

22 December 2009

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

Subj: TECHNICAL INSTRUCTION (TI) J8-09-0059 – GENERAL ANALYTIC,
WARGAMING, AND TECHNICAL SUPPORT SERVICES

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

Encl: (1) Performance Work Statement (PWS) – GENERAL ANALYTIC, WARGAMING,
AND TECHNICAL SUPPORT SERVICES – SAGD Facilitation and Gaming
Support

1. General. This TI constitutes direction to the contractor by the Joint Staff in accordance with Section B and line items 4000, 6000 and 6003 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. Base J8-09-0059 – GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES is estimated at \$302,657.01. Estimated costs are as follows:

Labor: \$298,617.72

ODCs: \$4,039.29

Material \$250.00

Travel \$3,789.29

4. Technical Direction. Technical Direction of the work described under this TI is assigned to Mr. Paul Balash III.

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

6. Period of Performance. The period of performance for this TI is for one (1) Base Period of 12 months and two (2) 12 month Option Periods.



Renee M. Brown, Contracting Officer

Performance Work Statement (PWS) For
MODIFICATION TO ACQUISITION PACKAGE J8-09-0059
GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES
SAGD Facilitation and Gaming Support
Technical Instruction #5
Date: 12 August 2009
Prepared By: Mr. Paul Balash III

GENERAL INFORMATION

Description of Services

Introduction

The Joint Staff J-8, Studies, Analysis and Gaming Division (SAGD) has responsibility for: analyses, assessments, interagency and international war games, seminars and workshops pertaining to the entire spectrum of politico-military issues; assessments, analytical studies, and war games to support joint warfighting capability requirements, readiness, Joint Capabilities Integration and Development System (JCIDS), Quadrennial Defense Review (QDR), Global Force Management (GFM), Overseas Contingency Operations (OCO); analytical and war gaming support for operation plan and concept plan assessments; and, supporting Chairman of the Joint Chiefs of Staff and Combatant Command sponsored exercises and war games. To accomplish these responsibilities SAGD is called upon to develop, conduct, execute and analyze war games, seminars, workshops and simulations that span the full gamut of military, political, and social phenomenon. Furthermore, in response to the special requirements of these secure, multi-player, multilateral and multi-organizational war games and workshops, SAGD maintains a flexible gaming facility with a variety of capabilities that can meet these needs.

To fulfill its mission to develop, conduct and execute workshops, seminars and war games, SAGD operates a gaming facility (ME800) that is unique in the Pentagon. The facility was designed for flexibility and functions to meet a variety of SAGD and Joint Staff needs. The gaming facility operates as a controlled, classified (designated as a temporary secure working area normally SECRET but potentially TS), and multi-use environment used to accomplish the SAGD primary mission; provide rooms for the CJCS and the Joint Staff to conduct meetings employing a wide range of audio-visual support; and, furnish SAGD an automation and presentation infrastructure to exploit its decision analysis and support capabilities. More sensitive gaming events for both domestic and overseas contingency operations dictate that facilitation and gaming support contractors are cleared for ACCM level of security.

SAGD has three multi-functional gaming rooms within ME800, one of which can be partitioned into two rooms. The rooms provide access to a variety of networks: NIPRNET (Internet), SIPRNET, cable television, and JSIN (Joint Staff internal LAN). One room also has a 17-station group decision analysis and support network built into a large custom designed C-shaped conference table. All rooms have two or more ceiling mounted LCD projectors. Other features include: closed circuit cameras, ceiling mounted projection screens, analog and ISDN phone service, copy board and cameras, softboard, audio components, VCRs and DVDs. The audio, video, zone lighting, cameras, and display source and output selections are all coordinated by an LCD-based Crestron controller. In addition, a built in video teleconferencing (VTC) capability is available which provides unclassified and classified (SECRET), point-to-point (direct dial) and multi-point (as a DISN Video Services - Global (DVS-G) accredited facility) teleconferencing.

Scope

The contractor shall provide all personnel staffing necessary to perform the tasks as defined in this TI. The contractor shall perform to the standards in this TI. 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

Period of Performance

The Period of Performance for this requirement shall commence on 2 June 2010.

Place of Performance

The primary place of performance for this effort is J8 SAGD, Room ME800, 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 COR.

Location / Duration / Number of Trips / Number of Persons

Contractor facilitators may be required to conduct future travel in conjunction with the execution of task 1.4.5, Facilitation and Analysis and sub-tasks 1.4.5.1 and 1.4.5.2 of this TI. Locations for future travel may be in CONUS or OCONUS locations to support combatant commander requirements.

