

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)**

**Contract: HTC711-07-D-0018-003  
Statement of Work: USTRANSCOM Enterprise Software  
Initiative (ESI), 8 June 2009**

**Awarded to: Complete Professional Services**

**PERFORMANCE WORK STATEMENT (PWS)  
USTRANSCOM ENTERPRISE SOFTWARE INITIATIVE (ESI)  
PROJECT MANAGEMENT SUPPORT  
8 June 2009**

## **1.0 DESCRIPTION OF SERVICES.**

**1.1 Background.** The United States Transportation Command (USTRANSCOM) mission is to provide air, land and sea distribution for the Department of Defense (DOD), during both peace and war. The Commander of USTRANSCOM is tasked as the single manager of the Defense Distribution System (DDS). An important functional requirement is the integration of the Transportation Component Commands (TCCs): Military Sealift Command (MSC), HQ Air Mobility Command (AMC), and Military Surface Deployment and Distribution Command (SDDC). In support of the USTRANSCOM mission, the Enterprise Software Initiative (ESI) was formed to gain cost avoidance for USTRANSCOM Information Technology (IT) programs through consolidation of requirements and bulk purchases. The core mission surrounding ESI is twofold: 1) Maintain compliance with legal and financial constraints, and 2) Execute and document cost savings by volume software purchases.

**1.2 Objective.** The objective of the USTRANSCOM Enterprise Software Initiative (ESI) is to assist with the procurement, allocation, and management of commonly used software at USTRANSCOM at reduced prices based on discounts received via volume purchases.

**1.3 Scope.** The contractor shall plan for all tasks identified in this task order and gather all pertinent information. Contractor estimates and timelines shall be determined based on the deliverable due dates specified in each task. The contractor shall coordinate with the Government to ensure that all activities are well synchronized and integrated with other USTRANSCOM and distribution management efforts, and that replicated or overlapping efforts do not occur. All reports, studies, or policies identified in the PWS to be accomplished shall be prepared and submitted for Government approval. The contractor shall assist with the procurement of approximately 190 software products via approximately 50 contracts with software vendors. The contractor shall allocate procured software licenses to approximately 2,300 members geographically located at USTRANSCOM on Scott AFB, IL. The contractor shall manage/inventory software licenses on a recurring basis. The Government will provide LANDesk automated IT management software to assist with the management inventory. Examples of products historically procured, allocated, and managed via the USTRANSCOM ESI include Oracle products, Microsoft products, and Cisco products. The scope of this effort does not extend to the Transportation Component Commands (TCCs). This PWS addresses the following specific task areas:

- Task Area 1: Contract Level & Task Order Management
- Task Area 2: Enterprise License Initiative Support to USTRANSCOM CIO
- Task Area 3: Enterprise License Initiative Support to Software Program Manager
- Task Area 4: Strategic Management
- Task Area 5: Enterprise Software Operations
- Task Area 6: USTRANSCOM ESI Transformation (Optional Task)

## **1.4 Specific Tasks.**

**1.4.1 Task Area 1 - Contract Level & Task Order Management.** This task consists of the functional activities relating to the administration and management of this effort. The contractor shall provide program management of contractor personnel performing tasks in this task order. The contractor shall designate a principal point of contact for technical issues.

The contractor shall provide support by preparing documents such as briefings, point papers, and meeting minutes related to the status of the performance of this task order.

The contractor shall be required to provide support in the specific areas outlined below in this PWS. The contractor shall work with the process owners/stakeholders, Federal and DOD Government representatives, and other contractors to accomplish these tasks.

All decisions regarding Government requirements or Government actions shall be made by Government personnel and the contractor's representative shall submit evaluations, recommendations, etc. to the Contracting Officer's Representative (COR) and/or Contracting Officer for further action.

