

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-07-D-5197		2. DELIVERY ORDER NO. NW01		3. EFFECTIVE DATE 2013 Sep 25		4. PURCH REQUEST NO. N5399614RCLBTKT		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP FLC San Diego, Code 200 3985 Cummings Road San Diego CA 92136-4200				7. ADMINISTERED BY DCMA DAYTON AREA C, BUILDING 30, 1725 VAN PATTON DRIVE WRIGHT-PATTERSON AFB OH 45433-5302		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>			
9. CONTRACTOR Prairie Quest, Inc. 620 E Berry Street Fort Wayne IN 46802				10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS			
				12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED			
				13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G					
14. SHIP TO See Section D				15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER									
DELIVERY/ CALL	x	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.							
PURCHASE	Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Prairie Quest, Inc.					Stacey President/CEO				
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	See Schedule								
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA		25. TOTAL		\$130,872.00	
				BY: /s/Anastasia S Pentzakoff		09/25/2013 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN									
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE				g. E-MAIL ADDRESS		FINAL			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE				34. CHECK NUMBER	
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.
					FULL				
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED		40. TOTAL CON-TAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 2 of 2	FINAL
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GENERAL INFORMATION

General Information

FSC Code: R605
Zone: 6 (Southwest Zone)

Point of Contact (POC) Information:

NAVSUP FLC San Diego

Mr. Isabelito M. Cabana
Contract Negotiator
NAVSUP Fleet Logistics Center San Diego
Phone: 619/556-6834
Email: isabelito.cabana@navy.mil

Prairie Quest, Inc.

Ms. Stacey E. Smith
Prairie Quest Inc
President/CEO



CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 1 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5000		TECHNICAL LIBRARY SERVICES				\$0.00
5100	R605	TECHNICAL LIBRARY SERVICES; BASE YEAR (O&MN,N)	12.0	MO	\$10,906.00	\$130,872.00
8000		TECHNICAL LIBRARY SERVICES				\$0.00
8100	R605	TECHNICAL LIBRARY SERVICES; OPTION YEAR 1 (O&MN,N) Option	12.0	MO	\$10,906.00	\$130,872.00
8200	R605	TECHNICAL LIBRARY SERVICES; OPTION YEAR 2 (O&MN,N) Option	12.0	MO	\$10,906.00	\$130,872.00

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 2 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

TTGP TECHNICAL LIBRARY SUPPORT

1. INTRODUCTION

Tactical Training Group, Pacific's (TTGP) primary mission is to train Carrier Strike Groups (CSG), Expeditionary Strike Groups (ESG) and Amphibious Ready Groups (ARG) of Commander, THIRD and SEVENTH Fleets in doctrine, tactics, techniques and procedures. TTGP training includes operations in current and emerging warfare areas as well as integrated Naval, Joint, Coalition and Combined environments. Commander, Pacific Fleet (CPF) has directed TTGP to conduct the Fleet Readiness Training Plan with each deploying CSG/ESG/ARG as well as various school house training events. The Technical Library is an integral resource supporting TTGP training classes and events.

TTGP's Technical Library is a learning resource for the Pacific Fleet, providing publications and media necessary to support Fleet Operations up to the SECRET Classification. The Technical Library includes current and historical classified and unclassified publications, documents and books available in published hard and soft copy media formats. The library includes the following resources: Naval Warfare Library, NATO Library, Tactical Notices (TACNOTES), Tactical Memoranda (TACMEMOs), Naval Education and Training (NAVEDTRA), Operational Tasks (OPTASKs), Operational Plans (OPLANs), Joint Publication, Professional Journals, and Navy Recommended Reading List – Electronic Library with Internet access. The Technical Library also serves as the command's classified material control point.

