requirement contained in this DID is subject to deletion tailoring.

7.3 This DID supersedes DI-ILSS-81071, DI-ILSS-81074, and DI-ILSS-81075.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

N7198

10. PREPARATION INSTRUCTIONS

10.1 Style and format. Contractor format is acceptable.

10.2 Content. The training program structure document shall include the following:

10.2.1 Front matter. Content of the front matter shall be in accordance with Appendix A of

MIL-PRF-29612.

10.2.2 Part 1: Training planning data. This data shall provide a description of the sources of the training needs and the training strategies to satisfy those needs by course, training program, and Service component for peacetime and mobilization.

(Continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

d. Training development resource information (e.g., workload factors in the areas of specialties, programs of instruction, and courses).

e. Course resource information (e.g., length, hours, size, student input) used for determining resource requirements.

10.2.2.6 Resource estimate data. This data shall provide descriptions of the equipment, ammunition, facility, and funding requirements that are not currently available to the installation. The estimate will be in narrative form and will include fiscal years in which resources will be required. The estimate shall address the following:

a. Training development resources.

b. Resource requirements that are not available.

c. Unfinanced requirements in the program years.

d. Manpower requirements not addressed in the milestone schedules or the resource narrative.

e. Constraints.

f. The estimated costs associated with any new or modified training.

g. Estimated requirements for all ammunition and related training devices or simulators required for one iteration of each course.

h. A resource summary supplement that identifies other requirements (e.g., construction, maintenance, repair).

10.2.2.7 Follow-on training recommendations. This data shall provide the contractor's recommendations for any follow-on training program to be conducted in support of the system/equipment. Such recommendations shall include results of any trade studies made to determine cost-effectiveness of various methods of conducting training (current training programs and capabilities may be used as a baseline for the development of this information).

10.2.3 Part 2: Training course data. The training course data shall provide descriptions of the training content (subject, topics, tasks), training material, types and duration of instruction, and resources required to conduct both peacetime and mobilization training, and shall be documented in sections as follows:

10.2.3.1 Course accounting. The course accounting data shall include the following information:

a. Course title.

b. Course Identification Number/Production Identification Number/Production Assignment Number (CIN/PIN/PAN).

c. Course purpose/goals.

d. Course description.

e. Prerequisites (courses or equivalent skills and knowledge which must be possessed by the trainee prior to attending the proposed training).

f. Course approval information.

g. Course phase of training.

h. Grading procedures.

i. Status upon graduation.

j. Instructional strategy (e.g., group paced, self paced).

k. Academic training, aircrew training devices, and flying inventory.

- i. Class start date.
- m. The agency from which quotas to the course must be obtained.
- n. Type training. (Use alphanumeric code; i.e., A1, C1) (See specific Service formal schools catalog of courses for guidance on codes.)
- o. Location of training. Training locations to include the specific school and its location (installation, state, and zip code).
- p. Security requirements (e.g., training equipment, course materials, training space, clearance required to attend).
- q. Military assistance program articles and service list number. (This is a seven position alphanumeric code used to identify a course used for foreign military training.)
- r. Training development proponent school for analysis, design, development, and for instructor billets include data for installation, city, state and zip code of the proponent school.
- s. Course proponent (e.g., office of primary responsibility, course model manager).
- t. The agency which bears the cost of temporary duty incidental to attendance at the course.
- u. Other Service course number.
- v. Those costs that are directly related to the course of instruction.

10.2.3.2 Course administrative data. Course administrative data, to include data for peacetime and mobilization versions of the course, shall consist of the following:

- a. Course length to include hours, days, and weeks.
- b. Breakdown of classroom and laboratory hours.
- c. Class start date.
- d. Instructor Contact Hours (ICH) (adjusted course ICH, course unique ICH, adjusted shared ICH, and contracted (CH)).
- e. Class size (maximum, optimum, and minimum).
- f. The occupational skill area, branch, functional area, Area of Concentration (AOC), Skill, Additional Skill Identifier (AI), or Special Qualifications Identifier (SQI) for which the course provides qualification on training.
- g. The specific target audience for which the course is designed.
- h. Individual training plan title.
- i. Class frequency.
- j. Training task list.
- k. Course code (course type code, ITRO code, contract code, Marine Corps Service School Codes (MCO P1080.20, JUMPS/MMS Codes Manual) other Service number).
- l. Academic hours (course unique, shared, contracted, and conducted per week; practical application, performance evaluation, written examination).
- m. Additional information essential for selection of students (i.e., special approval), preparation of orders (i.e., course length), or for explaining a course's phases.

n. A list of environmental/hazardous materials.

o. A list of high risk/safety issues.

p. Work center identification.

