

30 April 2010

From: Renee M. Brown, Contracting Officer
To: William Millward, Addx Corporation

Subj: TECHNICAL INSTRUCTION (TI) – J8-09-0059 TI #1 FD Contractor Support

Ref: (a) Contract: N00178-08-D-5318 FG01

Encl: (1) Performance Work Statement (PWS) GENERAL ANALYTIC, WARGAMING,
AND TECHNICAL SUPPORT SERVICES – J8-09-0059 – TI #1 FD Contractor
Support

1. General. This TI constitutes direction to the contractor by the Joint Staff in accordance with Section B and line item 4000 and 6000 of reference (a). In issuing this TI, it is the understanding of the JS Office that the directed efforts are within the scope of the contract. Should the contractor feel that full compliance with this TI is outside the scope of the contract, the contractor is to notify the TOM and the contracting officer by official correspondence within ten (10) working days after receipt of this TI. In such case, the contractor is to take no further action with regard to this TI until notified by the contracting officer that the TI is within the scope of the contract.

2. Performance Work Statement. Efforts under this TI will be in accordance with Section C of reference (a) and enclosure (1).

3. Level of Effort. GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES – J8-09-0059 – TI #1 FD Contractor Support is estimated at \$247,378.95.

Estimated costs are as follows:

Labor: \$247,378.95

ODC: \$0.00

4. Technical Direction. Technical Direction of the work described under this TI is assigned to LTC Robert Haldeman.

5. Progress Reports. Required progress reports are indicated in the PWS.

6. Limitation of Funds. Contractor shall provide the required notification in accordance with FAR 52.232-22 Limitation of Funds, at the TI level.

7. Period of Performance. The period of performance for this TI is for 12 months.

Performance Work Statement (PWS) For
MODIFICATION TO ACQUISITION PACKAGE J8-09-0059
GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES

Forces Division Contractor Support
Technical Instruction #1

GENERAL INFORMATION

Description of Services

Introduction

The Director Force Structure, Resources, and Assessment, J-8, provides support to the Chairman of the Joint Chiefs of Staff (CJCS) by playing a significant role in the Global Force Management (GFM) process, the Global Defense Posture process, and Force Structure assessments. The J-8 assesses the Joint force sufficiency, force structure integration with joint strategy, deliberate planning, and current operations. The J-8 conducts assessments to understand and mitigate near-term force management risks stemming from recent and projected global operations

Scope

The contractor shall provide all staffing, equipment, and materials necessary to perform the tasks as defined in this PWS. The contractor shall perform to the standards in this contract. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to supervision and control by the Government.

General Information

Place of Performance

The primary place of performance for this effort is The Pentagon, Washington D.C.

Travel

All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be pre-approved by the TOM.

Location / Duration / Number of Trips / Number of Persons

Tampa, FL/ 3 Days/ 2 Trips/ 1 Person

Norfolk/Suffolk VA/ 2 Days/ 12 Trips/ 1 Person

Honolulu, HI/ 6 Days/ 1 Trip/ 1 Person

Carlisle Barracks, PA/6 days/ 2 trips/ 2 People

Atlanta, GA/3 days/1 trip/1 Person

COCOM (and/or associated Component Commands)/3-4 days/2 trips/1 Person

*Associated Component Commands often are not co-located with the Combatant Command HQs

Security Requirements

Clearance Level

All contractor personnel shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years.

TASK DESCRIPTIONS

1.0 Task Descriptions

1.1 Schedule

1.1.1 Program Management Support

The contractor shall assist in providing technical program management support to the Government. Additionally, the contractor shall provide administrative and clerical assistance to support the work performed under this Technical Instruction Performance Work Statement. The contractor shall provide program operational support and business operations services in support of various programs' day-to-day operations and missions. The contractor shall provide program coordination support for the development and coordination of program related assessments, studies, reports, and strategies explained within this Technical Instruction. The contractor shall support business operations to achieve office functionality, process, and control. This includes schedule management, quality control and coordination of documents, establishing business process procedures, and resource management.

1.1.2 Kick-Off Meeting

The Contractor shall schedule and conduct a joint Government, Contractor kick-off meeting to review PWS requirements. The kick-off meeting may be conducted via several methods; the method of the meeting will be determined by the Government.