Other Direct Costs

Cost of consumable supplies required for network management (paragraph 1.4.3.2) is not to exceed \$1000.00.

Security Requirements

Clearance Level

TS/SCI: Facilitators shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years with Sensitive Compartmented Information (SCI) eligibility.

Designated Focal Point Programs/Alternative Compensatory Control Measures (ACCM) must comply with current and appropriate Program Security Plan (PSP) and Security Classification Guide (SCG).

TASK DESCRIPTIONS

1.0 Task Description

The contractor shall provide full-time, on-site support for J8 SAGD facilitation and gaming requirements.

1.1 Program Management Support and 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 attend and participate in a joint Government, contractor kick-off meeting to review TI requirements and ask and answer questions.

1.1.3 Project Schedule

The contractor shall deliver and maintain an integrated project schedule using a Government approved media that shows all tasks, both recurring and unscheduled, through the period of performance. Deliverables produced will be reflected in the monthly technical report, paragraph 1.4.2 of this TI.

1.2 Cost Reporting

1.2.1 Expenditures

The contractor shall provide cost reporting to the COR which shall be reflected in the monthly progress report. The reporting shall provide technical, schedule, and fiscal status by comparing planned versus actual expenditures.

1.2.2 Problems and Shortfalls

The reporting shall also be used to identify potential problems which shall be reflected in the monthly progress report. The contractor shall identify any anticipated technical or funding shortfall or irregularity during the specified period of performance, in writing, not later than four (4) months prior to the anticipated shortfall.

1.3 Quality

1.3.1 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 TI. 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.

1.4 Technical

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements.

- Conduct operational support of programmed studies, quick-reaction analyses, responses to Joint Staff actions, and other tasks. This support shall include: development of reports, briefs, and graphs; maintenance of files
- Conduct wargame facilitation including the design, development, implementation, and operation of computer applications to support facilitation and gaming activities. The contractor shall facilitate group discussions, seminars, and workshops using techniques such as active listening, position versus interest and questioning. The contractor shall also identify and analyze complex problems and issues identified throughout facilitated discussions. The contractor shall identify problem type and potential approaches to address problem type. The contractor shall apply and incorporate decision analysis and support, problem solving and other analysis methodologies to game and workshop design.
- Perform post-event activities to include distilling observations, findings, and decisions made during the game. The contractor shall compile data both written and electronic that is used or produced during the game. The contractor shall assemble and develop post game products. The Government sponsor or game director will determine the form and substance of the products. The contractor shall provide post-game products that include an assessment of progress toward stated game objectives.
- Prepare and conduct sequential or phased games that both capture interim results and provide a breakpoint for follow-on activities in cases where sequential or phased games are being executed.

1.4.1 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

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.”

1.4.2 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
- Testing procedures, requirements, assessments, calibrations, and schedules
- Specifications, tabulations, engineering drawings, multi-media graphics, designs, concepts, diagrams, and circuits
- Life-cycle maintenance requirements, guidelines, schedules, procedures, instructions, corrective actions, etc.
- Conference agenda, conference minutes, and presentation materials
- Purchase descriptions, proposals, equipment illustrations, program planning, support, and budget documentation and funding plans

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.”

1.4.3 Decision Analysis and Support (Closed Network)

1.4.3.1 Systems Support

The contractor shall maintain SAGD's internal decision analysis and support (closed) local area network to ensure its daily operational availability to support wargames, seminars, and workshops. The contractor shall review and perform semiannual configuration management tasks with respect to software that operates on the closed network; and, update and replace hardware and software components. Note: This is a stand alone (closed) system that is not connected to any external operating system such as the Joint Staff Information Network-Unclassified (JSIN-U) or the Joint Staff Information Network-Secret (JSIN-S).

1.4.3.2 Network Management

A Compaq Proliant server, 20 Dell laptops (3 reserved as backups), a hub, various groupware and brainstorming applications, MS Office, and Windows comprise the current group decision analysis and support system resident in the SAGD main gaming room. The contractor shall maintain the system described above and maintain its continual daily operational status which is essential to the overall operation of the gaming facility. The contractor shall be responsible for system engineering support of the SAGD gaming room local area network. The contractor shall provide consumable supplies including connection wires, connectors, and other minor incidental items required for network management. Cost of consumable supplies required for network management is not to exceed \$1000.00.

1.4.4 Integrated Solutions Management

1.4.4.1 Operations

The contractor shall advocate, leverage, and integrate the substantial capabilities of the SAGD gaming facility into meetings, war games, and seminars. The contractor shall maintain the ability to operate all other technical and audio/visual equipment in the gaming facility with exception of Secure Video Tele-Conferences (SVCTs).