The Naval Warfare Library (NWL) is the designation assigned to that group of communications and operational publications designated as part of the publication allowance for the command. These publications contain required procedures, signals, and other information of an operational or mission-essential nature. The NWL provides for the central administration and maintenance of communications and operational publications. These publications include: Naval telecommunications publications (NTPs); Naval warfare publications (NWPs); Fleet exercise publications (FXPs); Allied tactical publications (ATPs); Allied exercise publications (AXPs); United States Navy (USN) addenda to allied publications; and miscellaneous allied publications. The objective of central administration of naval warfare publications (NWPs) is to ensure that these publications are correct and readily available for their intended use.

The NATO Library is a Commander THIRD Fleet (C3F) designated Control Point responsible for control and accountability of NATO SECRET material.

2. SCOPE

The contractor shall provide all services necessary to manage and operate effectively and efficiently the TTGP Technical Library, the Naval Warfare Library, the NATO Library, and all the assets therein, as described in section 5 below.

3. ACRONYMS & DEFINITIONS

ACRONYM	DEFINITION
ARG	Amphibious Readiness Group
ATP	Allied Tactical Publications
AXP	Allied Exercise Publications
C3F	Commander Third Fleet

ACRONYM	DEFINITION
CDRL	Contract Data Requirements List
CNO	Chief of Naval Operations
COR	Contracting Officer's Representative
CPF	Commander Pacific Fleet
CSG	Carrier Strike Group
ESG	Expeditionary Strike Groups
ESO	Educational Services Officer
FXP	Fleet Exercise Publication
NATO	North Atlantic Treaty Organization
NAVEDTRA	Naval Education and Training
NTP	Naval Telecommunication Publication
NWP	Naval Warfare Publication
NWL	Naval Warfare Library
OPLANs	Operational Plans
OPTASKs	Operational Tasks
PME	Professional Military Education
POC	Point of Contact
TACMEMOs	Tactical Memoranda
TACNOTES	Tactical Notices
TACTRAGRUPAC	Tactical Training Group, Pacific
TE	Technical Exhibit
TTGP	Tactical Training Group, Pacific
USN	United States Navy

4. APPLICABLE DOCUMENTS

DODI 5100.55 "United States Security Authority for North Atlantic Affairs (USSAN)

DODI 5210.02 "Access to and Dissemination of Restricted Data and Formerly Restricted Data"

NWP 0 (NWP 1-01) "Naval Warfare Documentation Guide"

NTTP 1-01, "The Navy Warfare Library"

OPNAVINST 3120.32 "Standard Organization and Regulations of the U.S. Navy"

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 4 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

OPNAVINST 5513.1 “Department of the Navy (DON) Security Classification Guides”

OPNAVINST S5460.3 “Management, Administration, Support, and Oversight of Sensitive Activities, Special Access Programs and Other Compartmental Activities within the Department of the Navy”

SECNAVINST 5510.34 “Disclosure of Classified Military Information and

Controlled Unclassified Information to Foreign Governments, International Organizations, and Foreign Representatives”

SECNAVINST M-5510.36 “Department of the Navy Information Security Program”

TACTRAGRUPACINST 2302.1 “Tactical Training Group, Pacific Automated Information Systems (AIS) Users Policy”

TACTRAGRUPACINST 3500.2 “Emergency Action Plan (EAP) for Information Operations Conditions (INFOCON) Procedures”

TACTRAGRUPACINST 5230.2 “Information Management Plan”

TACTRAGRUPACINST 5239.1 “Automated Information Systems Security Plan (AISSP)”

TACTRAGRUPACINST 5500.1 “Physical Security of Assigned Spaces”

TACTRAGRUPACINST 5510.2 “Emergency Action Plan for Disposition of Classified Materials”

TACTRAGRUPACINST 5510.7 “TACTRAGRUPAC Antiterrorism/Force Protection Action Plan Memorandum”

TACTRAGRUPACINST 5510.30 “Designation of National Security Positions”

TACTRAGRUPACINST 5511.2 “Foreign National Assigned to Tactical training Group, Pacific (TACTRAGRUPAC)”

USSANINST 1-07 “United States Security Authority for NATO Affairs Instruction 1-07, Implementation of NATO Security Requirements”