1.1.3 Project Schedule

The Contractor shall deliver and maintain an Integrated Project Schedule (IPS) using Microsoft Project that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables. The Contractor shall deliver the IPS as part of the monthly status report.

1.2 Quality

1.2.1 Quality Control Plan

The contractor shall implement a Quality Control Program for this effort. The contractor shall prepare and provide a Quality Control Plan that detail and describes the contractor's framework and processes for delivering quality products and services required by the tasks in this PWS. The contractor shall implement a Quality Control Program to ensure all work will be performed in accordance with the contract requirements. The contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The contractor shall identify in the Quality Control Plan, the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

1.3 Technical

1.3.1 Monthly Progress Reports

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Section 4.4.1, Monthly Progress Reports. The contractor shall submit monthly progress reports delivered in a format and/or media approved by the TPOC. Electronic media shall be used whenever practical. First Monthly Progress Report due NLT 15 days after the first full reporting month. Subsequent reports are due NLT 15 days after the last day of each calendar month. These managerial reports shall include the following elements:

- Contractor's name and address
- Contract number and SubCLIN number
- Date of report
- Period covered by report
- Man hours expended by discipline for the reporting period, and cumulatively during the contract
- Cost curves portraying actual/projected conditions through the technical instruction when appropriate
- Cost incurred for the reporting period and total contractual expenditures as of report date
- Description of progress made during period reported, including problem areas encountered and recommendations, if any for subsequent solution beyond the scope of this contract
- Trips and significant results
- Plans and recommendations for activities during the following period
- Problems encountered
- Contractor performance assessment

1.3.2 Technical Reports

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.3, Additional Reporting Requirements. The contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and of a quality to meet standards and will include, but not be limited to:

- Technical reports, data compilations, program master schedule, evaluations, and analyses
- Conference agenda, conference minutes, and presentation materials

1.3.2.1 Disclaimer Statement

All reports resulting from this contract shall contain the following disclaimer statement on the report cover, "The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DoD) position, policy, or decision, unless so designated by other official documentation."

1.3.3 Global Force Management (GFM) Process

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements. The contractor shall support the Global Force Management (GFM) process. Travel to combatant commands is occasionally required to support these tasks.

1.3.3.1 Force Sufficiency Assessments

The contractor shall assess identified COCOM capability shortfalls as identified by Joint Force Providers (JFPs) and the Joint Staff J-3 on an annual basis in conjunction with the GFM cycle. This assessment will focus on the sufficiency of service programs for specific capabilities. The contractor shall assess demand, inventory, and supply data, and develop recommendations for each capability shortfall. The contractor shall facilitate integration of efforts among the Joint Staff; Air Force, Army, Coast Guard, Marine Corps, and Navy (Services); JFPs; and Combatant Commands (COCOMs).

1.3.3.2 Force Planning Constructs

The contractor shall provide analysis and assessments of the Joint Force's historical, current and future Force Planning Constructs (FPCs). FPCs are used for determining the size, shape, and mix options of the Joint Force. The FPC is used as a resourcing guide for DoD. The contractor shall support and perform the assessment in conjunction with major DoD efforts related to Force Structure and Force Sizing such as Quadrennial Defense Review (QDR), annual Operational Availability studies, and at least two future studies.

1.3.3.3 Mid-Term Dynamic Analyses

The contractor shall conduct onsite Mid-Term Dynamic Analyses as requested, but at least quarterly, to sustain decision support to the Global Force Management (GFM) process and other Department efforts and studies (such as QDR, and Operational Availability); support the analysis effort to examine the impact of near-term operational force employment decisions on the mid-term force structure; record and prepare data to maintain current operational demand and sourcing solution data; expand data mining capability to enhance GFM data analysis; and, prepare operational and concept plan data for use in force employment and demand analyses.