**1.4.1.1 Task Area 1, Subtask 1 – Task Order Management Plan.** The contractor shall prepare an integrated (i.e., Government and contractor) project plan that defines tasks, resources, and dependencies. The plan should also describe the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout contract execution. The draft plan shall be submitted within fifteen (15) business days of task order award. The Government will review the plan and provide comments to the contractor. The contractor will have five (5) business days from receipt of the Government's comments to submit the final plan. The plan should not be merely a reiteration of the PWS requirements.

**1.4.1.2 Task Area 1, Subtask 2 – Monthly Status Report (MSR).** The contractor shall provide a Monthly Status Report (MSR) monitoring quality assurance and configuration management. The status report shall list, by each active task/project area, the accomplishments of the reporting period by contractor name. The MSR should contain a brief synopsis of the efforts completed, deliverables provided, and conferences and trips conducted/attended during the reporting period, and an overall evaluation of the task order to date. Estimated and actual travel costs shall be reported by contractor name, trip location and purpose, and dates of travel. The report shall list the deliverables for each task and any issues, problem areas, and items relating to USTRANSCOM Enterprise Licenses, and a summary report on the use by USTRANSCOM of the specific products licensed in the Enterprise License that require Government action. The MSR is due no later than the 5th business day of each month.

The contractor shall maintain regular communications with USTRANSCOM staff, TCCs, Joint Staff, and other Combatant Commander's CIO points of contact on Enterprise Software License efforts, reports, and initiatives. The contractor shall ensure that an executive summary of communications will be included as part of monthly status report.

**1.4.1.3 Task Area 1, Subtask 3- Conduct In-Process reviews (IPRs).** The contractor shall conduct IPRs as scheduled by the Government for up to four IPRs during each period of performance summarizing status, progress, recommendations, and concerns in the development of any tasks or documentation described within this PWS. Presentation materials shall be prepared and provided to the COR five (5) business days prior to the IPR. The contractor shall deliver IPR minutes within five (5) business days after completion of the meeting with a copy of the presentation slides used at the IPR. At a minimum, the IPR minutes should reflect a record of discussion activity, decisions made, date, locations, and attendees.

**1.4.1.4 Task Area 1, Subtask 4 – Trip Reports.** Within five (5) business days of completion of any travel, the contractor shall submit a trip report to include the following details: purpose, location and length of trip, travelers, and individuals contacted during trip, synopsis of all discussions, future actions identified, decisions made, or issues of concern arising during trip.

**1.4.2 Task Area 2 - Enterprise License Initiative Support to USTRANSCOM CIO.** The contractor shall research and answer TCJ6, USTRANSCOM staff, TCCs, Joint Staff, Commander (CDR), Deputy Commander (DCDR), and Office of the Secretary of Defense (OSD) questions and concerns, including Task Management Tool (TMT) action items on the Enterprise Software Initiatives. The contractor shall route all questions and concerns to the COR.

**1.4.2.1 Task Area 2, Subtask 1** - The contractor shall plan and manage, no more than 2 per month, Enterprise Software License Video Teleconferences (VTC), working group meetings, and special meetings.

**1.4.3 Task Area 3 – Enterprise License Initiative Support to Software Program Manager.** The contractor shall update an existing ESI Document Library and provide the updated library within 90 calendar days of task order award. The contractor shall use the existing USTRANSCOM Automated Data Processing Equipment (ADPE) environment to create a logical storage framework for all ESI artifacts. Artifacts include: Software Product information, ESI Cost/Benefit Analyses, Software Allocations, ESI transactions, ESI Briefs, point papers, and related documents, and ESI contracts and acquisition documentation.

**1.4.3.1 Task Area 3, Subtask 1 – ESI Cost/Benefit Analyses.** The contractor shall prepare and deliver ESI cost/benefit analyses. The contractor shall work in coordination with the PM and COR to clearly define the options for ESI products and define the costs, benefits, and potential risks associated with any course of action. The contractor shall provide a recommendation for proceeding based on cost/benefit findings. The contractor shall prepare an initial cost/benefit briefing within 120 calendar days of task order award and an annual briefing within 180 calendar days prior to the expiration of the current period of performance, for delivery to TCJ6, USTRANSCOM staff, TCCC, and TCDC. The contractor shall prepare the briefing in standard office automation software products.