5. TASK REQUIREMENTS

5.1 GENERAL LIBRARY SERVICES

5.1.1 LIBRARY TRANSACTIONS

The Contractor shall provide publication and document (A.K.A. Holdings) transaction services to authorized library patrons. The Contractor shall, upon receiving a holding transaction request, assist patrons in identifying and locating requested library holdings, and processes the holding transaction request for patron local in-library use or checkout. The Contractor shall electronically track all holding transactions including date and time, location, and library patron POC information. The contractor shall retain holding transaction request receipts for government quality assurance surveillance and as a hard copy backup augmenting the electronic tracking system. The Contractor shall periodically review and analyze recent and historical library holding utilization patterns and develop recommendations to maintain an effective break down of holdings in hard and soft copy media formats to support established library patron utilization patterns.

5.1.2 LIBRARY INVENTORY MANAGEMENT

The Contractor shall be responsible for management of library holdings. The Contractor shall organize hard copy media holdings within the library’s shelves, lockers and safes in a logical fashion to facilitate accessibility and inventory. The Contractor shall organize soft copy media holdings within the library’s computer files and folders in a logical fashion to facilitate accessibility and inventory. The Contractor shall review, implement, and incorporate automated published update listings, volume, chapter, and page change notices to maintain edition currency. The Contractor shall maintain listing of and track designated physical media and electronically accessed sites (User Login Ids and Passwords) for paid and unpaid subscription services in available published media formats. The

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 5 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

Contractor shall research patron requested paid and unpaid subscription services and applicable costs. The Contractor shall register and maintain designated unpaid subscription services. The Contractor shall submit a proposed paid subscription services with costs list in accordance with the Monthly “List of New Acquisitions” CDRL.

5.1.3 LIBRARY SERVICE REQUESTS

The Contractor shall review and process requests for library reference material holdings to support designated curricula and facilitate training event scenario development and execution. The Contractor upon written request from designated course managers and facilitators shall assemble and make available the requested reference material prior to or no later than requested due date.

5.1.4 PUBLICATION CURRENCY

The Contractor shall research designated commercial and government published periodical listings, editions, and websites for new and updated applicable Navy-wide, Fleet, CSG, and ARG Tactical Notices (TACNOTES), Tactical Memoranda (TACMEMOs), Naval Education and Training (NAVEDTRA), Operational Tasks (OPTASKs), Operational Plans (OPLANs) and other applicable tactical documents to maintain a robust inventory of Joint, Allied, military, academic, military association and government documents, publications and periodicals. The Contractor shall request/order no cost items for inclusion in the library holdings. The Contractor shall submit proposed items with cost list in accordance with the Monthly “List of New Acquisitions” CDRL.

5.1.5 PROFESSIONAL READING MATERIALS

Quarterly, the Contractor shall review published Chief of Naval Operations (CNO) required reading list and identify new professional reading holding requirements to support listed Professional Military Education (PME) objectives. The Contractor shall request/order new no cost items for inclusion in the library PME holdings. The Contractor shall submit proposed PME holding items with cost list in accordance with the Monthly “List of New Acquisitions” CDRL. The Contractor shall coordinate with the TTGP Educational Services Officer (ESO) and Navy College Program to research, develop, and thereafter on a semiannual basis, maintain a TTGP “College Information Handout” which describes and lists access/reference links to college enrollment information; to include application forms and instructions, and pertinent college enrollment information. The Contractor shall no less than four months prior to each semi-annual enlisted advancement exam, coordinate a enlisted advancement exam bibliography review with the ESO to research, develop, and thereafter update a “Enlisted Advancement Exam Handout” that provides up to date designated bibliographical access and reference links.

5.1.6 LIBRARY HOLDING NOTIFICATIONS

The Contractor shall provide weekly e-mail announcement messages addressing new library items of interest, and monthly provide a New Accessions List email addressing newly acquired library holdings. The Contractor shall periodically review and update the Technical Library Indoctrination Information Handout content. During TTGP’s annual training assembly, the Contractor shall present a briefing (duration estimate ≈10 minutes) highlighting the library’s holdings, process changes, and recent noteworthy items of interest.