1.3.3.4 Forces For and GFMIG

The contractor shall support the Global Force Management (GFM) process IAW the "Forces For Unified Commands" Memorandum and the Global Force Management Implementation Guidance (GFMIG) document. The contractor shall support GFM process improvements to include process definition, information requirements determination and requirement analysis for application development; as well as the GFM process by coordinating input for the "Forces For Unified Command" Memorandum and providing technical expertise for assignment-related tasking; and the related apportionment process by coordinating input for the annual update to the apportionment tables as well as the periodic updates to the Joint Strategic Capabilities Plan (JSCP); provide technical expertise for JSCP review and apportionment related tasking; and, support the Global Force Management Board.

Supporting GFM, Forces For, and GFMIG includes the assessment and development of software and hardware applications as well as new processes. In accomplishment of this requirement the contractor shall provide expertise

on GFM related matters and work in support of the Forces Division in reaching defined goals. Global Force management Data Initiative (GFM DI), Automated GFM Toolset, and Adaptive Planning and Execution (APEX) are examples of these type of initiatives.

1.3.4 Global Defense Posture Process

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements. The contractor shall support the Global Defense Posture process. Travel to combatant commands is occasionally required to support these tasks.

1.3.4.1 Overseas Force Structure Changes

The contractor shall provide daily technical, staffing and administrative support to CJCS and Secretary of Defense (SecDef) in order to support Host Nation Notification (HNN) as it relates to Overseas Force Structure Changes (OFSC). The contractor shall coordinate proposed changes with organization that can assure the changes support the President and SecDef policies and are in keeping with commitments contained in international agreements. The contractor shall coordinate with Services that maintain overseas force structure at appropriate levels to support the National Defense Strategy, National Military Strategy, and the combatant commander's warfighting capability requirements. The contractor shall ensure the Department of State is aware of the OFSC and is provided a request to conduct Host Nation Notification with sufficient information about the OFSC. The contractor shall also coordinate updates, as needed, to the CJCSI 2300.02E, Coordination of Overseas Force Structure Changes. The contractor shall maintain and conduct a daily update to the Wikipedia and blog pages that outlines the OFSC and HNN process and execution, as directed in CJCSI 2300.02E. The contractor shall also support and conduct review of strategic plans, ensure OPLANs and CONPLANs are consistent with JSCP guidance, and assess plans for OFSC equity.

1.3.4.2 Global Posture Implementation

The contractor shall support J-8 Forces Division as the J-8 lead for Global Posture Implementation. The contractor shall support the Global Posture Integration Team (GPIT) as it supports the senior executives in the Global Posture Executive Council (GPEC), in conjunction with the J-5 and Office of the Secretary of Defense (OSD). Contractor shall assess current posture environment and support development of recommendations to SecDef and CJCS on future posture requirements to meet the future security demands. Contractor shall be required to work with Combatant Command Theater Campaign Plans, Theater Posture Plans, Operation/Contingency Plans, Guidance for Development of the Force, and Guidance for Employment of the Forces. Contractor shall assess risk, cost and benefit to proposed changes to plans and the impact across geographic regions. Contractor shall collect and analyze data related to existing and future force and posture requirements as well as organize, sort and interpret data associated with distribution of armed forces across the globe as they apply to existing and future plans. This task is done in conjunction with responsibilities for monitoring and supporting Overseas Force Structure Changes (OFSC) and Host Nation Notifications (HNN) as outlined in CJCSI 2300.02F. The contractor shall, on a daily basis, monitor the ongoing execution of GPEC related decisions to ensure those that require OFSC or HNN are carried out as directed in the CJCSI 2300.02F. The contractor shall provide support to quarterly posture decision support sessions conducted by the Forces Division in support of the GPEC decision processes by monitoring results of the sessions for inclusion in follow-on decision briefs, reviewing participant credentials and attendance, and conducting administrative support to the session.

1.3.4.3 Strategy/ War Plans / Posture Integration

The contractor shall support the broader Posture and Joint Planning and Execution Community. Contractor shall develop improvements in collecting, storing, displaying and interpreting the force and posture demands of existing department plans; providing analysis, recommendations, and implementation plans to balance forces across regional combatant responsibilities in order to support existing plans and steady state operations. Contractor shall be required to work with Combatant Command Theater Campaign Plans, Theater Posture Plans, Operation/Contingency Plans, Guidance for Development of the Force, and Guidance for Employment of the Forces. Contractor shall develop metrics required to measure effectiveness of posture and force distribution plans as they relate to existing plans and steady state operations. Contractor shall assess risk, cost and benefit to proposed changes to plans and the impact across geographic regions. Contractor shall collect and analyze data related to existing and future force and posture requirements as well as organize, sort and interpret data associated with distribution of armed forces across the globe as they apply to existing plans and steady state operations.