1.4.4.2 Preparation

The contractor shall contact potential event game sponsors to determine, confirm and support their user requirements on an average of four to five times per month. The contractor shall configure audio/visual routers, servers, and workstations to support gaming and groupware operations. The contractor shall develop and maintain standard decision analysis and support operating procedures for government review and approval. The contractor shall develop and enforce security procedures for decision support software; develop and maintain a library of reference material appropriate for (technical and functional) operation of the facility.

1.4.4.3 Tools

The contractor shall advise SAGD semiannually of hardware and software availability and maintenance requirements, implement software revisions, and provide recommendations for replacement of components which can no longer be economically maintained or have been superseded by better products. The contractor shall also perform the necessary research and evaluation, to include obtaining cost quotes, to maintain and update the decision analysis and support methodology and tool suite in order to provide full-time functionality.

1.4.5 Facilitation and Analysis

The SAGD gaming facility is designed to accommodate and support innovative use of technology during war games and moderated meetings addressing a variety of policy and decision-making objectives. Traditional SAGD gaming activities rely largely on seminar role-playing; however, the context of the problem determines the mode. Historically, SAGD has seen an increase in gaming room use exploiting the available decision analysis and support tools, which requires experienced facilitators for effective use. Applications using automated tools incorporate a broad range of activities to include idea generation or organization (brain storming), information sharing, outlining, alternative analysis, prioritization or ranking, decision-making, process/activity improvement and problem solving analysis.

1.4.5.1 Facilitation

The contractor shall provide full-time, on-site support to conduct sessions using automated decision analysis and support tools or techniques such as Group Systems, Expert Choice, Logical Decisions for Windows, Concept Star, Mind Manager, Web Surveyor, Front Line Premium Solver, Palisade Decision Tools Suite, Think Tank, Compendium, Super Decisions and Analytica Professional. Contractor provided facilitators shall participate in pre-event meetings to plan use of collaborative decision tools or other techniques. Facilitators shall implement and operate computer applications to support facilitation and gaming activities. The contractor shall facilitate group discussions, seminars, and workshops using techniques such as active listening, position versus interest and questioning. Facilitation requirements occur at an average rate of one distinct effort per week at a minimum. The requirement for off-site facilitation shall be at a minimum once per quarter.

1.4.5.2 Analysis and Consultation

The contractor shall identify and analyze complex problems and issues identified throughout facilitated discussions. The contractor shall identify problem type and potential approaches to address problem type. The contractor shall apply and incorporate decision analysis and support, problem solving and other analysis methodologies to game and workshop design. The contractor shall provide consultation for format development and the conduct of seminars, group discussions, surveys, workshops and conferences.

1.4.6 Custom Application Development

1.4.6.1 Information Technology For Decision Analysis and Support

The contractor shall provide programming and database support to supplement process and data activities during games and decision analysis and support sessions. The contractor shall provide programming support when entering,

capturing, displaying or processing of information. The contractor shall require knowledge of Microsoft Office products.

1.4.7 Post-Event Support

1.4.7.1 Assessment of Events

Post-event tasks shall include distilling observations, findings, and decisions made during the game. The contractor shall compile data both written and electronic that is used or produced during the game. The contractor shall assemble and develop post game products. The government sponsor or game director will determine the form and substance of the products. The contractor shall provide post-game products that include an assessment of progress toward stated game objectives.

1.4.7.2 Development of Briefings

The contractor shall develop and provide briefing deliverables that synopsise results in a format for presentation such as graphics, drawings or tables of data for presentation.

1.4.7.3 Preparation of Final Report

The contractor shall prepare a final report that succinctly captures and highlights notable findings and results of each game, workshop, or seminar. The contractor shall finalize materials, databases, ancillary data, and documentation for creation of the report. Report shall capture applicable lessons learned both procedural (for subsequent game design) and substantive (applicable to that subject matter).

1.4.7.4 Sequential or Phased Games

The contractor shall prepare game results (e.g., databases) that both capture interim results and provide a breakpoint for follow-on activities in cases where sequential or phased games are being executed.

PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
1.1	Schedule		
1.1.1	Schedule and conduct a contract kick-off meeting.	DOA + 10 Days	One Time
1.1.2	Deliver and maintain an integrated project schedule using a Government approved media that shows all tasks, both recurring and unscheduled, through the duration of the period of performance	DOA + 10 Days (initial). By the 10 th day of each month thereafter.	Monthly (updated with each monthly report)
1.3	Quality		
1.3.1	Prepare and provide a Quality Control Plan	DOA + 10 Days	One Time
1.4	Technical		
1.4.1	Monthly Progress Reports – To include all Technical Tasks required by the TI.	By the 15 th day of each month.	Updated monthly
1.4.2	Technical Reports – To include all Technical Tasks required by the TI.	By the 15 th day of each month.	Updated monthly
1.4.3	Decision Analysis and Support (Systems support and network management of closed network)		

1.4.3.1	Configuration Management Update	DOA + 30 days DOA + 210 days	Updated semi-annually
1.4.3.1 & 1.4.3.2	Fully functioning and operational facility	Daily as documented in a log of SAGD activities, maintenance issues, software updates, and other activities included in the monthly technical report.	Updated monthly
1.4.4	Integrated Solutions Management		
	Maintain up-to-date suite of tools. Semiannual update of software and hardware.	DOA + 30 days DOA + 210 days	Updated semi-annually
	Decision analysis and operational support procedures	DOA + 30 days	Updated annually
	Security procedures for decision support and analysis software	DOA + 30 days	Updated annually
	Decision analysis and support reference library	DOA + 30 days	Updated annually
	Hardware and software – availability and maintenance recommendations	DOA + 335 days	Updated annually
1.4.5	Facilitation and Analysis		
	Facilitation and analysis – game and workshop agenda, concept and methodology briefing	Draft 1 st day and Final 2 nd day as documented in a log of SAGD activities, maintenance issues, software updates, and other activities included in the monthly technical report.	Updated if sponsor determines changes are required
1.4.6	Custom Application Development		
	Database files created in Access/Excel	Within 30 days of each event completion as documented in a log of SAGD activities, maintenance issues, software updates, and other activities included in the monthly technical report.	Updated if event data changes are identified and required
1.4.7	Post-Event Support		
	Final Game Report – submit in any of the following approved formats – MS Word, PowerPoint, Excel	Within 7 days of each event completion as documented in a log of SAGD activities, maintenance issues, software updates, and other activities included in the monthly technical report.	Reviewed by SAGD and J8 leadership; accepted by the sponsor

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 <div style="text-align: center;">Top Secret</div>			
				b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">None</div>			
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 <div style="text-align: center;">N00178-08-D-5318-FG01 (TI #5)</div>				a. ORIGINAL <i>(Complete date in all cases)</i> <div style="text-align: center;">DATE (YYYYMMDD) 20091105</div>		
	b. SUBCONTRACT NUMBER			<input checked="" type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i> REVISION NO. 1 <div style="text-align: center;">DATE (YYYYMMDD) 20100305</div>		
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER <div style="text-align: center;">J8-09-0059</div>		DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i> <div style="text-align: center;">DATE (YYYYMMDD)</div>		
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 ADDX 4900 Seminary Road Alexandria, VA 22311			b. CAGE CODE 1XPA3		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Services (IOFCK2) 241 18th Street South Suite 100A Arlington, VA 22202		
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 J8 SAGD 8000 JS Pentagon Room ME800 Washington, D.C. 20318-8000			b. CAGE CODE N/A		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 SAGD Facilitation and Gaming Support (Technical Instruction #5)							
10. CONTRACTOR WILL REQUIRE ACCESS TO:				11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
	YES	NO			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 ACCM	<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*)

Director, Joint Staff, ATTN: OCJCS/PA, 4000 JS Pentagon, Washington, DC 20318-4000

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.*)

10e(1). TS/SCI: Operational Research Analyst contractor person shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years with Sensitive Compartmented Information (SCI) eligibility.

10g. Contractor may require access to North Atlantic Treaty Organization (NATO) Top Secret information for reference only at Joint Staff. This means information belonging to, and circulated by, NATO. Special briefings required for access to NATO. Prior approval of the contracting activity is required for subcontracting. Access to classified NATO information requires a final U.S. Government clearance at the appropriate level and special briefings. If contractor is read into ATOMAL, an annual re-brief is required. (NISPOM Chapter 10, Section 7, Para 10-706)

10j. FOUO Information under this contract shall be safeguarded as specified in DOD 5400.7R "Protecting For Official Use Only Information"

10k. Contractor may require access to ACCM. Designated Focal Point Programs/Alternative Compensatory Control Measures (ACCM) must comply with current and appropriate. See ACCM Addendum.


11a. Contractor performance is restricted to Joint Staff J8 SAGD, 8000 JS Pentagon, Room ME800, Washington, D.C. 20318-8000.

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	b. TITLE	c. TELEPHONE (<i>Include Area Code</i>)
Ms. Erika H. Langerman	Director, Joint Staff Security	(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
e. SIGNATURE 	<input type="checkbox"/>	b. SUBCONTRACTOR
	<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
	<input 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

JOINT STAFF INDUSTRIAL SECURITY ADDENDUM TO DD FORM 254 FOR SCI

1. All contractors must be eligible for or currently hold a **Top Secret clearance** in order to meet contractual security requirements.
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 Contracting Officer's Technical Representative (COTR) is responsible for notifying the contracting company that the employee is eligible for SCI and can start working on the contract, or that the employee was denied SCI eligibility, and is ineligible for contract performance. **NOTE:** Joint Staff Security Office, Personnel Security Branch, will not be responsible for due process for contractors not meeting SCI criteria.
4. The Servicing Agency/FSO for the location where the work is to be performed must be notified of all terminations/resignations within five days of occurrence. (NOTE: The FSO will be responsible for due process). The contractor will return any expired identification cards and/or building passes, or those of terminated employees to the COTR. If identification card or 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 SCI 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 TOP SECRET SCI 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 in accordance with provisions of the NISPOM.

14. Contractor not authorized to destroy classified materials.

JOINT STAFF ACCM/FP ADDENDUM (Block 13)

ACCM Security Requirements

Individuals working with ACCM/FPP will be required to have additional training on the handling and safeguarding of ACCM/FPP material and shall comply with the following:

1. All ACCM/FPP work will be done “onsite” at the government facility.
2. The contractor will safeguarding all ACCM/FPP information in accordance with CJCSM 3213.02C, 01 Feb 09, “Joint Staff Focal Point Program”:
 - a. Control Measures. Section 4.1 of Executive Order 12958 (reference a) mandates that organizations electronically processing FP information must have a system of control measures in place that ensure access to the information is limited to those with appropriate need-to-know base on a lawful and authorized purpose. Appendix A to this enclosure provides a sample of organizational actions to assist in maintaining the NTK requirement of FP material handled electronically.
 - (1) The FPPCO will coordinate identification of the authorized users for each FP program processed by the agency or organization. Access to FP information shall be limited to only those with a specific association with operational task, mission, or specific contract deliverable.
 - (2) FPPCO will coordinate with local Chief Information Officer (or equivalent Information Management System Administrator) for the establishment of protected folder(s) on a restricted hard drive for each FP Program active in the organization. Contractors will only store Focal Point information in the protected folders.
 - (a) Processing of all FP material, to include attachments from email or material hand carried on electronic storage media should be conducted using the specified protected folder(s) established for each FP program only.
 - (b) Users of AIS that can be subsequently accessed by other personnel should consider deleting any temporary files created prior to logging off the system. The FPPCO should consult with local system administrators and establish and/or promulgate local rules as required.
 - (c) FPPC will review and update on a regular basis the access authorizations and/or restrictions for each FP protected folder.

b. Access

- (1) A list of authorized users shall be maintained as an ACL, which will define the individuals or groups, granted access to FP information. ACLs will be maintained at both the program and local enclave-level. Program sponsors will publish a list of command, agency, or organization participants (designated FPPCOs for each specific FP program), disseminate that list to all participants and update the list as necessary to maintain positive control of material. At a minimum, participant lists will be updated and published at least semi-annually or more frequently as required. List dissemination will be via DMS message or SIPRNET email. The participant list shall be used to establish authorized DMS SPECAT/ACCM "PROGRAM NICKNAME" message and SIPRNET e-mail recipients.
- (2) THE FPPCO of each participating agency or organization shall maintain and routinely validate ACL, which will define the individuals or groups granted access to FP/ACCM information within the agency or organization (intra-enclave). Each FP/ACCM program will have a separate ACL; however some individuals may accessed to more than one program. The FPPCO for the designated program will be the owner of the ACL and will control additions and deletions of users. FPPCOs for separate FP programs may collate information into a centrally managed database provided each primary and alternate FPPCO are accessed into all the FP programs maintained in the collated list.
- (3) The ACL shall be used to grant access to information, establish protected electronic file folders, identify authorized e-mail senders and/or recipients, and to identify authorized DMS message senders and/or recipients. (The ACL meets the criteria for an authorized user list as required by reference b).
- (4) The FPPCO will audit the ACL on a quarterly basis to ensure no unauthorized modifications to the list.
- (5) A record of each ACL, and any changes, shall be maintained during the duration of the FP program and will be archived and filed with other program record when the programs is terminated.