5.1.7 LIBRARY INVENTORY CONTROL

The Contractor shall no less than semi-annually conduct periodic inventories of classified and unclassified holdings. The Contractor shall document and report the inventory results. Classified holdings are 100% accountable.

5.1.8 CLASSIFIED MATERIAL SUPPORT

The Contractor shall, in accordance with SECNAVINST M-5510.36 “Department of the Navy Information Security Program,” receive, distribute, custodial track, destroy, package and ship command classified material. The Contractor shall provide classified document wrapping/packaging services with government furnished materials.

The Contractor shall use government furnished mailing/shipping service providers (U.S. Mail, United Parcel Service, and Federal Express).

5.2 NAVAL WARFARE LIBRARY (NWL) SERVICES

5.2.1 NWL CUSTODIAN

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 6 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

The Contractor shall function as the NWL Custodian and is responsible for the overall administration and security of the NWL in accordance with the *Naval Warfare Documentation Guide*, NWP 0 (NWP 1-01).

5.2.2 NWL ADMINISTRATION

The NWL Custodian shall issue publications to holders and short-term users. A holder is a person who has permanent sub-custody of a publication under the central control of the NWL. The holder shall be responsible for maintaining the publication, entering all changes and amendments, and providing adequate security. A user is a person who checks out a publication for temporary or short-term custody. The NWL Custodian shall maintain Signature custody and disclosure records for classified material per the SECNAVINST M-5510.36 "Department of the Navy Information Security Program (A.K.A. Security Manual). Signature custody of unclassified publications is not required. However, the records of the NWL shall provide an up-to-date location of publications that have been issued to holders or were checked out to users.

5.2.3 NWL MAINTENANCE

The NWL Custodian shall maintain the following NWL files: the Custody File and Administrative File.

5.2.3.1 CUSTODY FILE

The NWL Custodian shall utilize an NWL Catalog Card, OPNAV Form 5070-11, to track entries and changes, location of, and holder record for each naval warfare publication.

5.2.3.2 ADMINISTRATIVE FILE

The NWL Custodian shall maintain all records and receipts in the administrative file, orders all necessary publications and changes thereto, and documents all changes and amendments to publications physically held in the NWL. The NWL Custodian shall update local allowance/inventory sheets, the directives file, responsibility acknowledgment forms, publication notice route slips, destruction records, inspection documentation letters, and copies of all correspondence pertaining to naval warfare publications. The NWL Custodian shall track and file the Change Entry Certification form, OPNAV 5070/12, filled out by the holder of the applicable publication. All Material in the administrative file shall be retained for no less than 2 years.

5.2.4 NWL BINDERS

The NWL Custodian shall maintain classification binder color integrity of the NWL Binders in accordance with the *Naval Warfare Documentation Guide*, NWP 0 (NWP 1-01).

5.2.6 PUBLICATION NOTICE

The NWL Custodian shall distribute publication notice's which provide a brief summary of a new publication or change to keep cognizant personnel informed of the changes to naval warfare publications.

5.2.7 EXTRACTS

The NWL Custodian shall appropriately mark NWP extracts and safeguard in accordance with the Security Manual for use in training or operations of U.S.forces.

5.2.8 RECEIVING NEW OR REVISED PUBLICATIONS

When new or revised publications are received, the NWL Custodian shall review the Foreword and the U.S. Letter of Promulgation for the effective status of the publication. The Foreword shows the effective status of the publication for allied usage; the U.S. Letter of Promulgation for U.S. use. A revision to a publication can be issued that is effective for U.S. use but not for allied use. When implementing U.S. Letter of Promulgation's, the NWL Custodian shall retain the previous edition until the new revision is effective for allied use as well.