1.3.4.4 Global Defense Posture Studies and Analysis

The contractor shall provide support to Global Defense Posture (GDP) studies and analyses (to include but not limited to current studies on force posture as directed by the VCJCS). Specific posture issues include but are not limited to forces (assigned and rotationally-deployed), footprint (overseas infrastructure and pre-positioned equipment), and agreements (treaties, access, and status-protection agreements) as per the National Security Strategy (NSS), National Military Strategy (NMS), Guidance for Employment of the Force (GEF), Joint Strategic Capabilities Plan (JSCP), Theater Campaign Plans (TCP), and Theater Posture Plans (TPP). The contractor shall be required to coordinate within the Joint Staff and with OSD, Services, and Combatant Commands; to monitor the status of on-going posture studies; and to provide support in the form of written, briefing, and data products. The contractor shall possess a basic knowledge of Global Force posture policy and issues.

1.3.5 Force Structure Assessments

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements. The contractor shall support Force Structure-related studies, analyses, assessments, modeling, and data compilation. Travel to combatant commands is occasionally required to support these tasks.

1.3.5.1 Integrated Priority List Reviews

The contractor shall provide subject matter expertise and research, as necessary, in order to review and amplify annual COCOM IPL submissions, maintain visibility on force structure related topics, and provide quick turn analysis of force structure -related issues. IPLs serve as the primary vehicle for combatant commands to communicate their capability needs to OSD, the Services, and Defense agencies. The IPLs represent a list of the combatant command's highest priority capability gaps that, in the judgment of the combatant command, adversely affect the combatant command's ability to accomplish assigned missions.

1.3.5.2 Modeling and Simulation Operations and Force Structures Databases

The contractor shall use M&S tools (to include the Force Structure Screening Tool (FSST)) to conduct studies; integrate databases (to include the Current Forces Database (CFDB), the Future Forces Database (FFDB), and the Contingency Operations Database (COD)) to provide the current and future force structure; participate in configuration management; and, provide developmental input to the software developer. The contractor shall have an understanding of current force structure of all Services to ensure proper interpretation of the database structure and to provide developmental input to the software developer. The contractor shall use M&S tools (to include FSST) to import databases representing the U.S. conventional force (CFDB) and model future forces (FFDB extracts). The contractor shall model the sourcing and deployment of sub-UIC partial units, with methods determined by the Services. There are also functions in the tool to schedule and create the demands in various sophisticated ways, allowing analysts flexibility in conducting studies. The output is a comprehensive database of all the unit and event activity, including error, warning, and informational messages. The contractor shall use this database for further processing to determine specific measures of performance.

1.3.5.3 Universal Joint Task List

At least quarterly, the contractor shall review and coordinate on Universal Joint Task List (UJTL) and provide linkages as they relate to strategy, force structure and resources. UJTls are mission-derived task with associated conditions and standards that may be selected by a joint force commander to accomplish the assigned mission. Once identified as essential to mission accomplishment, the tasks are reflected within the command joint mission essential task list. The contractor shall manage these UJTls in accordance with CJCSI 3500.02 and CJCSM 3500.04.

1.3.5.4 Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF)

The Joint Capabilities Integration and Development System (JCIDS) process is initiated when a capability gap is identified. If a non-material solution is recommended, a DOTMLPF change recommendation is produced. At least quarterly, the contractor shall research, coordinate, and adjudicate comments for all Organizational elements of DOTMLPF change recommendations in accordance with CJCSI 3170.01 Joint Capabilities Integration and Development System.