**1.4.3.2 Task Area 3, Subtask 2 – Create and Maintain Enterprise Contracts for Software and Services.** The contractor shall work in coordination with the COR, PM, contract managers, and budget managers to create acquisition packages for execution of ESI contracts, and route package for approval. The annual license renewal acquisition packages are based upon the current/historical quantities described in paragraph 1.3, and a 5% annual increase of new contracts/products managed which will be coordinated with the PM and COR for approval as needed.

**1.4.3.3 Task Area 3, Subtask 3 – Create and Maintain Enterprise Software Spend Plan.** The contractor shall work in coordination with the COR, PM, and budget managers to ensure that ESI funding is secured for all planned expenditures. The contractor shall provide, to the COR, the Spend Plan within 120 calendar days of the task order award then monthly no later than the first business day of each month thereafter.

**1.4.4 Task Area 4 – Strategic Management.** The contractor shall research commercial-off-the-shelf (COTS) products for software asset management (SAM) quarterly, (December 15, March 15, June 15, September 15) and post results in the ESI Document Library for future use and updates.

The contractor shall maintain current documentation of strategic initiatives for ESI, and develop a 5-year plan of activities, to include products, methods, and processes for managing ESI within 120 calendar days of task order award.

The contractor shall translate a 5-year plan into actionable items per year for USTRANSCOM's Strategic Plan within 60 calendar days of task order award. The contractor shall work with the USTRANSCOM Program Manager to maintain and document activities and progress.

**1.4.5 Task Area 5- Enterprise Software Operations.** The contractor shall document, track, and maintain inventory of software owned by USTRANSCOM by contract number within 60 calendar days of task order award.

The contractor shall document, track, and maintain inventory of software owned by USTRANSCOM by contract number no later than the 5th business day of each month. To assist with this the Government will provide LANDesk automated IT management software.

The contractor shall catalog and organize software for ESI duplication and distribution in the ESI Document Library within 60 calendar days of task order award. The contractor shall maintain documentation of all ESI software transactions such as allocation, media distribution, requirements gathering, and return of unused software. The contractor shall work with sales representatives to ensure that USTRANSCOM ESI has copies of all software owned by USTRANSCOM. The contractor shall distribute documentation as needed by software users.

The contractor shall work with USTRANSCOM program managers to develop an accurate list of required software and maintain an ESI requirement list by program, for future reference, no later than the 5th business day of each month.

**1.4.6 Task Area 6 – (OPTIONAL TASK) USTRANSCOM ESI Transformation.** With ongoing USTRANSCOM/AMC network migration efforts, the potential exists that some or all USTRANSCOM ESI roles and responsibilities will transfer during the life of this contract to the Air Force which is designated as the Single Service Provider (SSP) for Scott AFB. The contractor shall provide support to these USTRANSCOM ESI transformation efforts. The PWS will be modified to include specific duties and establish a FFP for this effort once the transformation dates are known.

## **1.5 DELIVERABLES.**

All deliverables shall meet professional standards and meet the requirements set forth in this PWS. The contractor shall provide all deliverables electronically to the COR with an info copy to the PM in Microsoft Office (Word, Excel, PowerPoint, Project, etc.) formats pursuant to the following schedule. Deliverables will be identified by Task Order Number, PWS Subtask Number, and deliverable title.

<b>PWS Para</b>	<b>Deliverable Title</b>	<b>Delivery Schedule</b>
1.4.1.1	Task Order Management Plan	Draft – within 15 business days of task order award Final – Five business days after receipt of Government comments
1.4.1.2	Monthly Status Report	Monthly, no later than the 5th business day of each month.
1.4.1.3	IPR Presentation Materials	Five business days prior to IPR
1.4.1.3	IPR Meeting Minutes	Within five business days after completion of IPR, to include presentation slides used at IPR.
1.4.1.4	Trip Reports	Within five business days of completion of any travel.
1.4.3	ESI Document Library	Within 90 calendar days of task order award.