5.3 NATO LIBRARY SERVICES

5.3.1 NATO LIBRARY ADMINISTRATION

The Contractor shall be designated and function as the Control Point's NATO Control Officer and Alternate Control

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 7 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

Officer Custodian responsible for NATO Library administration in compliance with USSAN Instruction 1-07. The Contractor shall enter and document all changes and amendments to publications physically held in the NATO Library. The Contractor shall support C3F directed periodic inventory spot-checks and a mandatory spot-check inventory at no less than 18 month interval.

6. DELIVERABLES

6.1 DELIVERABLE SERVICES

DUE DATE

General Library Services	Daily / Library hours of operation
Naval Warfare Library Services	Daily / Library hours of operation
NATO Library Services	Daily / Library hours of operation

6.2 CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRLs are shown in Technical Exhibit (TE) - 1. This TE lists the various CDRLs and describes their purpose, frequency, due date, distribution, and format.

6.3 WORKLOAD

Workload table below is based on historical data and is the best estimate of projected requirement as described herein.

LIBRARY SERVICES	ESTIMATED ANNUAL TOTAL
Transactions	4200
Inventory Items	2800
Service Requests	500
NWP & NATO Publication Updates	40
Classified Material Shipments	70

7. PERSONNEL REQUIREMENTS.

Specific personnel requirements and qualifications are delineated in Section L of Solicitation and will be incorporated in resulting contract.

8. CONTRACTOR QUALITY CONTROL

The contractor shall develop and implement a Quality Control Program (QCP) to internally measure how well the requirements in the PWS are being met. The contractor shall routinely evaluate PWS requirements and address corrective actions when discrepancy/ies are discovered. The Contractor QCP inspections shall be retained for the duration of the contract POP.

9. PERFORMANCE STANDARDS

Performance standards are shown in Technical Exhibit (TE) - 2 Performance Requirement Summary (PRS). These standards are deemed critical to the success of the program but do not alleviate the contractor from complying with all other PWS aspects. The contractor shall actively manage compliance with the performance standards on a continuous basis and document compliance monthly to the COR per the contractor's Quality Control Plan.

10. PERIOD OF PERFORMANCE

Base Year: 01 October 2013 – 30 September 2014

Option Year One: 01 October 2014 – 30 September 2015

Option Year Two: 01 October 2015 – 30 September 2016

11. LIBRARY HOURS OF OPERATION / HOLIDAYS

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 8 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

The Contractor shall have personnel available during the normal hours of operation except for authorized holidays. Ten authorized holidays are: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day (or the official government observance of these holidays).

Normal Hours of Operation:

Monday-Friday 0730-1630

Saturday, Sunday Closed.

Additional Hours of Operation:

Two (2) Saturdays of 4 hours each annually to support drilling Navy Reservists; schedule TBD and will be put out by COR no later than 30 days prior to scheduled date.

12. SECURITY

SECRET Security level; see DD-254 for additional amplifying information.

13. GOVERNMENT FURNISHED ITEMS AND SERVICES

The Government will provide furnished workspace, furnishings, office supplies, fax, document reproduction capability, wired phone, and all computer resources including access to terminals, printers, software, data, and communication networks. The technical library cataloging/circulation system in use is EOS Web Express (see website <http://www.eosintl.com/eos-web/express/> for more information).

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 9 of 21	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION D PACKAGING AND MARKING

1.0 GENERAL.

There are no packaging or marking requirements for the services to be provided in response to the Task Order unless otherwise indicated by the Contracting Officer Representative (COR). All requirements for packaging and marking of documents associated with these services shall be packaged, packed and marked in accordance with Section D of the MAC contract.

2.0 DATA PACKAGE LANGUAGE

- 2.1 All unclassified data shall be prepared for shipment in accordance with best commercial practices.
- 2.2 Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Programming Operating Manual (NISPO), DoD 5220.22-M dated January 1995.