1.3.5.5 Reserve Component Issues and Studies

The contractor shall provide research and analysis in support of Reserve Component (RC) issues and studies. The contractor shall support J-8's review/assessment of RC issues and participation/execution of Secretary of Defense/Joint Staff (JS) studies (to include but not limited to current studies on Operationalizing the RC and RC Access, ongoing and future efforts with the Commission on the National Guard and Reserve (CNGR) Report, and the QDR Comprehensive Review of the Future Role of the RC). Specific RC issues reviewed/assessed include but are not limited to force structure, force deployment, and defense strategy; with primary emphasis on operationalizing RC mobilization and deployment plans, policies, and programs. The contractor shall be required to coordinate within the Joint Staff and with OSD, Services, Combatant Commands, and Reserve staffs; to monitor the status of ongoing OSD/JS RC studies and issues; to develop implementation plans in response to J-8 missions and tasks related to RC studies and issues; and to produce support in the form of written, briefing, and data products. The contractor shall possess a basic knowledge of Reserve Component structure, issues, and policies.

1.3.6 Technical Support

Provide support by organizing technical interchanges and support discussions across the Services, Joint Staff, OSD, and COCOMs on Global Force Management, Global Posture, and other General Analytic and Wargaming efforts; preparing meeting minutes and after action reports, coordinating and integrating study results with other organizations, and distributing materials. This shall include offsite government sponsored conferences and seminars.

PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
1.1	Schedule		
1.1.2	Schedule and conduct a contract kick-off meeting	DOA + 10 Days	One Time
1.1.3	Deliver and maintain an integrated project schedule using MS Project or MS Excel; include resource loaded tasks, durations, dependencies & deliverables	DOA + 30 Days	Monthly (updated with each monthly report)
1.2	Quality		
1.2.1	Prepare and provide a Quality Control Plan	DOA + 10 Days	One Time
1.3	Technical		
1.1.1 1.3.1	Monthly Progress Reports – To include, at a minimum, monthly updates for tasks included in sections 1.4.3 through 1.4.5 of this TI.	By the 15 th day of each month.	Monthly (updated with each monthly report)
1.1.1 1.3.2	Technical Reports – To include, at a minimum, monthly updates for tasks included in sections 1.4.3 through 1.4.5 of this TI.	By the 15 th day of each month.	Monthly (updated with each monthly report)

1.3.3	Monthly Report – To include a summary of completed actions and potential issues, archiving associated analytic and technical products (products in written, briefing and data form)	Within 10 days of completion of assessment, study, or analysis. Tasking source and date to be documented in monthly technical report.	Monthly (updated with each monthly technical report)
1.3.4	Monthly Report – To include a summary of completed actions and potential issues, archiving associated analytic and technical products.	By the 15 th day of each month.	Monthly (updated with each monthly technical report)
1.3.5	Monthly Report – To include a summary of completed actions and potential issues, archiving associated analytic and technical products.	By the 15 th day of each month.	Monthly
1.3.6	Briefing materials in support of meetings, minutes following each meeting, trip report and after action reviews following offsite conferences	Within 5 days of the event. Tasking source and date to be documented in monthly technical report.	Updated Monthly

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING		
				a. FACILITY CLEARANCE REQUIRED <p style="text-align: center;">Top Secret</p>		
				b. LEVEL OF SAFEGUARDING REQUIRED <p style="text-align: center;">None</p>		
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>			
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER <p style="text-align: center;">TBD</p>		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	DATE (YYYYMMDD) <p style="text-align: center;">20090828</p>	
	b. SUBCONTRACT NUMBER			b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO. DATE (YYYYMMDD)	
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER <p style="text-align: center;">J8-09-0059</p>	DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i>	DATE (YYYYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.						
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____						
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>						
a. NAME, ADDRESS, AND ZIP CODE <p style="text-align: center;">TBD</p>		b. CAGE CODE <p style="text-align: center;">TBD</p>	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> <p style="text-align: center;">TBD</p>			
7. SUBCONTRACTOR						
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>			
8. ACTUAL PERFORMANCE						
a. LOCATION Joint Staff Pentagon Arlington, VA 20318		b. CAGE CODE <p style="text-align: center;">N/A</p>	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Joint Staff Security Office, Personnel Security Room 2D819 9300 Joint Staff Pentagon Washington, DC 20318-9300			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Forces Division Contractor Support						
10. CONTRACTOR WILL REQUIRE ACCESS TO:						
	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>	
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY			<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY			<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			<input checked="" type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT			<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input checked="" type="checkbox"/>		i. HAVE TEMPEST REQUIREMENTS			<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>		l. OTHER <i>(Specify)</i>		<input checked="" type="checkbox"/>	
k. OTHER <i>(Specify)</i> See Block 13	<input checked="" type="checkbox"/>		See Block 13			

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release Direct Through (*Specify*)

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, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed 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 this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

See NATO Addendum.