1.4.3.1	Cost/Benefit Analyses Briefing	Initial – Within 120 calendar days of task order award Annual – Within 180 calendar days prior to expiration of current period of performance
1.4.3.3	ESI Spend Plan	Within 120 calendar days of task order award and then monthly no later than the first business day of each month thereafter.
1.4.4	COTS SAM Research	Quarterly (Dec 15, Mar 15, Jun 15, Sep 15)
1.4.4	ESI 5-Year Plan / ESI Strategic Plan Items	Within 120 calendar days of task order award.
1.4.5	ESI Software Inventory	Within 60 calendar days of task order award.
1.4.5	ESI Transaction Documentation	Monthly, no later than the 5th business day of each month
1.4.5	ESI Media Library	Within 60 calendar days of task order award
1.4.5	Maintain ESI Requirements by Program	Monthly, no later than the 5th business day of each month
1.4.6	ESI Artifact Distribution	TBD

## 2.0 SERVICE DELIVERY SUMMARY.

The Services Delivery Summary (SDS) represents the most important contract objective that, when met, will ensure contract performance is satisfactory. Although not all PWS requirements are listed in the SDS, the contractor is fully expected to comply with all requirements in the PWS.

PWS Para	PWS Deliverable	Performance Threshold
1.4.1.2	Monthly Status Report	95% of the time MSR delivered no later than the 5th business day of each month
1.4.1.3	IPR Presentation Materials	95% of the time presentation materials received five business days prior to IPR
1.4.1.3	IPR Meeting Minutes	95% of the time meeting minutes received within five business days after IPR
1.4.3.1	Cost/Benefit Analyses Briefing	95% of the time the annual cost/benefit analyses briefing given within 180 calendar days prior to expiration of the current period of performance
1.4.3.3	ESI Spend Plan	95% of the time the ESI Spend Plan received no later than the first business day of each month
1.4.4	COTS SAM Research	95% of the time Research completed quarterly (Dec 15, Mar 15, Jun 15, Sep 15)
1.4.5	ESI Transaction Documentation	95% of the time ESI Transaction Documentation completed no later than

PWS Para	PWS Deliverable	Performance Threshold
		the 5th business day of each month
1.4.5	ESI Software Inventory	85% of all software contracts cataloged within 60 calendar days of task order award
1.4.5	ESI Media Library	95% of all media cataloged in library within 60 calendar days of task order award
1.4.5	ESI Requirements by Program	95% of the time accurate list of ESI requirements by program developed no later than the 5th business day of each month
1.4.6	ESI Artifact Distribution	TBD

### **3.0 GOVERNMENT FURNISHED EQUIPMENT (GFE).**

**3.1** The Government will provide an office environment and the following resources to the contractor for performance of this task order:

The Government will provide one workspace at a Government facility for the contractor in support of this requirement. The Government will provide all standard normal office equipment (office work area, telephone, computer, software, base network access, etc.) for official use only during task order performance. The Government will provide LANDesk automated IT management software to assist with enterprise software management duties.

### **4.0 GENERAL INFORMATION.**

#### **4.1 Place of Performance.**

Service will be performed on-site in Building 1961, Scott AFB, IL or at the contractor's off-site facility.

#### **4.2 Period of Performance.**

The initial period of performance is 1 October 2009 - 30 September 2010.

Period of Performance for the first option year is 1 October 2010 – 30 September 2011

Period of Performance for the second option year is 1 October 2011 – 30 September 2012.