3.0 MARKING OF REPORTS

3.1 All reports delivered by the Contractor to the Government under this Task Order shall prominently show on the cover of the report the following information:

- 3.1.1 Name and business address of the Contractor
- 3.1.2 Contract Number
- 3.1.3 Task Order Number

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 10 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be performed in accordance with the basic MAC contract. In accordance with Section E of the MAC contract, all cost reimbursement MAC terms are incorporated at the Task Order level for any ordered items. These include the following clauses from Section E of the MAC contract:

52.246-4 Inspection of Services-Fixed Price

52.247-34 FOB Destination

252.246-7000 Material Inspection and Receiving Report

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 11 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

5100 10/1/2013 - 9/30/2014

CLIN - DELIVERIES OR PERFORMANCE

Services to be performed hereunder will be provided at (insert specific address and building etc.)

Tactical Training Group Pacific
53720 Horizon Drive, Bldg 58
San Diego, CA 92147-5087

The periods of performance for the following Items are as follows:

CLIN/SLIN	Delivery/Period of Performance
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5100	10/1/2013 - 9/30/2014
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The periods of performance for the following Option Items are as follows:

CLIN/SLIN	Delivery/Period of Performance
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8100	10/1/2014 - 9/30/2015
8200	10/1/2015 - 9/30/2016

F2 DELIVERY OF DATA (OCT 1992)

Place and time of delivery of data shall be as specified on the Contract Data Requirements List (CDRL) which is Technical Exhibit 1 (Attachment 3) to this contract, unless delivery is deferred at the Government's option by written order of the Contracting Officer.

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 12 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

G24 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 52.204-9) (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

CONTRACTUAL AUTHORITY AND COMMUNICATIONS (JUN 2011)

(a) Functions: The Contracting Officer for this contract is identified on the basic contract. Only the Contractin Officer can change the basic contract, and the Contracting Officer maintains primacy over the contract and all its task orders. The Contracting Officer of this Task Order is a warranted Contracting Officer of the Fleet Logistics Center, San Diego, CA. Unless otherwise noted, all references to "Contracting Officer" in the text of this task order and the basic contract refer to the Task Order Contracting Officer. The Government reserves the right to administratively transfer authority over this task order from the individual named below to another Contracting Officer at any time.

(b) Authority: The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. The Contractor shall not comply with any order, direction or request of Government personnel – that would constitute a change - unless it is issued in writing and signed by the Contracting Officer. No order, statement, or conduct of any Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this task order and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof.

(c) The Task Order Contracting Officer is:

Name: Anastasia S. Pentzakoff

Phone: 619-556-9637

Fax: 619-556-9781

Email: Anastasia.Pentzakoff@navy.mil

(d) The Task Order Negotiator is:

Name: Isabelito M. Cabana

Phone: 619-556-6834

Email: Isabelito.Cabana@navy.mil

(e) Ombudsman for the Fleet Logistics Center, San Diego CA is:

Name: Gary P. Thomas

Phone: 619-556-5109

Email: gary.p.thomas@navy.mil

(f) Contracting Officer Representative is:

Name: Jeffrey W. Mckee, N731

Phone: 619-553-8343

Email: jeffrey.mckee@navy.mil

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2013) (DEVIATION)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity,

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 13 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, File Transfer Protocol, or PayWeb.

(1) To access PayWeb, the vendor may go to the following site: <https://ononline.onr.navy.mil/payweb/>

(2) For instructions on PayWeb payment request submission, please contact the office identified below:

(Contracting Officer: Insert applicable ONR Regional Office information)

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

 2-IN-1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N00244
Admin DoDAAC	N00244

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 14 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

Inspect By DoDAAC	N53996
Ship To Code	N53996
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N53996
Accept at Other DoDAAC	N/A
LPO DoDAAC	N53996
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Name	E-mail	Phone	Role
Jeffrey McKee	jeffrey.mckee@navy.mil	619-553-8343	COR/Acceptor
Tara Howard	tara.howard@navy.mil	619-553-8700	LPO
Andrew Nimic	andrew.nimic@navy.mil	619-767-4932	ACOR/Acceptor

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(Contracting Officer: Insert applicable information or "Not applicable.")