10.2.3.3 Course training standards. The course training standards data shall include the following information:

a. Training elements to be accomplished.

b. Standards of accomplishment for each element.

c. Course map.

d. Course sequence.

e. Training schedule matrix.

10.2.3.4 Instructional media materials data. This data shall include a description of and identifiers for the following:

a. Lecture.

b. Workbook.

c. Sound and slides.

d. Interactive courseware training lessons.

e. Required instructional manuals.

f. Supersession information identifying superseded documents.

g. Job aids.

10.2.3.5 Operator and maintenance training devices. This data shall include the following information:

a. Device requirements.

b. Mission statement and objective for each training device.

c. Explanation of sortie/exercise elements to be trained.

10.2.3.6 Operational training. This data shall include the following information:

a. Special instructions and restrictions on operational training.

b. Explanation of sorties/exercises (e.g., time, number).

c. Mission outline.

d. Element to be trained.

10.2.3.7 Course learning objectives. This data shall include a listing of Terminal Learning Objectives (TLOs) taught in the course.

10.2.3.8 Facilities and resources. This facilities and resources data shall include the following information:

a. Location of facilities and resources.

- b. Student reporting instructions.
- c. Instructor staffing requirements.
- d. Occupational field(s) of instructors.
- e. Multiple instructor requirements.
- f. Classroom and simulator layout.
- g. Those billets required to operate the school, other than instructors and instructor supervisors, for this course.
- h. Student library of reference materials.
- i. Instructor accessibility.
- j. Facility usage requirements per student.
- k. Range requirements.
- l. A statement regarding availability of government billeting.
- m. A statement regarding availability of government messing.
- n. A description of all facilities or ranges required to conduct one iteration of the resident training program, without regard to the location or availability of facilities, and shall include the following:

- (1) Service unique category code.
- (2) The type of special purpose classrooms or facilities, unit of measure, and number of units.
- (3) The number of hours of facility usage required per student for both peacetime and mobilization.

10.2.3.9 Explanation of terms. The explanation of terms shall include terms unique to the training command or training system.

10.2.3.10 Curriculum outline of instruction. The outline shall provide detailed training data for each lesson. The outline shall provide the sequence in which the instruction is to be presented and shall contain the following:

- a. Purpose (brief statement of purpose of the lesson).
- b. Lesson title, scope, and designator.
- c. Academic hours by type of instruction (e.g., peacetime, mobilization, practical exercise, exam, integrated or not integrated).
- d. Training tasks and subjects (e.g., the training tasks, subjects, conditions, standards, numbers, supporting activity, and whether the lesson teaches identified training tasks to a standard).
- e. Course learning objectives.
- f. TLOs.
- g. Topic learning objectives.
- h. Enabling Learning Objectives (ELOs).
- i. Method of instruction.

- j. Training Support Equipment (SE) and materials.
- k. An identification of other documentation required for the performance of a specific training task, item, or function.
- l. Instructor signature and date line.
- m. School director's name, signature, and date line.
- n. Training annexes (e.g., mandatory, examination, common core) with groupings of learning objectives.
- o. Student library.
- p. Time allotments in hours for each section, topic of instruction, specific lesson or module, or Program of Instruction (POI) file.

10.2.3.11 Course summary and presentation schedule. The summary and schedule shall contain an outline of each major section or topic of instruction within the training course and the following:

- a. Academic time for all annexes or areas (classified and unclassified), including lecture, conference, discussion, practical application, performance evaluation, written examination.
- b. Administrative time (e.g., in-processing, out-processing, physical fitness training, commandant's open, excluded, graduation, inspections, other).
- c. Hours by security classification.

d. Classroom and practical application time to include hours and percentage of total time.

e. Total time allocated for each topic of instruction.

f. Total course hours.

g. Scheduled order of presentation to include hourly, daily, and weekly program for the entire course.

h. Separate schedule listings for classroom, training equipment, and laboratory use.

i. Recommended lesson sequence of instruction by day for each POI file number (lesson), and the number of hours.