#### **4.3 Travel.**

Performance under this task order may require contractor travel within and outside the Continental United States. The Government will reimburse the contractor for travel expenses subject to the Federal Acquisition Regulation and Joint Travel Regulation. All contractor travel shall be coordinated with and approved by the primary or alternate Contracting Officer Representative (COR) prior to incurring any travel expenses. The contractor shall identify personnel who will be traveling in sufficient time to obtain the lowest possible rates for airfare, rental car and lodging. For long distance travel, a minimum of five (5) business days advance notice from the travel commencement date is required. The travel request shall be in writing and contain the dates, location, and estimated travel costs. Contractor invoices (along with associated receipts) shall support all travel reimbursement requests. Actual travel costs will be reported to

the Contractor Officer's Representative by person, by trip within five (5) business days of completion of travel. For the purposes of planning, the Government anticipates three trips to Gunter AFB, Montgomery, Alabama, for 4 days each which include travel time.

#### **4.4 Contractor Employee Qualifications/Certifications.**

The contractor shall ensure that all personnel employed to perform services under this task order are qualified, trained, certified, and licensed, as deemed necessary by applicable laws and regulations. A file containing the qualifications and certifications of each employee shall be maintained by the contractor and made available to the Government for review, upon request.

#### **4.5 Inspection and Acceptance Criteria.**

All work performed under this PWS, and all deliverables provided under this PWS are subject to inspection and acceptance by the Government. The Government will usually require up to ten (10) business days from receipt of all deliverables for review and comment/acceptance. Acceptance will be based upon the deliverables meeting contract requirements and accepted professional standards for technical content, workmanship and relevance to stated functional business process requirements. If no guidance is received from the Government by the end of the ten day period, the contractor shall contact the COR for direction. Any guidance from the Government for improvement/revisions to deliverables will be provided in writing.

**4.6 Packaging, Packing and Shipping Instructions.** The contractor shall provide all deliverables and other project related products, reports, etc., as an electronic file e-mail attachment whenever possible. The contractor shall generate all document deliverables in standard office automation software products. If the contractor determines that it would be more beneficial to use non-standard office automation software to generate any of the required deliverables, the contractor must notify and receive approval from the COR prior to generation of those deliverables. In the event deliverables cannot be delivered via e-mail they shall be hand delivered on Compact Disk (CD). Multiple deliverables may be combined on a CD.

#### **4.7 Quality Assurance.**

The contractor shall support Government agency reviews and audits of all services and support provided under this PWS. The contractor shall be prepared to support Quality Assurance reviews conducted by the Government. The Government reserves the right to authorize an independent verification and validation of the contractor's procedures, methods, data, equipment, and other services provided at any time during the performance of this PWS.

#### **4.8 Non-Disclosure Agreement.**

Nondisclosure Agreement for Contractor Employees. Due to the sensitive nature of the data and information being worked with on a daily basis, completion of non-disclosure statements will be required by contractor personnel to ensure information that is considered sensitive or proprietary is not compromised. All contractor personnel will be required to sign a non-disclosure agreement. The Government will retain these documents. See Appendix 1. In addition, the contractor acknowledges that actions required to perform this task order, such as recommendations about future Government requirements, may create an organizational conflict of interest under Federal Acquisition Regulation (FAR), Subpart 9.5 regarding future contract awards.

#### **4.9 Exit Requirements.**



If this task order is terminated for any reason by the Government or if an option year is not exercised, the contractor shall be given a sixty (60) business day transition period. The contractor shall organize all work related documents and files, store them on the designated shared drives, and provide a file plan outlining the file structure. Status for each project will be documented, to include recent, current, and pending actions. The contractor shall provide a listing of all GFE and COTS utilized in support of this task order and soft copies of all procedures and training materials developed as part of this task order. In addition, the contractor shall provide a complete list of all badges, vehicle passes, and Government software access permissions by individual currently working on the task order. The contractor must ensure no logistics or contract data is corrupted, changed, or altered in a manner that would cause damage to the Government.

## **5.0 Security Requirements (Physical, Personnel, Information, Antiterrorism/Force Protection and Industrial Security)**

**5.1 The overall classification of work associated with this PWS is at the SECRET level.** Certain tasks associated with the deliverables in this PWS require SECRET clearance eligibility and access for all contractor employees associated. Classified material handled by the contractor shall be safeguarded and derivatively classified in addition with (IAW) E.O. 12958, Section 1.4, USTRANSCOM Instructions and all applicable OSD Classification Guides. The tasks associated with this PWS deal directly with tasks supporting the USTRANSCOM Enterprise Software Initiative (ESI) which controls consolidation of command information technology requirements.

**5.2** Contractors working this task order who require SECRET access to controlled areas and classified information in their facility and within USTRANSCOM for meetings, collaboration and deliverables completion shall have a favorably completed National Agency Check with Local Agency and Credit Check (NACLC), resulting in SECRET eligibility when adjudicated by the Defense Industrial Security Office. Interim SECRET clearance eligibility is accepted, provided it was granted by the Defense Industrial Security Clearance Office (DISCO).

**5.3** The contractor must have a valid Facilities Clearance Level (FCL) of SECRET at a minimum. This requirement includes any subcontractors assigned to this PWS. Interim Facility Clearance Levels are acceptable provided they have not expired prior to the final adjudication by the Defense Security Service (DSS). FCL procedures and security guidelines for adjudicative requirements are outlined in DOD 5220.22-M and DOD 5200.2-R.

**5.4** Upon award of this task order, all names of contractors supporting this task order shall be submitted to USTRANSCOM Force Protection (FP), Security Service Center (SSC) through the COR for vetting in Joint Personnel Adjudication Systems (JPAS) to ensure investigative and clearance requirements have been obtained before the start date of the task order. This shall be completed prior to the COR and Trusted Agent (TA) submitting the contractors for their Common Access Card(s) (CAC) in the DOD Contract Verification System (CVS). If a contractor does not have the appropriate investigative or security clearance requirement to support this task order the contractor shall be denied the ability to work in support of this PWS. Notification of this will be provided to the COR and CO upon verification for their task order file.

**5.5** Upon notification by the SSC that the contractors meet the required investigative and clearance level, the contractors shall be loaded in CVS and have an expiration on their CAC for the base year, plus two option years, for a three-year total, if the task order is fully funded (fully funded translates to the COR not needing to request approval for funding each option year). If the contract is unfunded or funded on a yearly basis requiring recertification of funding, CAC's will be loaded for the base year only. Subsequent

approved option and bridge years for unfunded contracts shall only be reloaded in CVS on a yearly basis for the approved year(s) by the COR or Trusted Agent.

**5.6** Upon receipt of the approved CAC for this specific task order, assigned contractors located at USTRANSCOM at Scott AFB, IL, may obtain the AF 1199 (Restricted Area Badge) if the contractor meets the requirements set forth in the Scott AFB Instruction 31-101. Contractors physically assigned at Scott AFB at least 4 days a week will be issued the AF 1199, unless an exception to the policy is approved by the 375th Security Forces Squadron (SFS) through USTRANSCOM Force Protection.

**5.7** Visit Authorization Letters (VAL) or Visit Authorization Requests (VAR) are required for all permanently assigned contractor personnel at USTRANSCOM. The VAL/VAR request will be received 48-hours prior to start of the contractor employees. VAL/VAR requests can be submitted to the USTRANSCOM Security Services Center (SSC) via email or fax ([USTC-Visit@ustranscom.mil](mailto:USTC-Visit@ustranscom.mil) or 618-229-0108). An example copy of the VAL or VAR can be obtained from USTRANSCOM SSC from the contact numbers listed below. VAL/VAR submissions must include the approved copy of the DD 254 with the USTRANSCOM tracking number in block 2c (number starts with USTRANSCOM-FP and has a five-digit number with a two-digit year ending: example – USTRANSCOM-FP-00001-09.)

**5.8** Any visit to USTRANSCOM at Scott AFB or any other unit on military installations by contractor personnel not permanently assigned to this task order (company presidents, company security managers, contractor employees not assigned at Scott AFB, etc) require an electronic visit request in the JPAS. The JPAS Security Management Office (SMO) code for visits to USTRANSCOM is TCJ3-F. Upon verification in JPAS a Temporary Badge ("T" Badge) will be issued for personnel needing access.

**5.9** Upon completion of this task order, the contractor shall surrender all Government supplies, materials, classified material and equipment to the COR. The contractor CAC and any security badges issued shall be turned into the USTRANSCOM SSC at Scott AFB, IL. This shall be accomplished on the last day of the task order or upon any termination/reassignment of a contractor employee. CORs who obtain CAC and security badges due to short notice terminations or release of contractors shall revoke access in CVS and turn the CAC and security badge into the SSC for final processing and out-processing.

**5.10** Security briefing and debriefing statement (Standard Form 312) shall be completed upon start and completion of the task order if assigned to USTRANSCOM at Scott AFB, IL.

**5.11** Contractors physically assigned to USTRANSCOM at Scott AFB, IL shall attend and complete the following training as prescribed by DOD, USTRANSCOM and Air Force Instructions: Employee Initial Security Briefing, Annual Security Awareness Training, Operations Security (OPSEC), DOD Antiterrorism Level 1 training and any Security Stand Down Day Training scheduled by the commander.

**5.12** The Government will ensure the roles/privileges assigned to the contractors on the Government computing platforms are limited to the roles/privileges essential to that individual's performance of his/her assignments. These roles/privileges can be limited or revoked by the Government for any reason.

**5.13** If the Government notifies the contractor that the employment or the continued employment of any contractor employee, under this task order, is prejudicial to the interests or endangers the security of the United States of America, that contractor shall be removed and barred from the worksite. This includes security deviations and incidents and credible derogatory information on contractors during the course of the task order period. The contractor shall make any changes necessary in the appointment(s) to continue performance of this task order.

**5.14 Security Regulation Compliance.** The contractor shall be required to comply with all security regulations and directives as identified herein, and other security requirements located in this PWS. The contractors are required to attend required security training outlined in 5.11 of this PWS upon start of the task order. This training will be provided to the contractor employees by USTRANSCOM Force Protection Personnel at Scott AFB, IL. Security training completed before the start of the task order may be considered the equivalent upon evaluation and approval by USTRANSCOM Force Protection.

**Security Regulation Guidance:**

**Department of Defense (DoD):**

2000.16 (DoD Antiterrorism (AT) Standards)  
5200.1-R (DoD Information Security Program)  
5200.2-R (DoD Personnel Security Program)  
5200.08-R (DoD Physical Security Program)  
5220.22-M (National Industrial Security Program)  
8500.1 (Information Assurance (IA))  
2000.12 (DoD Antiterrorism (AT) Program)  
8500.2 (Information Assurance (IA) Implementation)  
DoD regulations found at:  
<http://www.dtic.mil/whs/directives/corres/pub1.html>

**Scott Air Force Base:**

SAFB Instruction 31-101 (Installation Security Instruction)  
**(Restricted publication. Sent only to .mil domains when forwarding. Not for public distribution.)**

**Forms:**

DD 254, DoD, Contract Security Classification Specification  
DoD forms found at:  
<http://www.dtic.mil/whs/directives/corres/pub1.html>

**USTRANSCOM Force Protection (Industrial Security) Points of Contact:**

Patrick Collins or Steven Strait  
508 Scott Drive  
TCJ3-FP  
Scott AFB, IL. 62225  
Commercial: 618-229-7349/8287 (respectively)  
Email at [Patrick.Collins@ustranscom.mil](mailto:Patrick.Collins@ustranscom.mil) or [Steven.Strait@ustranscom.mil](mailto:Steven.Strait@ustranscom.mil)

**APPENDIX:**

**1. NON-DISCLOSURE AGREEMENT**

## APPENDIX 1

**NON-DISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES  
SUPPORTING USTRANSCOM CONTRACTS**

NOTE: This Non-Disclosure Agreement is a standard agreement designed for use by contractor (including subcontractor) employees assigned to work on USTRANSCOM contracts. Its use is designed to protect non-public Government information from disclosure and prevent violations of federal statutes/regulations. The restrictions contained in this agreement also serve contractors by promoting compliant behavior that keeps contractors eligible to compete for Government contracts. In addition to the potential impact on future business opportunities, failure to abide by this agreement could result in administrative, civil or criminal penalties specified by statute or regulation.

1. I, \_\_\_\_\_ currently an employee of \_\_\_\_\_, hereby agree to the terms and conditions set forth below:

2. I understand that I will have access to confidential business information (as defined by 18 USC 1905), contractor bid or proposal information (as defined by FAR 3.104-3), and/or source selection sensitive information (as defined by FAR 3.104-3) either for contract performance or as a result of working in a USTRANSCOM facility or of working near USTRANSCOM personnel, contractors, visitors, etc. I fully understand that such information is sensitive and must be protected in accordance with 41 U.S. Code Section 423 and 18 U.S. Code Section 1905 and FAR Part 3. I also certify that I do not have any real or apparent conflicts of interest with respect to the information disclosed. If any potential conflicts of interest, real or otherwise, do present themselves, then I shall immediately disclose the pertinent information that may be a potential conflict to an agency ethics official who shall review the circumstances.

3. In the course of performing under contract/order # \_\_\_\_\_ or some other contract or subcontract for the USTRANSCOM, I agree to:

a) Use only for Government purpose any and all confidential business information, contractor bid or proposal information, and/or source selection sensitive information to which I am given access. I agree not to disclose "non-public information" by any means (in whole or in part, alone or in combination with other information, directly or indirectly or derivatively) to any person except to a U.S. Government official with a need to know or to a non-Government person (including, but not limited to, a person in my company, affiliated companies, subcontractors, etc.) who has a need to know related to the immediate contract/order, has executed a valid form of this non-disclosure agreement, and receives prior clearance by the contracting officer. All distribution of the documents will be controlled with the concurrence of the contracting officer.

b) "Non-public information", as used herein, includes trade secrets, confidential or proprietary business information (as defined for Government employees in 18 USC 1905); advance procurement information (future requirements, acquisition strategies, statements of work, budget/program/planning data, etc.); source selection information (proposal rankings, source selection plans, contractor bid or proposal information); information protected by the Privacy Act (social security numbers, home addresses, etc.); sensitive information protected from release under the Freedom of Information Act (pre-decisional deliberations, litigation materials, privileged material, etc.); and information that has not been released to the general public and has not been authorized for such release (as defined for Government employees in 5 CFR 2635.703).

c) Not to use such information for any non-Governmental purposes, including, but not limited to, the preparation of bids or proposals, or the development or execution of other business or commercial ventures.

d) To store the information in such a manner as to prevent inadvertent disclosure or releases to individuals who have not been authorized access to it.

4. I understand that I must never make an unauthorized disclosure or use of confidential business information, contractor bid or proposal information, and/or source selection sensitive information unless:

a) The information has otherwise been made available without restriction to the Government, to a competing contractor, or to the public;

b) The contracting officer determines that such information is not subject to protection from release.

5. I agree that I shall not seek access to "non-public information" beyond what is required for the performance of the services I am contracted to perform. I agree that when I seek access to such information or attend meetings or communicate with other parties about such information, I will identify myself as a contractor. Should I become aware of any improper or unintentional release or disclosure of "non-public information", I will immediately report it to the contracting officer in writing. I agree that I will return all forms (including copies or reproduction of original documents) of any "non-public information" provided to me by the Government for use in performing my duties to the control of the Government when my duties no longer require this information.

By signing below, I certify that I have read and understand the terms of this Non-Disclosure Agreement and voluntarily agree to be bound by its terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Government COR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date