(3) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

N00244G109 CONTRACT ADMINISTRATION FUNCTIONS

In addition to the Contract Administration functions authorized by FAR 42.302, the Administrative Contracting Officer (ACO) at [] is authorized to perform the following administrative functions as checked below:

[X] Negotiate or negotiate and execute supplemental agreements incorporating contractor proposals resulting from change orders issued under the Changes clause. Before completing negotiations, coordinate any delivery schedule change with the Principal Contracting Officer (PCO).

[X] Negotiate prices and execute priced exhibits for unpriced orders issued by the PCO under basic ordering agreements.

[X] Negotiate or negotiate and execute supplemental agreements changing contract delivery schedules.

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 15 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

Negotiate or negotiate and execute supplemental agreements providing for the deobligation of unexpended dollar balances considered excess to known contract requirements.

Issue amended shipping instructions and, when necessary, negotiate and execute supplemental agreements incorporating contractor proposals resulting from these instructions.

Negotiate changes to interim billing prices.

Negotiate and definitize adjustments to contract prices resulting from exercise of the Economic Price Adjustment Clause.

Execute supplemental agreements on firm-fixed price supply contracts to reduce required contract line item quantities and deobligate excess funds when notified by the contractor of an inconsequential delivery shortage, and it is determined that such action is in the best interests of the Government, notwithstanding the default provisions of the contract. Such action will be taken only upon the written request of the contractor and, in no event shall the total downward contract price adjustment resulting from an inconsequential delivery shortage exceed \$250.00 or 5 percent of the contract price, whichever is less.

Execute supplemental agreements to permit a change in place of inspection at origin specified in firm fixed-price supply contracts awarded to nonmanufacturers, as deemed necessary to protect the Government's interests.

Prepare evaluations of contractor performance in accordance with subpart 42.15.

Any additional contract administration functions not listed in 42.302(a) and (b), or not otherwise delegated, remain the responsibility of the contracting office.

252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

Accounting Data

SLINID	PR Number	Amount
5100	N5399614RCLBTKT	130872.00
LLA :		
AA 1741804 70CA 250 53996 0 068688 2D CLBTKT		

BASE Funding 130872.00
Cumulative Funding 130872.00

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 16 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

NAVSUP 5252.203-9401 NOTIFICATION OF USE OF FORMER/RETIRED MILITARY AND/OR SENIOR EXECUTIVE SERVICE PERSONNEL (Dec 2009)

If the contractor intends to use the services of a former or retired Flag or General Officer, or former or retired member of the Senior Executive Service in the performance of this contract and/or any task order issued under this contract, the contractor shall notify the contracting officer of the name of such individual including a description of the services such individual will be performing, the military branch from which individual retired or separated, and their rank or SES position at time of separation. Such notification shall be provided in writing prior to performance of services under the contract and/or task order by such individual.

NAVSUP 5252.237-9400 SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992)

(a) The offeror agrees to assign to the contract those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required in Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.

(b) The offeror agrees that:

*during the contract performance period, no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the contracting officer and provide the information required by paragraph (d) below.

(c) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.

(d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications equal to or higher than the qualifications of the person being replaced.

(e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required for paragraph (d) above. The additional personnel shall have qualifications greater than or equal at least one (1) of the individuals proposed for the designated labor category.

(f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

(g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the contractor's action.

NAVSUP 5252.242-9402 TECHNICAL DIRECTION (FEB 1999)

(a) When necessary, technical direction or clarification concerning the details of specific tasks set forth in the contract shall be given through issuance of Technical Direction Letters (TDLs) by the Contracting Officer's Representative (COR).

(b) Each TDL shall be in writing and shall include, as a minimum, the following information:

- (1) Date of TDL;
- (2) Contract and TDL number;

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 17 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

- (3) Reference to the relevant section or item in the statement of work;
(4) Signature of COR;
(5) A copy shall be sent to the Contracting Officer for review.

(c) Each TDL issued hereunder are subject to the terms and conditions of this contract; and in no event shall technical directions constitute an assignment of new work or changes of such nature as to justify any adjustment to the fixed fee, estimated costs, or delivery terms under the contract. In the event of a conflict between a TDL and this contract, the contract shall control.