11a. Contract performance is restricted to Joint Staff, Pentagon, Arlington, VA.

Pre-award access is not required. This DD Form 254 reflects the security requirements for the contract when awarded.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. Yes No
 (*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. Yes No
 (*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.*)

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 Ms. Erika H. Langerman	b. TITLE Director, Joint Staff Security	c. TELEPHONE (<i>Include Area Code</i>) (703) 614-0535
d. ADDRESS (<i>Include Zip Code</i>) Joint Staff Security Office Washington, DC 20318-9300 Phone: 703.614.0535	17. REQUIRED DISTRIBUTION <input checked="" type="checkbox"/> a. CONTRACTOR <input checked="" type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input checked="" type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY	
e. SIGNATURE 		

JOINT STAFF INDUSTRIAL SECURITY ADDENDUM (Block 13)

1. Contractors who will work on-site at the Joint Staff must be eligible for or currently hold a **Top Secret clearance** in order to meet contractual security requirements. Contractors working at the off-site or contractor's facility must be eligible for or currently hold a **Secret clearance**.
2. Prospective contractor employees shall submit completed DD Form 1557 to the Joint Staff Security Office, Personnel Security Branch, no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee or vendor.
3. The Servicing Agency for the location where the work is to be performed must be notified of all terminations/resignations within five days of occurrence. The contractor will return any expired identification cards and/or building passes, or those of terminated employees to the COTR. If identification card of building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card and reason for non-return. Report will be forwarded to the Joint Staff Security Office, Personnel Security Branch for review and accountability.
5. The contractor will report any adverse information coming to their attention to the Joint Staff Security Office, Personnel Security Branch (The subsequent termination of employment of an employee does not obviate the requirement to submit the report).
6. The recipient will afford the information a material degree of protection equivalent to that afforded it by the releasing government. The National Industrial Security Program DOD 5220.22M shall govern security Classification(s).
7. Classified material generated under this contract must be assigned a security classification as specified by the classification of the source document used.
8. Classified ADP is authorized at the TOP SECRET level. Access to TOP SECRET material is required.
9. Access to the Joint Staff Information Network (JSIN-C) requires the individual to be cleared for NATO Secret. Individuals with access to NATO Confidential information or higher must have a briefing in accordance with the United States Security Authority for NATO Affairs Instruction I-69 (5100.55 Encl 2), "United States Implementation of NATO Security Procedures, Section VI". The briefing ensures individuals with access to NATO information are aware of pertinent security regulations for safeguarding NATO classified information and the consequences of negligent handling.
10. The Contractor's Facility Security Officer (FSO) will provide a copy of the briefing certification using the format in USSAN 1-69, section VII, along with the visit request to the Joint Staff. All individuals with access to JSIN require a Joint Staff entry badge and

verification of the NATO Briefing prior to access. JSIN access requests cannot be processed until the Contractor's Facility Security Officer (FSO) presents the required documentation.

11. Within 30 days of arrival to the Joint Staff, the contractor is required to attend Security Indoctrination Blocks of the Joint Staff Training Program, if they have not previously attended.

12. All abstracts, cards, computer tapes, and other classified material containing information extracted from information provided to the contractor will be maintained, controlled, handled, safeguarded, transmitted, and accounted for in accordance with the provisions of the National Industrial Security Manual (NISPOM).

13. The contractor may require access to classified up to TOP SECRET material in this contract. Any material generated under this contract which contains information obtained or extracted from other classified material will be assigned the classification and group category of the extracted or obtained information. Proper clearance, safeguarding, capability, and need-to-know must be established by a requester before any classified material can be transmitted to him by the Center in accordance with provisions of the NISPOM.

14. Contractor not authorized to destroy classified materials.