10.2.3.12 Individual training standards. This data shall provide a list of Individual Training Standards (ITS) included in this course.

10.2.3.13 Profile item-to-topic objective assignment chart. This chart shall provide a cross-reference between the Personnel Performance Profile (PPP) items or training task numbers and the corresponding lesson plan locations for presenting the PPP items or training task numbers, learning objectives, test items, and an index of lesson file numbers.

10.2.3.14 Fault applicability list. This list shall provide a description of all planned equipment faults, to include prefaulted modules, approved for use in the course to support the learning objectives.

10.2.3.15 Resource requirements list. This list shall provide descriptions of items of equipment, equipment refurbishment, publications, audiovisual aids, training material, facilities, and personnel required for conducting the course. The items shall be classified as either Government Furnished Equipment (GFE) or Contractor Furnished Equipment (CFE) and shall be listed separately. The amounts required for expendable and non-expendable materials shall be included. The information on resources required to conduct training shall include the following:

a. The ammunition (e.g., live, dummy, inert, training devices, simulators) requirements include the following:

(1) Identification code.

(2) Item description.

(3) Supported lesson file number.

(4) Quantity requirement for peacetime and mobilization, and the distribution requirement per student, per class, and the ratio.

b. The operational equipment requirements (any equipment required for an operational mission used in support of the training course) include the following:

(1) Number (e.g., line item number, national stock number).

(2) Nomenclature and description.

(3) Supported lesson file number.

(4) Quantity requirement for peacetime and mobilization, the distribution requirement per student, per class, and the average equipment-to-student ratio.

c. Training aids, devices, and substitute requirements for peacetime and mobilization, include the following:

(1) Number (e.g., line item number, national stock number, device number, other).

(2) Nomenclature and description.

(3) Supported lesson file number.

(4) Quantity requirement for peacetime and mobilization, and the distribution requirement per student, per class, and the ratio.

(5) Cost per unit.

(6) Part number and nomenclature of equipment that is replaced/substituted.

(7) Peacetime savings per iteration.

(8) The description of any substituted item, quantity, and cost for nonstandard equipment and range usage during mobilization.

(9) Prioritized ammunition conservation measures during mobilization.

d. Quantity and type of fuel.

e. Miscellaneous items (e.g., requirements which do not fall under any of the above listed categories).

#011

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
1. TITLE Training Materials		2. IDENTIFICATION NUMBER DI-ILSS-80872		
3. DESCRIPTION/PURPOSE 3.1 Provides the minimum materials required to support a military services training program on the end item equipment.				
4. APPROVAL DATE (YYMMDD) 890629	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) S/DPSC-RST	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER S4775	
10. PREPARATION INSTRUCTIONS <p>10.1 <u>General</u>. The training materials shall be suitable for application in a self paced, self directed format. The materials shall contain sufficient written or audio-visual instructions to guide students through all specified didactic and hands-on training without a need for instruction lectures and with a minimum requirement for instructor interface with students. Existing manufacturer's training and service manuals can be used in so far as they meet specified requirements. The role of the instructor will be to observe and evaluate student progress, to answer questions, provide supplemental training when necessary, and to insert training malfunctions into the equipment. The training materials should be for students with prerequisite knowledge of electronics theory, use of general electronic test equipment, and a basic knowledge of hand tools.</p> <p>10.1.1 <u>Format</u>. The materials provided shall be in the contractor's own format. However, each text shall include a table of contents. This shall include a listing of all major subjects and the page number on which they appear.</p> <p>10.2 <u>Contents</u>. The training materials shall consist of a programmed text, instructor guidance and supplemental written and audio-visual material used to support a training program. All instruction, information, and schematics shall be in the English language and use standard symbology.</p> <p style="text-align: right;">Continued on Page 2</p>				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

DI-ILSS-80872

Block 10. Preparation Instructions (Continued)

10.2.1 Programmed Text. The programmed text shall be designed to guide the student through the clinical application, operation, inspection, adjustment, troubleshooting, and repair of the equipment. The programmed text shall be divided into the sections listed below. Each section, except as noted, shall include at the end a written or practical exercise to evaluate student understanding of information provided in that section. Each section may refer the student to other supplemental written or audio-visual material (transparencies, 35mm slides, charts, or VHS format video cassettes), which shall be included in the package. The following lists the requirements for each section. Additional sections and material can be added.

10.2.1.1 Required Material. This section shall list all equipment and material required by the student to complete the programmed text, including test equipment, audio-visual material, tools, supplies, and simulators. No student exercise is required.

10.2.1.2 Clinical Application. This section shall give a detailed explanation of the equipment's diagnostic or therapeutic use in the medical environment. The purpose of this section is to give the student sufficient background information on medical applications and terminology associated with the equipment to communicate with medical personnel using it. This section may be combined with the following section.

10.2.1.3 Operating Procedures. This section shall guide the student step-by-step through the hands-on operation of the equipment from start-up to shut-down. The instructions will be sufficiently detailed to allow the student to operate and evaluate performance of all operator accessible controls and functions. It shall also include sufficient information for interfacing the equipment with the patient or simulators for routine use, as applicable. Before the student is instructed to operate the equipment, all safety precautions to prevent injury or equipment damage shall be clearly explained. The purpose of this section is to give the student sufficient information to operate the unit and conduct in-service user training classes.

10.2.1.4 Routine Inspection. This section shall guide the student step-by-step through routine inspection of the unit to assure proper and safe operation. Inspection shall be listed in a checklist format, followed with detailed information if needed. This section should include:

- (1) Daily user maintenance or performance checks.
- (2) Monthly or annual preventive maintenance inspection to include inspection of components subject to wear, routine servicing requirements such as lubrication or filter changes, safety inspection, tolerance, and frequency of inspection.

DI-ILSS-80872

Block 10, Preparation Instructions (Continued)

10.2.1.5 Calibration. This section shall list all adjustments and calibrations required to assure accurate and safe operation of the equipment, including frequency and tolerances. This shall include user daily calibration, periodic calibration, and calibration/adjustments required to bring the unit back into specifications. All test equipment and simulators required to perform these calibrations or adjustments shall be listed.

10.2.1.6 Troubleshooting. This section will explain in detail how all functions of the system operate, including detailed circuit theory. In the course of explaining theory of operation, significant waveforms and voltages will be shown in the text as well as proper equipment hookup to measure these. A troubleshooting guideline shall be given to help the student locate common problems. Warnings shall clearly be listed when improper test equipment hookup might cause personal injury or damage to equipment.

10.2.1.7 Repair. This section shall show the student how to repair high failure parts (including malfunctions inserted by instructor) remove equipment covers/access panels, disassemble major systems, and reassemble. Warnings shall clearly be stated if injury or equipment damage can be caused by improper disassembly (e.g.: counter balances). Specialized tools required shall be listed.

10.2.2 Instructor Guidance. Guidance for instructors to use in applying the programmed text shall be provided under separate cover. The guidance shall include:

- (1) Answers to all student exercise.
- (2) Descriptions of points in the programmed text where instructor involvement, observation, or action is necessary or recommended to insure safety or verify student performance.
- (3) Instructional Malfunctions consisting of a listing of various equipment malfunctions to be introduced by the instructor and diagnosed and repaired by the student. A minimum of five malfunctions is required for each separately identifiable system or circuit. The malfunctions should approximate as nearly as possible, problems likely to occur, and may consist of a combination of system maladjustments and bad components. A listing of malfunctions will be given which shall include:
 - a. Action required by instructor to install malfunction; exact component to replace or maladjustment to make.
 - b. Description of symptom caused by malfunction.
 - c. Test equipment and tools required to detect the malfunction.
 - d. Suggested allowable time for student to diagnose malfunction.
 - e. Availability and cost of bad components to be used as malfunctions.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE Computer Software Product End Items		2. IDENTIFICATION NUMBER DI-MCCR-80700	
3. DESCRIPTION/PURPOSE 3.1 The Computer Software Product End Item provides data formatted for review or maintenance to assure significant milestones are met. 3.2 Data produced under this requirement will be used during the life cycle for development, operation and maintenance.			
4. APPROVAL DATE (YYMMDD) 881026	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) AMICOM	6a. DTIC APPLICABLE	6b. GPOEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 These requirements apply to all software product end items which are acquired for Department of Defense use. 7.3 This DID supersedes DI-E-1125.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER AMSC A4561
10. PREPARATION INSTRUCTIONS 10.1 <u>Content</u> . The specific documentation/software required and the form in which they shall be furnished (documentation/source/object/executable) shall be as delineated on the Contract Data Requirements List ((CDRL), DD Form 1423). 10.2 <u>Media</u> . The specific media on which the documentation/software shall be furnished (e.g., 9 track magnetic tape, tape cassette, floppy disk) shall be as specified on the CDRL. 10.3 <u>Format</u> . The format and method used to store and retrieve the documentation/software using the above media and all specific computer compatibility requirements shall be as specified on the CDRL.			
11. DISTRIBUTION STATEMENT <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution unlimited.			

DATA ITEM DESCRIPTION			Form Approved OMB NO. 0704-0188	
Public reporting burden for collection of this 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 the collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for 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.				
1. TITLE			2. IDENTIFICATION NUMBER	
SOFTWARE USER MANUAL (SUM)			DI-IPSC-81443	
3. DESCRIPTION/PURPOSE				
<p>3.1 The Software User Manual (SUM) tells a hands-on software user how to install and use a Computer Software Configuration Item (CSCI), a group of related CSCIs, or a software system or subsystem. It may also cover a particular aspect of software operation, such as instructions for a particular position or task.</p> <p>3.2 The SUM is developed for software that is run by the user and has a user interface requiring on-line user input or interpretation of displayed output. If the software is embedded in a hardware-software system, user manuals or operating procedures for that system may make separate SUMs unnecessary.</p>				
4. APPROVAL DATE <small>(YYMMDD)</small>	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
941205	EC			
7. APPLICATION/INTERRELATIONSHIP				
<p>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.</p> <p>7.2 This DID is used when the developer is tasked to identify and record information needed by hands-on users of software.</p> <p>7.3 The SUM is an alternative to the Software Input/Output Manual (SIOM) (DI-IPSC-81445) and Software Center Operator Manual (SCOM) (DI-IPSC-81444).</p> <p>7.4 The Contract Data Requirements List (CDRL) (DD 1423) should specify whether deliverable data are to be delivered on paper or electronic media; are to be in a given electronic form (such as ASCII, CALS, or compatible with a specified word processor or other support software); may be delivered in developer format rather than in the format specified herein; and may reside in a computer-aided software engineering (CASE) or other automated tool rather than in the form of a traditional document.</p> <p>7.5 This DID supersedes DI-MCCR-80019A, DI-IPSC-80694, DI-MCCR-80313, DI-MCCR-80314, and DI-MCCR-80315.</p>				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER		
Limited Approval from 12/5/94 through 12/5/96		N7086		
10. PREPARATION INSTRUCTIONS				
<p>10.1 <u>General instructions.</u></p> <p>a. <u>Automated techniques.</u> Use of automated techniques is encouraged. The term "document" in this DID means a collection of data regardless of its medium.</p> <p>b. <u>Alternate presentation styles.</u> Diagrams, tables, matrices, and other presentation styles are acceptable substitutes for text when data required by this DID can be made more readable using these styles.</p>				
(Continued on Page				
11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

10. PREPARATION INSTRUCTIONS -- 10.1 General Instructions (continued)

- c. Title page or identifier. The document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- d. Table of contents and index. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- e. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- f. Response to tailoring instructions. If a paragraph is tailored out of this DID, the resulting document shall contain the corresponding paragraph number and title, followed by "This paragraph has been tailored out." For data in a database or other alternative form, this representation need occur only in the table of contents or equivalent.
- g. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.
- h. Standard data descriptions. If a data description required by this DID has been published in a standard data element dictionary specified in the contract, reference to an entry in that dictionary is preferred over including the description itself.
- i. Substitution of existing documents. Commercial or other existing documents may be substituted for all or part of the document if they contain the required data.

10.2 Content requirements. Content requirements begin on the following page. The numbers shown designate the paragraph numbers to be used in the document. Each such number is understood to have the prefix "10.2" within this DID. For example, the paragraph numbered 1.1 is understood to be paragraph 10.2.1.1 within this DID.

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

1. Scope. This section shall be divided into the following paragraphs.

1.1 Identification. This paragraph shall contain a full identification of the system and the software to which this document applies, including, as applicable, identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

1.2 System overview. This paragraph shall briefly state the purpose of the system and the software to which this document applies. It shall describe the general nature of the system and software; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.

1.3 Document overview. This paragraph shall summarize the purpose and contents of this manual and shall describe any security or privacy considerations associated with its use.

2. Referenced documents. This section shall list the number, title, revision, and date of all documents referenced in this manual. This section shall also identify the source for all documents not available through normal Government stocking activities.

3. Software summary. This section shall be divided into the following paragraphs.

3.1 Software application. This paragraph shall provide a brief description of the intended uses of the software. Capabilities, operating improvements, and benefits expected from its use shall be described.

3.2 Software inventory. This paragraph shall identify all software files, including databases and data files, that must be installed for the software to operate. The identification shall include security and privacy considerations for each file and identification of the software necessary to continue or resume operation in case of an emergency.

3.3 Software environment. This paragraph shall identify the hardware, software, manual operations, and other resources needed for a user to install and run the software. Included, as applicable, shall be identification of:

- a. Computer equipment that must be present, including amount of memory needed, amount of auxiliary storage needed, and peripheral equipment such as printers and other input/output devices
- b. Communications equipment that must be present
- c. Other software that must be present, such as operating systems, databases, data files, utilities, and other supporting systems
- d. Forms, procedures, or other manual operations that must be present
- e. Other facilities, equipment, or resources that must be present

3.4 Software organization and overview of operation. This paragraph shall provide a brief description of the organization and operation of the software from the user's point of view. The description shall include, as applicable:

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

- a. Logical components of the software, from the user's point of view, and an overview of the purpose/operation of each component
- b. Performance characteristics that can be expected by the user, such as:
 - 1) Types, volumes, rate of inputs accepted
 - 2) Types, volume, accuracy, rate of outputs that the software can produce
 - 3) Typical response time and factors that affect it
 - 4) Typical processing time and factors that affect it
 - 5) Limitations, such as number of events that can be tracked
 - 6) Error rate that can be expected
 - 7) Reliability that can be expected
- c. Relationship of the functions performed by the software with interfacing systems, organizations, or positions
- d. Supervisory controls that can be implemented (such as passwords) to manage the software

3.5 Contingencies and alternate states and modes of operation. This paragraph shall explain differences in what the user will be able to do with the software at times of emergency and in various states and modes of operation, if applicable.

3.6 Security and privacy. This paragraph shall contain an overview of the security and privacy considerations associated with the software. A warning shall be included regarding making unauthorized copies of software or documents, if applicable.

3.7 Assistance and problem reporting. This paragraph shall identify points of contact and procedures to be followed to obtain assistance and report problems encountered in using the software.

4. Access to the software. This section shall contain step-by-step procedures oriented to the first time/occasional user. Enough detail shall be presented so that the user can reliably access the software before learning the details of its functional capabilities. Safety precautions, marked by WARNING or CAUTION, shall be included where applicable.

4.1 First-time user of the software. This paragraph shall be divided into the following subparagraphs.

4.1.1 Equipment familiarization. This paragraph shall describe the following as appropriate:

- a. Procedures for turning on power and making adjustments
- b. Dimensions and capabilities of the visual display screen
- c. Appearance of the cursor, how to identify an active cursor if more than one cursor can appear, how to position a cursor, and how to use a cursor
- d. Keyboard layout and role of different types of keys and pointing devices
- e. Procedures for turning power off if special sequencing of operations is needed

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

4.1.2 Access control. This paragraph shall present an overview of the access and security features of the software that are visible to the user. The following items shall be included, as applicable:

- a. How and from whom to obtain a password
- b. How to add, delete, or change passwords under user control
- c. Security and privacy considerations pertaining to the storage and marking of output reports and other media that the user will generate

4.1.3 Installation and setup. This paragraph shall describe any procedures that the user must perform to be identified or authorized to access or install software on the equipment, to perform the installation, to configure the software, to delete or overwrite former files or data, and to enter parameters for software operation.

4.2 Initiating a session. This paragraph shall provide step-by-step procedures for beginning work, including any options available. A checklist for problem determination shall be included in case difficulties are encountered.

4.3 Stopping and suspending work. This paragraph shall describe how the user can cease or interrupt use of the software and how to determine whether normal termination or cessation has occurred.

5. Processing reference guide. This section shall provide the user with procedures for using the software. If procedures are complicated or extensive, additional Sections 6, 7, ... may be added in the same paragraph structure as this section and with titles meaningful to the sections selected. The organization of the document will depend on the characteristics of the software being documented. For example, one approach is to base the sections on the organizations in which users work, their assigned positions, their work sites, or the tasks they must perform. For other software, it may be more appropriate to have Section 5 be a guide to menus, Section 6 be a guide to the command language used, and Section 7 be a guide to functions. Detailed procedures are intended to be presented in subparagraphs of paragraph 5.3. Depending on the design of the software, the subparagraphs might be organized on a function-by-function, menu-by-menu, transaction-by-transaction, or other basis. Safety precautions, marked by WARNING or CAUTION, shall be included where applicable.

5.1 Capabilities. This paragraph shall briefly describe the interrelationships of the transactions, menus, functions, or other processes in order to provide an overview of the use of the software.

5.2 Conventions. This paragraph shall describe any conventions used by the software, such as the use of colors in displays, the use of audible alarms, the use of abbreviated vocabulary, and the use of rules for assigning names or codes.

5.3 Processing procedures. This paragraph shall explain the organization of subsequent paragraphs, e.g., by function, by menu, by screen. Any necessary order in which procedures must be accomplished shall be described.

10. PREPARATION INSTRUCTIONS -- 10.2 Content Requirements (continued)

5.3.x Aspect of software use. The title of this paragraph shall identify the function, menu, transaction, or other process being described. This paragraph shall describe and give options and examples, as applicable, of menus, graphical icons, data entry forms, user inputs, inputs from other software or hardware that may affect the software's interface with the user, outputs, diagnostic or error messages or alarms, and help facilities that can provide on-line descriptive or tutorial information. The format for presenting this information can be adapted to the particular characteristics of the software, but a consistent style of presentation shall be used, i.e., the descriptions of menus shall be consistent, the descriptions of transactions shall be consistent among themselves.

5.4 Related processing. This paragraph shall identify and describe any related batch, offline, or background processing performed by the software that is not invoked directly by the user and is not described in paragraph 5.3. Any user responsibilities to support this processing shall be specified.

5.5 Data backup. This paragraph shall describe procedures for creating and retaining backup data that can be used to replace primary copies of data in event of errors, defects, malfunctions, or accidents.

5.6 Recovery from errors, malfunctions, and emergencies. This paragraph shall present detailed procedures for restart or recovery from errors or malfunctions occurring during processing and for ensuring continuity of operations in the event of emergencies.

5.7 Messages. This paragraph shall list, or refer to an appendix that lists, all error messages, diagnostic messages, and information messages that can occur while accomplishing any of the user's functions. The meaning of each message and the action that should be taken after each such message shall be identified and described.

5.8 Quick-reference guide. If appropriate to the software, this paragraph shall provide or reference a quick-reference card or page for using the software. This quick-reference guide shall summarize, as applicable, frequently-used function keys, control sequences, formats, commands, or other aspects of software use.

6. Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document. If section 5 has been expanded into section(s) 6, ..., this section shall be numbered as the next section following section n.

A. Appendixes. Appendixes may be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling. Appendixes shall be lettered alphabetically (A, B, etc.).