(d) When, in the opinion of the contractor, a technical direction calls for effort outside the contract statement of work, the Contractor shall notify the COR and the Contracting Officer thereof in writing within two (2) working days of having received the technical direction in question. The Contractor shall undertake no performance to comply with the technical direction until the matter has been resolved by the Contracting Officer through formal contract modification or other appropriate action.

(e) Oral technical directions may be given by the COR only in emergency circumstances, and provided that any oral technical direction is reduced to writing by the COR within two (2) working days of its issuance.

(f) Amendment to a TDL shall be in writing and shall include the information set forth in paragraph (b) above. A TDL may be amended orally only by the COR in emergencies; oral amendments shall be confirmed in writing within two (2) working days from the time of the oral communication amending the TDL by a TDL modification.

(g) Any effort undertaken by the Contractor pursuant to oral or written technical directions issued other than in accordance with the provisions herein shall be at the Contractor's risk of not recovering related costs incurred and corresponding proportionate amount of fixed fee, if any.

LIABILITY, AUTOMOBILE AND WORKMAN'S COMPENSATION INSURANCE (FISC DET PHILA) (OCT 1992)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-WORK ON A GOVERNMENT INSTALLATION" (FAR 52.228-5) and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
- (3) Standard Workmen's compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

THE COR FOR THIS CONTRACT IS:

Name: Mr. Jeffrey W. McKee
Email: jeffrey.mckee@navy.mil
Mailing Address: Tactical Training Group Pacific
53720 Horizon Drive Bldg 24, Room A206
San Diego, CA 92147-5087
Code: N731
Telephone No: 619-553-8343

The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 18 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

quality of Contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery order).

When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery order), the Contractor shall promptly notify the Contracting Officer (Ordering Officer) in writing. No action shall be taken by the Contractor under such direction until the Contracting Officer (or Ordering Officer) has issued a modification to the contract (or delivery order) or has otherwise resolved the issue.

In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR.

N00244H001 TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS (MAY 2004)
(FLCSD)

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. Contractors whose work involves access to sensitive unclassified information warrants a judgement of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security:

--Each contractor employee will have a favorably completed National Agency Check (NAC).

--If contractor personnel currently have a favorably adjudicated NAC the contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year.

--If no previous investigation exists the contractor personnel will complete the requirement for a Trustworthiness NAC.

--In accordance with NAVSUPINST 5239.1A, if the contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies:

(a) Foreign National is employed by DOD, or

(b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or

(c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity.

The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The contractor should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 19 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

Trustworthiness determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 20 of 21	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION I CONTRACT CLAUSES

Note: The following clauses are incorporated by reference in this Task Order. In addition, all applicable clauses incorporated by reference in the basic MAC contract also apply.

CLAUSES INCORPORATED BY REFERENCE

52.222-17	Nondisplacement of Qualified Workers (Jan 2013)	JAN 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	MAY 2012
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-42	Statement Of Equivalent Rates For Federal Hires	MAY 1989
52.222-54	Employment Eligibility Verification	JUL 2012
52.224-2	Privacy Act	APR 1984
52.227-17	Rights In Data-Special Works	DEC 2007
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days before the contract expires. The 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 clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

CONTRACT NO. N00178-07-D-5197	DELIVERY ORDER NO. NW01	PAGE 21 of 21	FINAL
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SECTION J LIST OF ATTACHMENTS

ATTACHMENT 1 - OFFEROR PAST PERFORMANCE DATA

ATTACHMENT 2 - WAGE DETERMINATION WD 05-2057 (REV.-14)

ATTACHMENT 3 - TECHNICAL EXHIBIT 1 CDRL

ATTACHMENT 4 - TECHNICAL EXHIBIT 2 PRS

ATTACHMENT 5 - QUALITY ASSURANCE SURVEILLANCE PLAN

ATTACHMENT 6 - DD254 DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION