

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)**

**Contract No. HTC711-07-D-0012  
Order No. 0002 (RFTOP 07-01)**

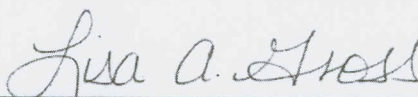
**Defense Transportation Regulation (DTR) Support**

**Awarded to**

**Computer Sciences Corporation (CSC)**

**1 October 2007**

Released under FOIA 09-05  
FOIA Exemptions 5 U.S.C. 552 (b)(3),  
(b)(4) and (b)(6) Apply.

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER F3ST947156AD01		PAGE 1 OF 20	
2. CONTRACT NO. HTC711-07-D-0012		3. AWARD/EFFECTIVE DATE 01-Oct-2007		4. ORDER NUMBER 0002		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY CODE HTC711  USTRANSCOM COMMAND ACQUISITION 508 SCOTT DR SCOTT AFB IL 62225-5357  TEL: 618-256-4300 FAX: 618-256-9600		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  13b. RATING  14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS Net 30 Days	
15. DELIVER TO CODE F3ST94 USTC/J5 KATHLEEN SNEIDER 702 SOUTH SCOTT DR, BLDG 1961 SCOTT AFB IL 62225-5357		16. ADMINISTERED BY CODE  <b>SEE ITEM 9</b>					
17a. CONTRACTOR/OFFEROR CODE 52939  COMPUTER SCIENCES CORP (b)(6) FEDERAL SECTOR-DEFENSE GROUP 3160 FAIRVIEW PARK DR FALLS CHURCH VA 22042-4516  TEL. (b)(6) FACILITY CODE 52939		18a. PAYMENT WILL BE MADE BY CODE F67100  DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN: DFAS-BAASDI/CC PO BOX 369020 COLUMBUS OH 43236-9020					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<b>SEE SCHEDULE</b>							
25. ACCOUNTING AND APPROPRIATION DATA  See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  \$438,901.06	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
						01-Oct-2007	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  Lisa A. Gross / Contracting Officer  TEL: 618-256-4300 EMAIL: Lisa.Gross@ustrancom.mil			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 20	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY (Print)		
			42b. RECEIVED AT (Location)		
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Labor FFP Base Year - POP 1 Oct 2007 - 30 Sep 2008	12	Months	\$36,190.71	\$434,288.52

FOB: Destination  
MILSTRIP: F3ST947156A001  
PURCHASE REQUEST NUMBER: F3ST947156A001  
SIGNAL CODE: A

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NET AMT	\$434,288.52
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Funding for CLIN 0001, Labor FFP Base Year - POP 1 Oct 2007 - 30 Sep 2008 FOB: Destination MILSTRIP: F3ST947156A001 PURCHASE REQUEST NUMBER: F3ST947156A001		Months		

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NET AMT	\$0.00
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ACRN AA	\$434,288.52
CIN: F3ST947156A0010000AA	



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel COST Base Year - 1 Oct 2007 - 30 Sep 2008 FOB: Destination MILSTRIP: F3ST947156A001 PURCHASE REQUEST NUMBER: F3ST947156A001 SIGNAL CODE: A		Lot		
				ESTIMATED COST	\$4,612.54

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	Funding for CLIN 0002, Travel COST Base Year - 1 Oct 2007 - 30 Sep 2008 FOB: Destination MILSTRIP: F3ST947156A001 PURCHASE REQUEST NUMBER: F3ST947156A001		Lot		
				ESTIMATED COST	\$0.00
	ACRN AA CIN: F3ST947156A0010000AA				\$4,612.54

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Labor FFP Option Yr. One - POP 1 Oct 2008 - 30 Sep 2009 Labor total - \$445,899.75 (11 months X \$37,158.00) plus (1 month X \$37,161.75) FOB: Destination SIGNAL CODE: A	12	Months	\$37,158.31	\$445,899.75

NET AMT

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\$445,899.75

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	Travel COST Option Yr. One - POP 1 Oct 2008 - 30 Sep 2009 \$4,750.92 NTE FOB: Destination SIGNAL CODE: A		Lot		
				ESTIMATED COST	\$4,750.92

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Labor FFP Option Yr. Two - POP 1 Oct 2009 - 30 Sep 2010 Labor total - \$459,743.24 (11 months X \$38,311.90) plus (1 month X \$38,312.34) FOB: Destination SIGNAL CODE: A	12	Months	\$38,311.94	\$459,743.24
				NET AMT	\$459,743.24

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	Travel COST Option Yr. Two - POP 1 Oct 2009 - 30 Sep 2010 \$4,893.44 NTE FOB: Destination SIGNAL CODE: A		Lot		
				ESTIMATED COST	\$4,893.44

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	\$39,427.55	\$473,130.61
OPTION	Labor FFP Option Yr. Three - POP 1 Oct 2010 - 30 Sep 2011 Labor total - \$473,130.61 (12 months X \$39,427.55) FOB: Destination SIGNAL CODE: A				

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NET AMT	\$473,130.61
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Lot		
OPTION	Travel COST Option Yr. Three - POP 1 Oct 2010 - 30 Sep 2009 \$5,040.25 NTE FOB: Destination SIGNAL CODE: A				

ESTIMATED COST	\$5,040.25
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	\$40,250.93	\$483,011.18
OPTION	Labor FFP Option Yr. Four - POP 1 Oct 2011 - 30 Sep 2012 Labor total - \$483,011.18 (11 months X \$40,250.90) plus (1 month X \$40,251.28) FOB: Destination SIGNAL CODE: A				

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NET AMT	\$483,011.18
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002	Travel		Lot		
OPTION	COST				
	Option Yr. Three - POP 1 Oct 2011 - 30 Sep 2012				
	\$5,191.45 NTE				
	FOB: Destination				
	SIGNAL CODE: A				
				ESTIMATED COST	\$5,191.45

#### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	N/A	N/A	N/A	Government
0002	Destination	Government	Destination	Government
000201	N/A	N/A	N/A	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

#### DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	POP 01-OCT-2007 TO 30-SEP-2008	N/A	USTC/J5 KATHLEEN SNEIDER 702 SOUTH SCOTT DR, BLDG 1961 SCOTT AFB IL 62225-5357 229-4506 FOB: Destination	F3ST94
000101	POP 01-OCT-2007 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
0002	POP 01-OCT-2007 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
000201	POP 01-OCT-2007 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
1001	POP 01-OCT-2008 TO 30-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
1002	POP 01-OCT-2008 TO 30-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
2001	POP 01-OCT-2009 TO 30-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
2002	POP 01-OCT-2009 TO 30-OCT-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
3001	POP 01-OCT-2010 TO 30-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
3002	POP 01-OCT-2010 TO 30-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
4001	POP 01-OCT-2011 TO 30-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94
4002	POP 01-OCT-2011 TO 30-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST94

## ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930.FD50 6F8 70AB 124000 G503D0 59290 000000 667100 F67100  
 AMOUNT: \$438,901.06  
 CIN F3ST947156A0010000AA: \$438,901.06

CLAUSES INCORPORATED BY REFERENCE

52.204-7	Central Contractor Registration	JUL 2006
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
52.222-50	Combating Trafficking in Persons	AUG 2007
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	NOV 2003
252.232-7003	Electronic Submission of Payment Requests	MAR 2007
5352.223-9001	Health and Safety on Government Installations	JUN 2006
5352.237-9001	Requirements Affecting Contractor Personnel Performing Mission Essential Services	JUN 2006
5352.242-9000	Contractor access to Air Force installations	JUN 2006
5352.242-9001	Common Access Cards (CACs) for Contractor Personnel.	JUN 2006

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990)

Any contract awarded as a result of this solicitation will be ☐ DX rated order; ☒ DO rated order certified for national defense use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation. [Contracting Officer check appropriate box.]

(End of provision)

##### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years, 6 months.

(End of clause)

#### PERFORMANCE WORK STATEMENT

**PERFORMANCE WORK STATEMENT  
FOR  
UNITED STATES TRANSPORTATION COMMAND  
STRATEGY, POLICY, PROGRAMS AND LOGISTICS  
DIRECTORATE (TCJ5/4)  
DEFENSE TRANSPORTATION REGULATION (DTR)  
SUPPORT**

**30 July 2007**

**PERFORMANCE WORK STATEMENT  
FOR UNITED STATES TRANSPORTATION COMMAND, STRATEGY, POLICY, PROGRAMS AND  
LOGISTICS DIRECTORATE (TCJ5/4), POLICY AND DOCTRINE DIVISION FOR DEFENSE  
TRANSPORTATION REGULATION SUPPORT**

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## PERFORMANCE WORK STATEMENT

### 1. DESCRIPTION OF SERVICES:

The contractor shall provide functional support for the development and maintenance of the Defense Transportation Regulation (DTR). The contractor must be familiar and experienced in the development and update of Department of Defense (DOD) Regulations and software applications used to support the DTR.

### 2. BASIC CONTRACT REQUIREMENT

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

#### 2.1 Invoices and Reports

2.1.1 Invoices and Reports. The contractor shall invoice monthly. To support invoices, a breakout of hours/costs for each task and DTR volume as specified in this PWS shall be provided by month. The contractor shall provide a quarterly status report that details the specifics of the work performed not later than the 15th day of the month following the end of the quarter. In addition, the report shall summarize status, progress, and recommendations for project areas being undertaken under this task order as well as dates and locations for which In-Process Reviews (IPR) are conducted. The final status report shall identify accomplishments to date (for the period of performance covered in this task order) and difficulties encountered and compare the status achieved to plan goals and resources expended. Status reports will provide specifics on labor hours/costs by major project area as determined by the Contracting Officer's Representative(COR). The contractor will be required to expand the report to include status reporting on additional task orders as awarded.

2.1.2 Trip Reports. Within 5 working 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, individuals contacted during trip, synopsis of all discussions, future actions identified, decisions made or issues of concern arising during trip.

2.1.3 Contract Management Plan. The contractor shall prepare a contract management plan describing the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout contract execution. The plan should not be merely a reiteration of the PWS requirements.

2.2 Defense Transportation Regulation. The contractor shall create and sustain the capability to develop and manage changes to the Defense Transportation Regulation (DTR). The capability will offer the ability to provide quarterly updates to each of seven volumes of the DTR (Personal Property, Mobility, Cargo Movement, Passenger, Customs and Border Clearance, Intermodal/Container, and Human Remains). In addition, the contractor shall, at the direction of the Government, revise and re-issue designated DTR volumes. Generally, the contractor can anticipate revising and reissuing up to two volumes each year, depending upon the priority assigned to each. The contractor shall employ a standardized change and publication process that applies to all parts of the DTR. The standardized change and publication process includes the capability to store archived copies of previous version of each volume of the DTR that can be retrieved when required.

Updates and revisions will include: creating submission procedures; management of E-mail address lists of stakeholders for each volume; cataloging and numbering change submittals; tracking change submittals; providing hotlinks to referenced areas of the pubs and status reporting of change progress. For each volume revision and quarterly update, the contractor will provide publication ready copies to the process owner in paper and CD-ROM media and will post to the USTRANSCOM web page.

2.2.1 Coordination Lists. For each part of the DTR, the contractor shall maintain listing of coordination contacts within Services, Defense Agencies, USTRANSCOM, Transportation Component Commands, Theater Commands, and other affected organizations as directed by TCJ5/4-PT. The listing shall be in spreadsheet format that shows, at

a minimum, the following information: organization, name, office symbol, commercial telephone number, DSN number, and email address. The listing shall be further broken down by action officer contacts and O-6 or civilian equivalent approval authorities for final coordination from each organization. Each listing shall be updated semiannually and be made available upon request.

**2.2.2 DTR Change Requests.** The contractor shall maintain the standard format change request process and continue to make it available to DTR stakeholders as well as others who may request it. The change request shall include, at a minimum, the following elements: DTR Part, Chapter, and Paragraph/Subparagraph, change requested, rationale, and name, organization, office symbol, telephone number and email address of the requester. The contractor shall forward any requests received from other than the official stakeholder POCs to those official stakeholders for approval. The contractor shall post Service, Agency, etc. approved change requests on the DTR coordination web page for viewing and comment by other stakeholders. The contractor shall also email proposed changes to working group members as requested by TCJ5/4-PT.

For each part of the DTR, the contractor shall maintain a spreadsheet that catalogues change requests and other inputs received from DTR stakeholders during the revision process. The spreadsheet shall show, at a minimum, the following information: Chapter, Paragraph/Subparagraph, change requested, organization and office symbol of requester, and disposition of the change (accepted, modified, or rejected with rationale).

The contractor shall provide workshop facilitation when requested to support the change management process.

**2.2.3 Web Page Maintenance.** Contractor shall maintain a USTRANSCOM web page using GEATEKEEPER software for the purpose of coordinating draft revisions of the various parts of the DTR. This web page will be entirely separate from the web page used to post final DTR publications that is maintained by the USTRANSCOM portal team. This task will require authorization of contractor personnel as USTRANSCOM portal gatekeepers for this designated web page. Contractor shall work with the USTRANSCOM portal team to post relevant information to the DTR coordination web page. Web page design shall be approved by TCJ5/4-PT. The contractor's role will be limited by applicable regulations, including USTRANSCOM Policy Directive 33-3 and USTRANSCOM 33-301, and the Limited Access page Approval Process.

**2.3 Travel.** Performance under this PWS may require contractor travel within the U.S. and overseas. The Government will reimburse the contractor for travel expenses subject to the current Federal Acquisition Regulation and Joint Travel Regulation. All travel shall be coordinated with and approved by the primary or alternate COR prior to contractor incurring any travel expenses. Invoices (along with associated receipts) shall support all travel reimbursement requests. The Government will not reimburse local travel and related expenses to the contractor for daily travel to or from work at Scott AFB. For the purposes of costing, the contractor should use the following trips as an estimate:

Location	# Trips	# Days	# of People
Wash. DC	3	4	1



### 3. DELIVERABLES

PWS Para	Deliverable Title	Schedule
2.1.1	Project Specific breakouts to support monthly invoices  Quarterly DTR Status Reports	Monthly  Quarterly on the 15th of the month following each quarter. Final to be delivered by last day of the contract.
2.1.2	Trip Reports	Within 5 working days after completion of travel
2.1.3	Contract Management Plan	Draft – within 20 working days of contract award Final – within 5 days of Govt comment
2.2	Publication ready copies of DTR in paper and CD-ROM media and posted on web site– quarterly updates for each seven volumes, re-issuance of two volumes and interim quarterly updates	As scheduled by the Government
2.2.1	Coordination Lists	Continuous Task
2.2.2	DTR Change Requests	Continuous Task
2.2.3	Web Page Maintenance	Continuous Task

### 4. SERVICE DELIVERY SUMMARY

PWS Para.	Performance Objectives	Performance Threshold
2.1.1	Project Specific breakouts to support monthly invoices  Quarterly DTR Status Reports	98% time received the 10th of the month for work completed the previous month  98% of time received by 15th of month following end of quarter. Final by end of contract period
2.1.2	Trip reports submitted as required and on time.	99% of the time all trip reports received within 5 days of trip completion.
2.1.3	Contract Management Plan	98% of the time within designated timeline with all areas of concern resolved
2.2	Publication ready copies of DTR in paper and CD-ROM media and posted on web site– quarterly updates for each seven volumes, re-issuance of two volumes and interim quarterly updates	95% of the time within designated timelines with 99% accuracy
2.2.1	Coordination Lists	Lists are kept updated 100% of the time
2.2.2	DTR Change Requests	98% of the time within tasking timeframes without error

2.2.3	Web Page Maintenance	98% of the time within tasking timeframes without error
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## 5. GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will allow the contractor to gather information from J5/4 personnel as required. The Government will provide existing documentation when required for use by the contractor. The Government will provide the software directed for use by the Government. The Government will also notify the contractor of software changes or training classes for each set of Government furnished software. Subject to Government approval requirements, contractor personnel may be eligible to attend Government-provided training only if this contract requires the Government to provide the training or the required training is not available from other sources and there is a direct, material benefit to DOD. Both the Government and the contractor will retain copies of GFE/GFI listings for traceability and accountability. GFE/GFI provided to the contractor team and used at the contractor facilities will be contractor managed and controlled. Software provided by the Government and used at contractor facilities will be treated as GFE. GFE provided to the contractor team and used at Government facilities will be tracked by contractor onsite personnel under Government management and control. The contractor shall release all GFE to the Government, upon termination of the specific task or subtask, whichever date is earlier.

Due to limited space and resources, the Government will provide up to 2 work areas for the contractor personnel within USTRANSCOM facilities on Scott AFB IL. Work areas are comparable to that already occupied by present Government personnel and include access to a computer and printer. The Government will also provide access to Class "A" phone service, fax machine and copier (to be shared with Government employees already on site). Additional work areas required by the contractor will be provided by the contractor and at the contractor's expense. The contractor shall control all equipment and software provided by the Government as GFE. The contractor shall release all GFE to the Government upon termination of the specific task or subtask, whichever date is earlier, in which its use is no longer necessary. The Government will provide the contractor with information about the development of, and plans to implement future transportation process improvements. This information will be reviewed by the contractor and incorporated as appropriate in contractor products.

The Government will provide all utilities required to support the assigned area to include electricity, refuse removal, entomology services and police and fire protection. Emergency medical transportation/treatment will be provided if required. Contractor shall reimburse the Government for the cost of medical services at current rates.

## 6. GENERAL INFORMATION:

This services requirement is in support of United States Transportation Command (USTRANSCOM) at Scott AFB, IL. The TCJ5/4 Transportation Policy and Doctrine Division must support the Command in providing essential transportation and traffic management policy, procedures and guidance through the DTR. The normal hours of support will be from 0730 to 1630 Monday through Friday, excluding Government holidays except where indicated differently within individual Task Areas. TCJ5/4 must provide and maintain the most up-to-date guidance for the DTS on behalf of USTRANSCOM to ensure effective and efficient worldwide delivery of cargo, passengers and personal property within the DTS. Through the development and maintenance of the Defense Transportation Regulation the Transportation Policy Branch will contribute in a substantial way to the success of the USTRANSCOM mission.

6.1. Scope of Work. The contractor shall provide support for the efforts of United States Transportation Command (USTRANSCOM) at Scott AFB IL to provide essential support to the development and maintenance of the Defense Transportation Regulation in performance of the command's mission.

6.2. Contractor Employees. The contractor shall provide a work force possessing the skills, knowledge, and



training to perform the services required by this contract. The contractor shall identify the minimum requirements for each labor category to be used in performance of this contract. The contractor shall provide a non-disclosure agreement, in a format approved by the Contracting Officer, for each employee working the assigned tasks.

6.3 Quality Assurance. In accordance with FAR Clause 52.212-4, Contract Terms and Conditions – Commercial Items, the Government will evaluate the contractor's performance under this contract. Any action taken by the Contracting Officer (CO) as a result of surveillance will be according to the terms of this contract.

6.4 Security Requirements.

6.4.1 Contractor shall establish, document, and execute procedures to comply with contractor requirements cited in the National Industrial Security Program Operating Manual (DOD 5220.22-M).

6.4.2 The contractor shall acquire all necessary installation passes for contractor personnel. Contractors operating on Government installations shall ensure their personnel always wear a contractor-furnished identification badge and provided USTRANSCOM Security Badges on their outer clothing, on the front of the body, between the neck and the waist, and it shall be visible at all times.

6.4.3 Notification of Installation Security. The contractor shall notify local security personnel of contract start at each installation IAW AF FAR Sup 5352.204-9000, Notification of Government Security Activity and Visitor Group Security Agreements. At a minimum, the security agreement shall address the following topics:

- a. Visitor/Vehicle Pass.
- b. National Agency Check (NAC) (AF Form 2584) as required.
- c. Restricted Area Badges, AF Form 1199, as required.
  - Designated Government security manager
  - Issue and turn in
  - Control and accountability
  - Inventories
  - Associated training
- d. Escorts
- e. Pre-announcement Procedures

6.4.4 Security Regulation Compliance. The contractor is required to comply with all security regulations and directives as identified herein, and other security requirements in this contract. The contractor shall comply with DD Form 254, Contract Security Classification Specification, attached to this contract.

6.4.5 Personnel Security Clearances. All contractor personnel shall possess Secret Security Clearances. The contractor shall ensure that sufficient personnel on duty have appropriate security clearance to accomplish all services specified in this PWS prior to the start of the conversion date at each installation.

- a. If security clearances are not received prior to the contract start date (or conversion date) at each installation, the Government may supplement the contractor's work force to perform those tasks requiring security clearances. If any delays in receipt of security clearances are due to the contractor's late submission of security clearance requests, the costs required to perform the services listed in this PWS shall be deducted from the contractor's monthly payment.
- b. If an investigation reveals the contractor's designated employee is determined not eligible for clearance, the costs of any Government performance required to complete the services in PWS shall be deducted from the contractor's monthly payment.
- c. Security clearances required because of contractor turnover shall not constitute an excuse for nonperformance of this contract. The costs for Government performance (in-house or contractor) while

contractor personnel are awaiting clearances shall be deducted from the contractor's monthly payment based on actual costs incurred.

6.5 Period of Performance.

The initial period of performance for this contract is 1 October 2007 to 30 September 2008.

Period of performance for the first option year is 1 October 2008 to 30 September 2009.

Period of performance for the second option year is 1 October 2009 to 30 September 2010.

Period of performance for the third option year is 1 October 2010 to 30 September 2011.

Period of performance for the fourth option year is 1 October 2011 to 30 September 2012.

6.6 Follow-On Contract.

6.6.1 In the event the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall provide all support needed by the Government and the successful offeror to ensure an orderly transition and minimize any impact on the entire operation. With regard to the successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

6.6.2 The incumbent contractor shall provide a comprehensive transition plan not later than (NLT) the follow-on contract pre-performance conference for acceptance by the CO. The transition plan shall include provisions for incumbent contractor actions to assist and coordinate with the Government and the successor contractor in the changeover of all functions on the contract performance start date. The transition schedule shall be coordinated with all affected activities and managed to minimize any adverse impact on the mission. The incumbent contractor shall provide sufficient numbers of personnel to conduct a joint inventory of all Government-Furnished Equipment (GFE), Government-provided facilities space, publications, accounts, records, etc., with the successor contractor and Government representative to ensure inventories/accounts are accurate and complete. The incumbent contractor shall ensure shortages, equipment condition issues, and other contract requirement issues are rectified in a time frame agreeable to the Government prior to relinquishing GFE accounts to the Government.

6.7 Performance of Services During Crisis Declared by the President or Secretary of Defense Up To and Including War.

None.

ADMINISTRATIVE MATTERS

**A. ADMINISTRATIVE POINT OF CONTACT:**

Contract Administrator

**Stephanie Mills**

USTC/TCAQ

PHONE: 618-256-9605

FAX: 618-256-9600

E-MAIL: stephanie.mills@ustranscom.mil

Contracting Officer

**William Rachal**

USTC/TCAQ

PHONE: 618-256-6257



FAX: 618-256-9600

E-MAIL: william.rachal@ustranscom.mil

**B.** This is a Firm-Fixed Price task order.

**C.** The Contractor's technical proposal dated 6 August 2007 is incorporated into this task order by reference. In the event of inconsistencies between the Performance Work Statement and the Contractor's Technical Quote, the provisions of the PWS will take precedence.

**D. INVOICE AND PAYMENT**

The Contractor shall submit invoices in accordance with DFARS 252.232-7003, Electronic Submission of Invoices. The Contractor shall utilize Wide Area Work Flow (WAWF) for the creation of electronic receiving reports (DD Form 250) and electronic invoices. The WAWF routing information is incorporated herein.

**E.** Blocks 25 and 26. The total amount of this task order for the base year, is \$438,901.06. The total contract value, including the base year plus 4 options years, is \$2,320,561.90.

**F.** DD 254 is hereby incorporated as Attachment 1.

INVOICING INSTRUCTIONS

**WIDE AREA WORKFLOW – RECEIPT AND ACCEPTANCE (WAWF-RA)  
ELECTRONIC RECEIVING REPORT AND INVOICING INSTRUCTIONS**

IN ACCORDANCE WITH DFARS 232.7002, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>. THE CONTRACTOR SHALL SET-UP THEIR WAWF ACCOUNT FOR THIS CONTRACT USING A **COST VOUCHER** INVOICE; HOWEVER, THE COR SHALL RECEIVE AN ELECTRONIC ADVANCE COPY OF ALL INVOICES TO REVIEW PRIOR TO SUBMISSION THROUGH WAWF.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Limestone at (800) 756-4571 or faxed to (866) 392-7971 or e-mailed to [cco-af-vpis@dfas.mil](mailto:cco-af-vpis@dfas.mil). Please have your order number and invoice number ready when contacting DFAS about payment status. You can also access payment information using the DFAS myInvoice web site at <https://myinvoice.csd.disa.mil/index.html>

THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.

CONTRACT NUMBER:

TASK ORDER NUMBER:

TYPE OF DOCUMENT:

CAGE CODE:

ISSUE BY DODAAC:

ADMIN DODAAC:

DCAA DODAAC:

PAY OFFICE DODAAC:

SEND MORE E-MAIL NOTIFICATIONS:

CONTRACT ADMINISTRATOR:

CONTRACTING OFFICER:

ADDITIONAL NOTIFICATION:

1. To facilitate electronic submission, contractors shall first generate and submit via email an invoice to the COR with a copy to the Contracting Officer. The invoice will include cost, fee and hours data. The COR shall approve via email back to CSC or request information/change. Once the COR provides written approval via email, CSC, will submit the invoice via WAWF as a cost voucher submitting all payment requests through the WAWF-RA System. The contractor shall establish their WAWF cost voucher invoice submission whereby the COR can view the invoice in WAWF in WAWF to validate it is consistent with the invoice sent to him/her via email.

2. In accordance with Appendix F of the DFARS, at the time of each delivery of supplies or services under this contract, the contractor shall prepare and furnish to the Government the WAWF-RA electronic form in lieu of a paper copy Material Inspection and Receiving Report (MIRR) DD Form 250.

3. When requesting final payment, the Contractor must establish compliance with all terms of the contract by submitting a Final Receiving Report through WAWF-RA, or Letter of Transmittal, as applicable.

4. Submission of Vouchers under Time and Material (Labor Hour):

a. Contractors approved under the Defense Contracting Audit Agency's (DCAA) direct billing program may submit the first and subsequent interim vouchers directly to the disbursing office. Contractors participating in the direct billing program must provide a copy of the first interim voucher to the cognizant DCAA office within 5 days of its submission to the disbursing office.

b. Upon written notification to the contractor, DCAA may rescind the direct submission authority. Upon receipt of the notice to rescind the direct submission authority, the contractor will immediately begin to submit invoices for the affected contracts to DCAA.

c. The contractor agrees to segregate costs incurred under this contract at the level of performance, either task or subtask, or CLIN or SUBCLIN, rather than on a total contract basis, and to submit vouchers reflecting cost incurred at that level. Vouchers shall contain summaries of work charged



during the period covered, as well as overall cumulative summaries for all work invoiced to date, by line item, subline item, task or subtask. Delivery order will be segregated by individual order.

d. The contractor shall submit the final voucher to the cognizant DCAA office an ACO, if applicable.

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b>  <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <b>SECRET</b> b. LEVEL OF SAFEGUARDING REQUIRED <b>NONE</b>	
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>			<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>		
X	a. PRIME CONTRACT NUMBER		X	a ORIGINAL <i>(Complete date in all cases)</i>	
	b. SUBCONTRACT NUMBER			b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO.
	c. SOLICITATION OR OTHER NUMBER	DUE DATE <i>(YYYYMMDD)</i>		c FINAL <i>(Complete item 5 in all cases)</i>	DATE <i>(YYYYMMDD)</i>
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If yes, complete the following Classified material received of generated under _____ is transferred to this follow-on contract.					
<b>5. IS THIS A FINAL DD FORM 254?</b> <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 _____					
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a NAME, ADDRESS, AND ZIP CODE		b CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
Computer Sciences Corporation 3160 Fairview Park Drive, Building VTCA Falls Church, VA. 22042-4516		52939		Defense Security Services 14420 Albemarle Point Place, Suite 140 Chantilly, VA 20151-1678	
<b>7. SUBCONTRACTOR</b>					
a NAME, ADDRESS, AND ZIP CODE		b CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
N/A				N/A	
<b>8. ACTUAL PERFORMANCE</b>					
a LOCATION		b CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
USTRANSCOM/TCJ5/4 508 Scott Drive Scott AFB IL 62225				Defense Investigative Service (S21SL) 11132 South Towne Square, Ste 205 St. Louis, MO 63123-7818	
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Provide functional support to USTRANSCOM/TCJ5/4-P Transportation Policy and Doctrine Division (TCJ5/4-P)					
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>			<b>11. PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		
b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		
d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		
e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY		
(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		
(2) Non-SCI			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
f. SPECIAL ACCESS INFORMATION			h. REQUIRE A COMSEC ACCOUNT		
g. NATO INFORMATION			i. HAVE TEMPEST REQUIREMENTS		
h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		
i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR SPECIAL USE ONLY INFORMATION			l. OTHER <i>(Specify)</i>		
k. OTHER <i>(Specify)</i>					



**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*)

**USTRANSCOM Public Affairs Office, Attn: TCPA, 618-229-4828**

**508 Scott Drive**

**Scott AFB, IL 62225-5357**

**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.*)

Reference Block 10j: FOUO applies. Refer to DOD 5200.1-R, Appendix 3, which provides guidance on controlling FOUO information. the Industrial Security Manual for details, NISPOM (5220,20M) regulation, USTRANSCOM directives will be utilized with this contract and adhered to, Compliance with the Nation Industrial Security Program Operating Manual (NISPOM) and local USTRANSCOM security practices is required.

Reference Block 11a: Contractor will also enter classified work areas at Scott AFB, IL and other government agencies. Contracor will not classify or declassify any material. The highest level of classification pertaining to this contract is secret.

Actual knowledge of, generation or production of classified information is not required for performance of this contract. Cleared personnel are required to perform this service because security measures which are in force do not preclude access to classified information. This document serves as written notice of letting of classified service contract.

//signed//

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (*If Yes, identify the pertinent 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.*)

☐ YES ☒ NO

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (*If Yes, identify the pertinent 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.*)

☐ YES ☒ NO

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

a. TYPED NAME OF CERTIFYING OFFICIAL

Kathleen M. Sneider

b. TITLE

Transportation Specialist

c. TELEPHONE (*Include Area Code*)

618-229-4506

d. ADDRESS (*Include Zip Code*)

USTRANSCOM/TCJ5/4-PT

508 Scott Drive

Scott AFB IL 62225-5357

**17. REQUIRED DISTRIBUTION**

☒

a. CONTRACTOR

☒

b. SUBCONTRACTOR

☒

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☐

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒

e. ADMINISTRATIVE CONTRACTING OFFICER

☒

f. OTHERS AS NECESSARY

e. SIGNATURE

//signed//



*A Proposal for:*

**United States Transportation Command (USTRANSCOM)  
Strategy, Policy, Programs and Logistics Directorate (TCJ5/4)**

508 Scott Drive  
Scott AFB, Illinois 62225

**DEFENSE TRANSPORTATION REGULATION  
(DTR) SUPPORT**

*In response to:*

**A&AS Request for Task Order Proposal RFTOP No. 07-01  
23 July 2007**

*Submitted by:*

**Computer Sciences Corporation**

North American Public Sector/Defense Division  
Joint Defense Integrated Solutions (JDIS)  
Information Technology Solutions Operation  
8 Executive Drive, Suite 300  
Fairview Heights, Illinois 62208

**6 August 2007**

**RESTRICTION ON DISCLOSURE AND USE OF DATA**

This proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quote as a result of – or in connection with – the submission of that data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. The restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets marked with the following:

*Use or disclosure of the information contained on this page is subject to the restrictions of the title page of this proposal.*



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## VOLUME I – MANAGEMENT AND TECHNICAL

### 1.0 INTRODUCTION

#### 1.1 CSC Background and Support Capabilities – Understanding of the Work

Computer Sciences Corporation (CSC) is pleased to submit this proposal in response to the Request for Task Order Proposal (RFTOP) for Defense Transportation Regulation (DTR) Support for the United States Transportation Command (USTRANSCOM) Strategy, Policy, Programs and Logistics Directorate (TCJ5/4) and its associated Performance Work Statement (PWS).

CSC has a 48-year record of delivering business results to Government and commercial clients worldwide. CSC's Number One business principle is customer satisfaction. For the past 8 years, CSC has performed DTR development, maintenance, coordination, and publication support work for USTRANSCOM as the incumbent under an Encore Task Order and a General Services Administration (GSA) Task Order. During this period, we have achieved significant improvements in DTR management, access, coordination, and implementation across USTRANSCOM and the Department of Defense (DOD). Our DTR functional experts collaborate with the many DOD organizations with a stake in the transportation mission. CSC's support brings a number of benefits, including consistency of coordination over our 8 years of successful support in this area; an understanding of the political environment, which is addressed daily; and a true partnership between the CSC individuals and the Government subject matter experts (SMEs) dealing with the variety of complex DTR issues, requirements, and updates. Our intimate knowledge of the DOD publications process and functional business processes puts CSC in position to advance the DTR quality and levels of detail in support of USTRANSCOM's expanding missions and requirements.

In meeting the requirements of this effort, CSC's strength lies in the depth of our experience and knowledge across the full scope of USTRANSCOM's distribution and transportation mission and systems, and specifically, in our unmatched experience, knowledge, and capabilities in meeting the DTR development, management, and support mission requirements. The value we offer is to focus that experience and knowledge on continuing to successfully accomplish the DTR support requirements of this Task Order and improve in the support of the USTRANSCOM mission.

Because of this experience and our established knowledge base and working relationship with this organization, CSC fully understands the requirements of this PWS and is the only company who can provide you with uninterrupted service in this area and avoid the mission impact of a new project startup and learning curve to reach the required capability levels. We are ready to continue providing you with the best value, which includes the right, highly qualified and experienced personnel to meet the requirements with the lowest possible risk.

### 2.0 DESCRIPTION OF SERVICES AND CONTRACT REQUIREMENTS

The scope of this requirement includes functional support for the development and maintenance of the DTR.

The CSC Team understands the USTRANSCOM/TCJ5/4 mission, specifically the "Transportation Policy and Doctrine Division," and the scope of work identified in this PWS and is fully prepared to continue supporting it. Because of our previous support to this functional area, we understand the background of this PWS/Task Order and the objectives of the effort and will do everything required in the identified tasks to support the objectives. The CSC senior functional analysts, the primary CSC persons assigned to this task, are fully versed in the applicable regulations and requirements of the DOD and USTRANSCOM directive publication environment and are ready to work with TCJ5/4, Transportation Policy and Doctrine Division, process owners/stakeholders, other Government representatives, and other contractors to accomplish these tasks.

#### 2.1 Contractor Employees – Staffing Approach

##### 2.1.1 Skills

CSC will provide personnel with the skills, abilities, and required levels of expertise in all the requirements areas in the PWS. This includes authoring and editing skills, transportation and traffic management functional skills, and publications development and Web support skills. These specific DTR





support skills require talent that is unique to CSC, and we are the only ones who can ensure uninterrupted service and continuity of operations in the DTR support mission area.

We have comprehensive knowledge of multiple Microsoft Office software packages, including Word, Excel, PowerPoint, Photo Editor, Picture Editor, and Photoshop. We have extensive user experience with Adobe Acrobat products. This includes Acrobat Writer/Distiller, for the preparation of portable document format (PDF) versions of the DTR files and to provide for Section 508 reader accessibility compliance, and Acrobat Reader, for users to access those PDF files in the Web environment. We have comprehensive experience with the WinZip toolset for the conversion of PDF files to ease user downloads from the DTR Web site. We will provide the capability to conduct full function workgroups by employing all the features of the Ventana electronic meeting software set. We have used the USTRANSCOM Ventana electronic meeting software in the groupware facility for the input of workgroup data. We have also used the toolset capabilities for the management and cataloging of workgroup member inputs through the groupware laptop computers. We have used the groupware toolset member voting capabilities to determine consensus and the level of concurrence by workgroup attendees.

The principals have extensive expertise at conducting electronic workgroup meetings using the USTRANSCOM Ventana groupware toolset. Proposed senior functional analyst Jack Quirk, as a functional workgroup facilitator and SME, has conducted over 100 workgroups in the groupware facility and at deployed locations using the toolset and deployable groupware capability. Mr. Quirk conducted over 25 workgroups for the Functional Process Improvement (FPI) for Services and Defense Logistics Agency (DLA) base-level traffic management processes, to include the mapping and identification of As-Is and To-Be processes. Likewise, proposed project manager Ron Polillo and proposed senior functional analyst Larry Carter have conducted multiple workgroups on site at the USTRANSCOM groupware facility and at locations such as the Joint Forces Command (JFCOM), the Central Command (CENTCOM), and the Military Surface Deployment and Distribution Command (SDDC). Our principals have multiple decades of detailed transportation experience with all the current DTR parts, including movement of human remains and the current DTR publication process. They have longstanding knowledge of and established relationships with key personnel in the Joint Chiefs of Staff (JCS), the Services, Agencies, Unified and Combatant Commands (COCOMs), GSA, federal agencies (e.g., the U.S. Department of Transportation [DOT], Customs and Border Protection [CBP] and Immigration and Customs Enforcement [ICE], and the Department of Homeland Security [DHS] Transportation Security Administration [TSA]), and transportation industry and association sources.

Our Defense Transportation System (DTS) automated systems knowledge spans a wide range of DTR-related systems. Recognizing the linkage between the procedures and data structures and codes contained in the DTR is essential to managing the DTR improvement and revision process. Likewise, the procedures and data structures (e.g., Transportation Control Number [TCN], Transportation Control and Movement Document [TCMD], manifests, and codes such as special handling, commodity, and bill of lading) are essential for the traffic management and transportation systems developer activities. We have extensive development and interface knowledge of DTS transportation systems for sustainment and deployment operations. We maintain the full set of interfaces between the Services/Agency systems (the Cargo Movement Operations System [CMOS], the Global Freight Management System [GFM], the Transportation Coordinator's Automated Information for Movements System II (TC-AIMS II), the DLA Distribution Standard System [DSS], and the Global Air Transportation Execution System [GATES]). Similarly, we maintain the interfaces between GATES and the Global Transportation Network (GTN). Based on our 7 years of experience with the GTN Operational Prototype, our work for the SDDC and the Air Mobility Command (AMC), and our having built or currently supporting 22 DTS and GTN feeder systems, we are intimately familiar with the systems, data, and technical requirements of SDDC, AMC, and USTRANSCOM. This local knowledge, our vast corporate collaboration resources, and our continuing responsibility for AMC systems (GATES, the Command and Control Information Processing System [C2IPS], and the Global Decision Support System 2 [GDSS 2]) and SDDC systems (the Water Port System [WPS], the Integrated Booking System [IBS], and the Global Freight Management System [GFM]) provide an extensive knowledge base of the transportation systems that impact the DTR.

CSC has comprehensive knowledge of the current issues relating to the DTS in the context of DTR policies and procedures. We are building the architecture for the transportation financial processes, the expansion of PowerTrack processes to Outside the Continental United States (OCONUS) locations, the enhancements to the Joint Deployment and Distribution Architecture (JDDA) to integrate the core and prime thread processes, the linkages to the DOD Business Enterprise Architecture to support the Joint





Capability Integration and Development System (JCIDS) process, and the development of JDDA business rules in the enterprise architecture context. Additionally, we are working with the development of the SDDC Discrepancy Identification System (DIS), Customs Process Automation (CPA), Defense Information Systems Agency (DISA) net-centric Reference Data Management (RDM), and the AMC Table Management Distribution System (TMDS). We have also supported the joint deployment process improvement effort since 1994 and the expanded use of the Automated Export System (AES) for automated customs clearance. We are also cataloging DTR changes for the integration of the expanded use of Automated Identification Technology (AIT) tools, such as the Radio Frequency Identification (RFID) tag in DTR procedures and processes.

### 2.1.2 Key Personnel

For the base period of performance for work associated with this PWS, (b)(6) will be the key personnel. CSC is prepared to specify additional key or lead requirements increase (i.e., when the Government exercises modifications or additional attachments for additional programs or its option for continuation beyond the base period of performance).

### 2.1.3 Proposed Staffing

CSC proposes the following staffing for this project (Table I-1):

- Performance of the program support requirements identified in this Task Order will require two full-time senior functional analysts, two part-time senior functional analysts, a part-time program manager, and a number of part time technical writers as required.
- Two part-time administrative specialists will serve as technical support personnel and will meet the requirements for publications, graphics, and Web page development and maintenance.
- A CSC project manager will be assigned for overall management of the contract actions. Project management requirements will be met with part-time support (approximately 3 hours a week) by one of the part-time senior functional analysts.

**Table I-1. Personnel Staffing Matrix**

	PWS Task Reference	Company
01 Program Manager	2.1 Invoices & Reports	CSC
03 Senior Functional Analyst	2.1 Invoices & Reports; 2.2 DTR	CSC
03 Senior Functional Analyst	2.1 Invoices & Reports; 2.2 DTR; 2.3 Travel	CSC
03 Senior Functional Analyst	2.2 DTR	CSC
03 Senior Functional Analyst (b)(6)	2.1 Invoices & Reports	CSC
08 Administrative Specialist	2.1 Invoices & Reports; 2.2 DTR	CSC
08 Administrative Specialist	2.2 DTR	CSC
22 Technical Writer	2.1 Invoices & Reports; 2.2 DTR	CSC
* Individuals have been certified by qualifications.		

The majority of the senior functional analysts will provide full-time support on site at the USTRANSCOM Scott AFB offices. The staffs hours required to perform the tasks in this Task Order are shown in Table I-2 for the Base Year. A complete breakout of proposed labor categories and hours (including Option years) is provided in the cost/price proposal Volume III information. Generic résumés are provided in Attachment I-A.

**Table I-2. Base Year Labor Hours**  
(1 October 2007 through 30 September 2008)

Labor Category	People	Planned
01 Program Manager	1	(b)(4)
03 Senior Functional Analyst	4	
08 Administrative Specialist	2	
22 Technical Writer	5	
<b>Total</b>	<b>12</b>	

The CSC project manager, (b)(6) as a Senior Functional Analyst, has extensive experience in managing projects for USTR variety of technical transportation areas.





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As the full-time senior functional analysts on this project, (b)(6) are the key persons on this Task Order. Prior to reassigning them to another t h and obtain the concurrence of the USTRANSCOM/TCJ5/4 program manager or designated representative. In the event (b)(6) leaves, CSC will assign a replacement as soon as possible but no later than 2 uring suitable arrangements are made with the Government program manager.

Résumés for (b)(6) are available up dge in the functional and technical requirements of this contract. The information contained in those résumés, along with the personnel information contained above, is true and complete, and these individuals are available for assignment to this Task Order on the effective date of the Task Order.

#### 2.1.4 Personnel Expertise

CSC personnel have the skills, abilities, and required level of expertise in the requirements areas identified in the PWS. This includes management skills, functional skills, publication skills, and extensive knowledge of transportation and traffic management processes. CSC personnel have 8 years of specific and proven DTR publications expertise, coupled with extensive transportation backgrounds. CSC will provide personnel with knowledge, expertise, and experience in:

- DOD air and surface transportation policy, procedures, and data structures and the management of cargo and personnel movement in peacetime and wartime circumstances
- Web page content development and maintenance, to include Web gatekeeper expertise
- Publications development and maintenance, to include archiving and library functions in paper and electronic media
- Effective verbal and written communication
- The operation and facilitation of workgroups in a groupware setting
- The identification, receipt, and cataloging of proposed changes from multiple DTR Service, Agency, and COCOM stakeholders and proponents
- Professional representation of USTRANSCOM to the DTR development and user communities.

#### 2.2 Technical Approach

CSC's technical approach to the requirements of this project applies a thorough knowledge of DOD publications processes and requirements and an unmatched knowledge and involvement in USTRANSCOM's functional systems and operational processes to the ongoing development and maintenance of DOD's primary directive and regulation for transportation. CSC's coordination, development, review, and approval process ensures continued DTR quality and required support to the user community in matters of requirements, execution, and implementation. CSC's process provides a baseline to support mission assurance for required transportation and distribution capabilities, providing the DOD, Joint Staff (JS), COCOMs, Agencies, and Services with guidance and best practices for transportation and distribution. CSC's technical approach enables USTRANSCOM to manage and control the DTR requirements and activities successfully.

##### 2.2.1 Invoices and Reports

CSC understands the importance of effective, open communication with the customer to ensure common understanding of the current progress, issues, risks, and resolution strategies for the project. CSC's reporting and reviews will provide detailed, fully documented project status, financial status, and funding and labor hour status for the reporting period. Reports will be provided each reporting period to the Government personnel.

###### 2.2.1.1 Invoices

CSC will provide monthly invoice data, with final billing occurring within 30 days of the work being completed. Invoices will provide a breakout of hours/costs for each task and DTR volume, as specified in this PWS. We will provide a quarterly status report that details the specifics of the work performed not later than the 15th day of the month following the end of the quarter. The report will summarize the status, progress, and recommendations for the project areas undertaken under this Task Order, as well as dates and locations for In-Process Reviews (IPRs). The final status report will identify the





accomplishments to date (for the period of performance covered in this Task Order) and difficulties encountered and compare the actual results achieved to the planned goals and resources expenditure. Status reports will provide specifics on labor hours/costs by major project area as determined by the Contracting Officer's Representative (COR). We will expand the report to include status reporting on additional Task Orders as they are awarded.

#### **2.2.1.2 Trip Reports**

Within 5 working days of completion of travel, we will submit a trip report. The report will include the purpose, location, and length of the trip; the names of the travelers and the individuals contacted during the trip; and a synopsis of all the discussions, future actions identified, and decisions made or issues of concern arising during the trip.

CSC will provide meeting results reports, problem reports, technical reports, and additional reports as required and/or negotiated to document and support program objectives. CSC will assist in the definition, collection, analysis, and reporting of other comprehensive information or metrics required to document and measure program and project progress, status, and trends.

#### **2.2.1.3 Contract Management Plan**

We will prepare a contract management plan for this Task Order in accordance with the deliverables schedule of the PWS. The plan will describe the technical approach, organizational resources, and management controls to be employed to meet the cost, performance, and schedule requirements throughout contract execution. This will include a Microsoft Project file with specific work efforts based on the Government-established work efforts. This file will be updated based on deliverables and actions with monthly and quarterly actions.

#### **2.2.2 Defense Transportation Regulation**

As our strong record of success indicates, we will meet or exceed all the PWS requirements for DTR support through our proven methods and practices, and through close and positive communication and coordination with Government personnel across all the required organizations. We will continue to develop and manage changes to the DTR, which includes providing quarterly updates to each of the seven parts of the DTR (Passenger, Cargo Movement, Mobility, Personal Property, DOD Customs and Border Clearance Policies and Procedures, Management and Control of Intermodal Container and System 463-L Equipment, and Human Remains). We are fully prepared to completely revise and reissue all the DTR parts and components, up to two volumes each year, depending on the priority assigned to each by USTRANSCOM/TCJ5/4 PT, Transportation Policy and Doctrine Division. Our updates and revisions will include creating Web-based change submission procedures; managing the e-mail address list of stakeholders and proponents for each part; cataloging, tracking, and numbering change submittals in comprehensive tables and spreadsheets; and reporting the change management status and the progress of the updates. We will employ our longstanding, responsive standardized change management and draft and final publication processes (Figure I-1) to provide stored copies archived versions of each volume of the DTR and immediate electronic retrieval capability. In addition, we will maintain a backup archive offsite from USTRANSCOM to ensure all the DTR publication versions and related materials are readily available to the process owner. We will continue to maintain both hard and electronic copies of the change catalogs for each of the seven parts of the DTR. We are also prepared to conduct workgroups using the USTRANSCOM groupware facility (at the request of the Government) and its imbedded Ventana groupware software set.

Our integrated publication development and updates/revisions processes include creating submission procedures, managing e-mail address lists of stakeholders for each volume, cataloging and numbering change submittals, tracking change submittals, providing hotlinks to referenced areas of the publications, and reporting the change progress. In addition, each publication page will identify the publication and its publication date in the header data to ensure the DTR Community of Interest (COI) is aware of the currency of the DTR parts and the component chapters and appendixes. For each volume revision and quarterly update, we will provide publication-ready copies to the process owner in paper and CD-ROM media and will post them to the publication USTRANSCOM Web page. Our publication-ready copies will include our PDF versions for Web site installation and fully bookmarked copies to maintain internal publication links. We will provide ZIP formats to ease the download of the DTR parts from the USTRANSCOM Web site.



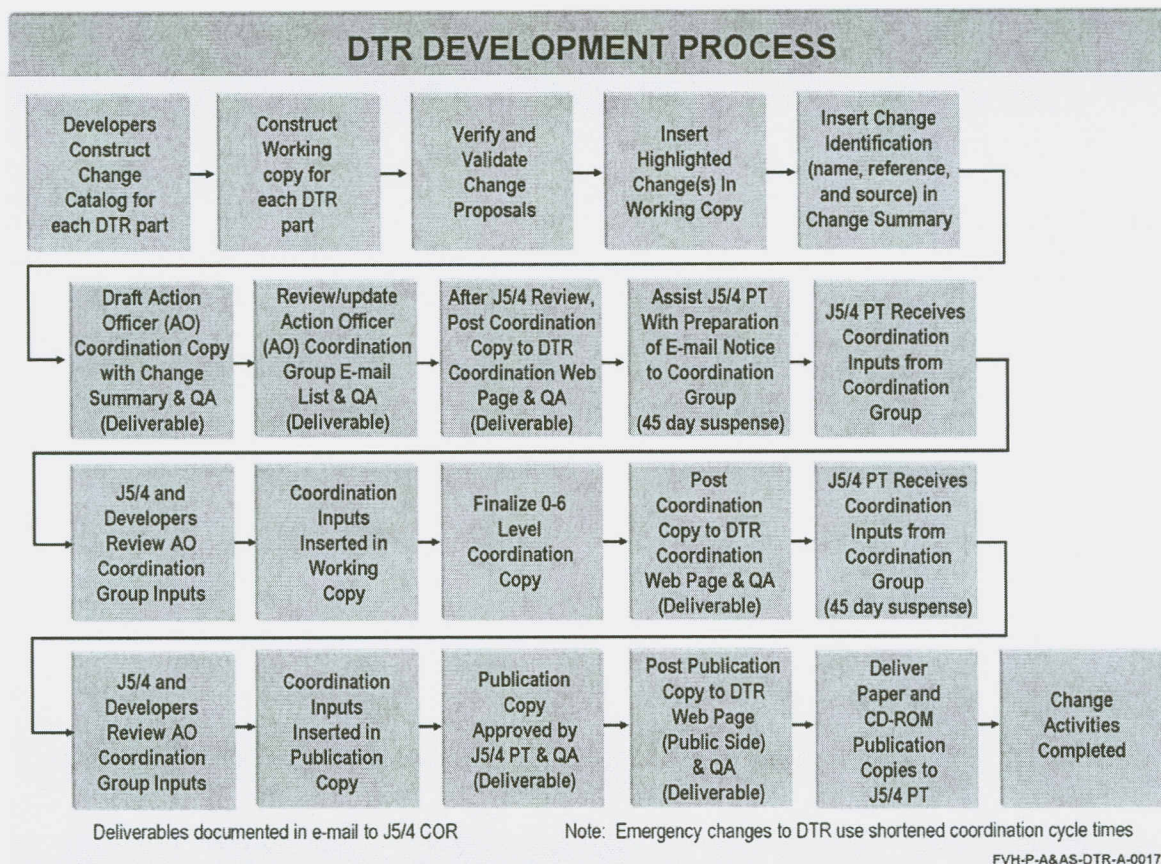


Figure I-1. DTR Development Process

We will continue to submit revisions to DOD forms resident in the DTR as exhibits by submitting the revisions to the DTR Office of Primary Responsibility (OPR) in USTRANSCOM J5/4 PT for subsequent review by and submission to the DOD forms manager in DISA.

We will continue to provide a level of expertise to each DTR part's OPR in J5/4 PT that will provide for the analysis of DTR-related issues to assist the staff preparation of responses to DTR COI inquiries and special situation problems presented from all the levels of command and the federal government.

**We are prepared to develop a DTR development and maintenance handbook to outline the process, procedures, and requirements to facilitate workflows in the DTR development process and to facilitate the continuity of publication processes and future transitions.**

We will maintain DTR movement process change and improvement information, evaluate related business processes and best practices, and convert process changes to operational, improved DTR policies and procedures. We have full understanding of the working relationship between the JDDA and the DTR. As such, and with our DOD-wide expertise, we are extremely familiar with the Joint, Service, and USTRANSCOM publications that are related to, reference, or use the DTR as a source of record to support their guidance and direction to the department as a whole. Examples of these documents include Joint Publication (JP) 3-35 (Deployment and Redeployment Operations, 7 May 2007), JP 4.0 (Doctrine for Logistic Support of Joint Operations, 6 April 2000), JP 4.09 (Joint Doctrine for Global Distribution, 14 December 2001), and JP 4-01.5 (Joint Tactics, Techniques, and Procedures for Transportation Terminal Operations, 9 April 2002). We have been supporting and will continue to support the review of these documents to ensure the DTR relationship to all documents and guidance is continuous and beneficial. We will continue to integrate the DOD supply chain and distribution processes into the DTR.





#### 2.2.2.1 Coordination Lists

We will ensure our established processes for the maintenance of the listing of coordination contacts for each part of the DTR within the Services, Defense Agencies, Headquarters USTRANSCOM, Transportation Component Commands, COCOMs, and other related organizations as directed by TCJ5/4-PT personnel are maintained in electronic files and provided to the DTR part manager in USTRANSCOM/TCJ5/4. The spreadsheet format will show the organization, name, office symbol, commercial telephone number, Defense Switched Network (DSN) number, and e-mail address of each contact. The listing will identify action officer contacts and 0-6 or civilian equivalent approval authorities for final coordination from each organization for each DTR part. We will update the lists semiannually or more often, depending on the level of changes, and provide the revised lists by electronic means to the USTRANSCOM/TCJ5/4-PT staff on request.

#### 2.2.2.2 DTR Change Requests

We will maintain the standard change request format from DTR Part II, Chapter 201, and the other DTR parts and the process in Web page format accessible only by the Service/Agency principals. To meet the change submission requirements in DTR Part II, Chapter 201, the change request format on the Web will include the DTR part, chapter, and paragraph; the change requested; the rationale; and the name, organization, office symbol, telephone number, and e-mail address of the requester. We will forward any requests received from anyone other than the official stakeholder points of contact (POCs) to those official stakeholders for approval. We will post Service, Agency, and other approved change requests on the DTR coordination Web page for viewing and comment by other stakeholders. We will also e-mail proposed changes to working group members when requested to by USTRANSCOM/TCJ5/4-PT. All change request submissions will be confirmed by an e-mail to the sender acknowledging receipt of the change submission. Similarly, the TCJ5/4-PT principal for the individual parts of the DTR will be copied on the e-mail to provide further visibility of change submissions.

We will continue our work to ensure the codes used in DTR-mandated transaction sets, such as TCMDs, bills of lading, discrepancy reports, and manifests (e.g., commodity codes and status codes) are reviewed for accuracy and currency and updated using the process we developed in conjunction with the USTRANSCOM Corporate Data Office and the Transportation Reference Data Management (TRDM) functions.

**CSC has accelerated the process of updating the DTR Part II aerial and water port codes by revising the DTR procedures to provide for clear direction and guidance to customers, including linkage to the JCS Geographical Location (GEOLOC) process, so that all new aerial and water port codes have the corresponding GEOLOC published coincidental with the insertion of the new codes in TRDM.**

For each part of the DTR, we will maintain a spreadsheet-based data record that catalogues change requests and other inputs received from DTR stakeholders during the revision process. The spreadsheet will detail the chapter and paragraph, the change requested, the organization and office symbol of the requester, and the disposition of the change (accepted, modified, or rejected with rationale). These spreadsheets will be submitted to the DTR part principals at least quarterly. In addition, for each change to a chapter or appendix and whole DTR part change for both coordination and final publication, we will provide change summaries that identify the DTR part, the chapter or appendix, the change (paragraph, figure, or table), the nature of the change, and the change submitter or source. In addition, changes will be identified in the text by yellow highlighting for changes submitted and pink highlighting for items/areas that require review by the coordination principals to resolve incomplete or ambiguous text.

#### 2.2.2.3 Web Page Maintenance

We have developed the essential knowledge of the USTRANSCOM Web/portal Cold Fusion, HomeSite, Gatekeeper, and Studio software. To ensure continuity of operations, we will provide primary and alternate Web page content development and maintenance capability, along with a problem resolution instruction text. This will ensure the multiple Web pages we will develop will be in continuous operation with current information. We will develop and maintain a USTRANSCOM DTR Web page for the purpose of coordinating draft revisions of the parts of the DTR, as well as the final publications of each revised part. This Web page will be separate from the Web page used to post final DTR publications that is maintained by the USTRANSCOM portal team. Our personnel will obtain designation and training as USTRANSCOM portal gatekeepers for this coordination Web page. We will provide certified Web page





developer personnel to act as the DTR gatekeepers, as needed. We will work with the USTRANSCOM portal team to post coordination information to the DTR coordination Web page. We will refine the coordination Web page design for approval by USTRANSCOM/TCJ5/4 PT. We will work closely with the portal's and public site's Web masters and gatekeepers to ensure the compliance of our Web site efforts with applicable regulations, including USTRANSCOM Policy Directive 33-3, USTRANSCOM Policy Directive 33-301, and the Limited Access page approval process. We are prepared to provide samples of each of the Web pages for DTR publication, DTR draft coordination, and change submission.

We will continue to maintain the USTRANSCOM DTR coordination Web pages using the USTRANSCOM Cold Fusion, HomeSite, Studio, and Gatekeeper software capabilities. The Web pages will have controlled access limited to the Service- and Agency-designated coordination principals for both Action Officer- and 0-6-level coordination.

We will provide quarterly draft publication updates in a format compatible with posting to the USTRANSCOM draft DTR publication coordination Web site. The Web site will be designed to provide visibility of all the proposed changes for all the COI principals, to minimize the chances for duplicate submissions.

We will apply proven change management principles to institutionalize revised DTR policies and procedures in the DOD distribution community. We will continue preparing draft public affairs news releases summarizing the content of the change or revision and will provide notifications to the DOD transportation and hazardous materials schools for incorporation in curriculum development and course content.

### 2.3 Travel

The CSC Team proposes an initial travel funding amount of \$4,248 for the planned trips in the base year period. Performance under this PWS may require contractor travel within the United States and overseas. We anticipate that the Government will reimburse travel expenses subject to the current Federal Acquisition Regulation (FAR) and Joint Travel Regulation (JTR). We will coordinate all travel with the primary or alternate COR prior to incurring any travel expenses. Invoices (along with the associated receipts) will be used to support all travel reimbursement requests. We will not seek to reimburse local travel and related expenses to the contractor for daily travel to or from work at Scott AFB. We estimate the following trips to support the DTR work on an annual basis:

<u>Location</u>	<u># Trips</u>	<u># Days</u>	<u># of People</u>
Washington, D.C.	3	4	1

### 2.4 Kickoff Meeting

We ensure effective communication as a key element of our execution process. Within the first week after award, CSC will renew its partnership with the DTR principals and establish the future direction and goals for the DTR publications improvement process through a kickoff meeting. CSC understands that the purpose of the kickoff meeting and other meetings is to provide an effective flow of information between CSC and the Government to ensure successful completions of the tasks associated with this contract. We will initiate the work for the task by meeting with the Government representatives. This meeting will ensure a common understanding of the scope of work to be performed, Government requirements, expectations, the deliverables to be produced, the proposed metrics to be captured, the project organization and approach, and any issues or assumptions related to the task. This kickoff meeting is something CSC will plan for at the beginning of each option year renewal. It will provide priorities and focus for the year.

## 3.0 DELIVERABLES

CSC will provide the deliverables specified in Paragraph 3 of the PWS in accordance with the stated requirements on or before the required due dates.

## 4.0 SERVICE DELIVERY SUMMARY

CSC will meet all the Performance Objectives and Performance Thresholds as specified in Paragraph 4 of the PWS. Our Team will focus its efforts to ensure full compliance with all of the Performance Threshold parameters. We will provide each product defined in the PWS at the prescribed reliability level. We will





meet the intent of the performance thresholds for PWS Paragraph 2.1.1 by providing invoice data by the 10th of the month, with final billing within 30 days of the work being completed.

## **5.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI)**

CSC will comply with all the GFE/GFI requirements specified in the PWS. At this time, the CSC Team knows of no Government resources required for the performance of this Task Order that are not spelled out in the PWS. Should such a requirement later become known, the CSC senior functional analysts will identify the required resources to USTRANSCOM/TCJ5. In addition to the facilities, supplies, information, and services listed in the PWS, the CSC senior functional analysts will require office space in a Government facility. Government property transferred to CSC for performance of this Task Order will be controlled and managed within the CSC property control system until its return to the Government.

## **6.0 GERNERAL INFORMATION**

CSC will comply with all the requirements in PWS paragraphs 6 through 6.6.2.

### **6.1 Scope of Work**

Work will be accomplished in accordance with the terms and conditions of the referenced contract, the PWS/Task Order, the approved technical and cost proposal, attachments, and all amendments. Performance reviews will be accomplished in accordance with PWS requirements.

### **6.2 Quality Assurance**

Providing top-quality products and services is paramount in our technical approach. CSC's Fairview Heights organization obtained Software Engineering Institute (SEI) Capability Maturity Model (CMM) Level 3 certification in October 1999 and, in September 2006, received CMM Integration (CMMI) Level 3 certification. These independently reviewed and certified processes will be part of the quality control and program management implemented for all A&AS task orders.

CSC and the members of our team have supported some of your most important programs and systems for many years, and you know the quality of our work. The USTRANSCOM architecture CSC developed and maintains has repeatedly earned recognition and honors for its quality, excellence, and leadership, including the Federal Computer Week/E-Gov Digest Enterprise Architecture Excellence Award in 2004 and, most recently, the Operational Supply Chain Excellence Award sponsored by the Supply Chain Council. USTRANSCOM also earned the Leadership in Government Transformation Award from the E-Gov Institute in September 2006 for the enterprise architecture work CSC did in support of the expanded Distribution Process Owner (DPO) mission.

CSC has an outstanding record of delivering projects and deliverables on time and within budget and providing the best value and lowest risk to USTRANSCOM for DTR support. CSC's assistance with answers and interpretations of DTR policy and procedures receives continuous praise, with specific attention on CSC's stakeholder engagement support. All of CSC's deliverables receive quality checks from a technical editor and quality assurance manager. The reviews of CSC's performance have been nothing but high marks, and USTRANSCOM can expect this same level of top-quality, excellent support on this Task Order in the future.

### **6.3 Security Requirements**

CSC has a long, local history of providing support for projects and systems that process and handle sensitive information and materials. CSC will comply with all the security requirements, regulations, and directives identified in the PWS and other security requirements in the contract. CSC will comply with the Defense Document Form (DD254), Contract Security Classification Specification, attached to the contract; the contractor requirements in the National Industrial Security Program Operating Manual (DOD 5220.22-M); and the Air Force Federal Acquisition Regulation (AFFAR) Subpart 5352.204-9000, Notification of Government Security Activity and Visitor Group Agreements.

As a matter of company policy, CSC provides company identification badges to all of its employees worldwide. The CSC badges include the employee's name, the employee's photo, and the CSC company name and logo. All CSC employees assigned to this Task Order will wear their CSC badges while on duty at Scott AFB and other such locations. Individuals assigned will obtain the required



USTRANSCOM security badges for authorized access. CSC personnel will always wear a contractor-furnished identification badge and the provided USTRANSCOM security badges on their outer clothing, on the front of the body, between the neck and the waist, and the badges will be visible at all times.

CSC will notify local security personnel of contract start at each installation and provide the required information. All CSC personnel working on this contract will hold at least a SECRET-level security clearance. To expedite the processing of personnel security clearances, we have established our own fully certified security administrator at CSC Fairview Heights. Local attention and expertise serves to minimize the effort in obtaining a National Agency Check for all CSC personnel requiring a security clearance.

#### **6.4 Period of Performance**

CSC is prepared to meet all the requirements of the Task Order for the base year period (1 October 2007 through 30 September 2008) and the 4 option years (1 October 2008 through 30 September 2009, 1 October 2009 through 30 September 2010, 1 October 2010 through 30 September 2011, and 1 October 2011 through 30 September 2012).

#### **6.5 Follow-on Contract**

In the event the follow-on contract to this Task Order is awarded to other than CSC, we will ensure an orderly transition and minimize any impact on the operation. CSC will provide a comprehensive transition plan not later than (NLT) the follow-on contract pre-performance conference for acceptance by the Contracting Officer. The transition plan will outline our actions to assist and coordinate with the Government and the successor contractor in the changeover of all functions on the contract performance start date. We will coordinate the transition schedule with all the affected activities and minimize any adverse impact on the mission. CSC will provide sufficient numbers of personnel to conduct a joint inventory of all GFE, Government-provided facility space, publications, accounts, and records with the successor contractor and Government representative to ensure inventories/accounts are accurate and complete. CSC will ensure shortages, equipment condition issues, and other contract requirement issues are rectified in a time frame agreeable to the Government prior to relinquishing GFE accounts to the Government.





ATTACHMENT I-A

GENERIC RÉSUMÉS FOR KEY POSITIONS

A&AS GENERIC RÉSUMÉ – PROGRAM MANAGER	
<b>Labor Category:</b>	01 Program Manager (PM)
<b>Education/ Equivalency:</b>	Bachelor's Degree (Master's preferred) in Business or a relevant discipline
<b>Experience:</b>	15-years of experience in the field of work.
<b>Special Skills Needed:</b>	5 years experience as a PM or Project Management Professional (PMP) certification
<b>Lab Cat Description:</b>	Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. The Program Manager is responsible for overall contract performance.

**Essential Experience/Knowledge Required:**

The PM will have a thorough understanding of and extensive in-depth experience with program management principles, methods, and tools. The PM will be very knowledgeable of the processes and techniques endorsed by the Project Management Institute (PMI) in its Project Management Body of Knowledge (PMBOK).

The PM must be able to understand and implement the USTRANSCOM project life cycle as it applies to all DPO efforts. The PM must have the capability of doing the same for those USTRANSCOM projects identified for planning or implementation. The PM must have comprehensive understanding of, and experience with, requirements management, project charter and definition, work breakdown and scheduling, financial status, and milestone achievement and overall progress reporting.

The PM must possess an understanding of federal and defense regulations as they apply to DOD contracting, including contracts, subcontracts, and financial policies and regulations.

The PM must possess very strong interpersonal, oral, written, presentation, facilitation, and negotiation skills and must be able to effectively communicate with military, civilian, and contractor personnel at all levels.

The PM must have working knowledge of USTRANSCOM's mission, roles, and responsibilities. The PM must understand the DOD distribution processes and be familiar with USTRANSCOM planning and operations. The individual must be familiar with the USTRANSCOM EA and ensure the projects generated as part of the DPO Integration effort are compliant with the EA.

The PM must have a basic understanding of the use of metrics to measure performance and the approach to defining metrics, the collection of necessary data, and the application of the data to the performance measurement process. The PM must be familiar with and be able to use a Project Management Information System (PMIS).



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A&AS GENERIC RÉSUMÉ – SENIOR FUNCTIONAL ANALYST	
<b>Labor Category:</b>	03 Senior Functional Analyst
<b>Education/ Equivalency:</b>	Bachelor's Degree (Master's preferred) in Business or a relevant discipline
<b>Experience:</b>	10 years of experience in the field of work.
<b>Special Skills Needed:</b>	5 years providing functional support to USTRANSCOM or related DOD support functions.
<b>Lab Cat Description:</b>	Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their inter-relationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Essential Experience/Knowledge Required:**

The Senior Functional Analyst will have an extensive knowledge of, and experience with, the DTS and USTRANSCOM operations. The Senior Functional Analyst will have an extensive knowledge of DTS applications required for performing transportation and transportation-related requirements. The candidate must have an understanding of the concepts and goals of USTRANSCOM's transformation to its Distribution Process Owner role. The candidate will have an understanding of functional user requirements and how to turn this knowledge into future strategies to ensure user needs are met.

The Senior Functional Analyst will have experience with business processes and qualitative and quantitative measurement. The Senior Functional Analyst will have a current understanding of deployment and distribution policies and procedures and a working knowledge of using this data to analyze and assess global and regional distribution.

The Senior Functional Analyst will have good analytical, interpersonal, written, and oral skills and be comfortable dealing with military, civilian, and contractor personnel at the middle management level.

The Senior Functional Analyst will understand the basic elements of the requirements management process, from definition through fulfillment. The Senior Functional Analyst will have knowledge of the gap analysis process at both the "As-Is" and the "To-Be" levels and will be able to assist analysts using a defined process to determine the existing gaps, the requirements for closing those gaps, and a means to measure the progress of the transition/transformation.

The Senior Functional Analyst will have knowledge of data research, analysis and assessment of data, and presentation of data metrics techniques. The Senior Functional Analyst will understand the processes used to evaluate and identify evolving needs for data metrics and the use of functional knowledge to meet the varied requirements for data metrics.

The Senior Functional Analyst must have a basic understanding of the use of metrics to measure performance and the approach to defining metrics, the collection of necessary data, and the application of the data to the performance measurement process.

The Senior Functional Analyst will have knowledge of and experience with the DTR, operational DTR update processes, coordination and communication with internal and external organizations and agencies, staffing actions, and DTR support tasks and requirements.





**PROPOSED POSITION:**

03 Senior Functional Analyst

**Experience Summary:** 35 years General, 21 years Specialized (10 years required)

**Labor Category Description:** Analyze user needs to determine functional and cross-functional requirements. Perform functional allocation to identify required tasks and their inter-relationships. Identifies resources required for each task. Provide daily supervision and direction to support staff.

**Qualifications:** This CSC staff member has 21 years of specialized experience in developing and implementing Defense Transportation policies, procedures, and processes for functional process improvement for transportation-related business processes, including analysis using operational/business architecture development, business process mapping, narrative building, actual transportation execution, and IDEF modeling techniques. This individual has over 13 years as a project manager dealing with project ranging from \$250,000 to \$10 million a year. This individual has over 35 years of experience in deployment/redeployment transportation and command and control activities, analysis, modeling, planning, and transportation management systems.

**PRESENT POSITION:** **Computer Sciences Corporation, Defense Group, Member Advisory Staff (December 1993 to Present)**

**Duties/Responsibilities:** This staff member is currently directing the CSC support for methodology and high-level concepts for the DOD Transportation, Distribution and Deployment effort involving Operational and Enterprise Architecture development, business process improvement, and in-transit visibility (ITV). The specifics involved are streamlining the Defense Transportation System, Wartime Baseline, and Sustainment Baseline, including the structuring of the Fusion Center, an outgrowth of the Deployment and Distribution Operations Center and the previous Joint Mobility Control Group (JMCG) improvements, the DTS Operational Architecture, the Joint Deployment Operational Architecture, and support to USTRANSCOM Strategic Distribution. Experience includes being responsible for functional process improvement actions supporting USTRANSCOM Joint Transportation Corporation Information Management (CIM) Center (JTCC). Activities include:

- Augmenting the Peacetime Baseline creation; the Defense Transportation Regulation (DTR) management; and Unit Deployment/Redeployment and Reception, Staging, Onward Movement, and Integration (RSO&I) and supplies direct expertise to the JTCC and these subjects.
- Providing direction and guidance and contractor responsibility for validating and establishing functional requirements for migrating and integrating Worldwide Military Command and Control System (WWMCCS) legacy systems to the new DOD Command, Control, Communications, and Computers (C4) System, the Global Command and Control System (GCCS).
- Providing deployment and transportation (surface and air) and procedures expertise. This included establishing information and data flow to support C2 operations for GCCS transportation and deployment requirements.
- Providing functional expertise for GTN prototype support for system management and data systems integration for GDSS, the Passenger Reservation and Manifesting System (PRAMS), the Consolidated Aerial Port System (CAPS), and the Aerial Port Documentation and Management System, Phase III (ADAM III). This includes providing concept support for incorporating the GTN prototype into the C4 System support as GCCS transportation.

As a Joint Operation Planning and Execution System Network and Site Functional Database Manager at H.Q. USTRANSCOM with the **U.S. Air Force (March 1990 to January 1994)**, this individual was the primary representative for Joint Operations Planning and Execution System (JOPES) functional requirements supporting USTRANSCOM. Activities included:

- Designing and implementing "Quick Fix" software releases, modifications, enhancements, and new functionality supporting DESERT SHIELD/STORM, both for Global Transportation Network (GTN) and JOPES.
- Authoring the Concept of Operations for JOPES Version 3.5 covering the Transportation Component Command (TCC) Interface. He was the primary USTRANSCOM representative for the JOPES users' group supporting Version 3.6 Scheduling and Movements (S&M).
- Developing functional systems analysis for JOPES/GTN incident reports.
- Writing and implementing policies and procedures for interfacing JOPES and Military Standard Transportation and Movement Procedures (MILSTAMP).





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- Developing and implementing management procedures to ensure the sharing of data among major systems, such as GDSS, JOPEs, GTN, the PRAMS, and CAPS.

As a Special Assignment Airlift Mission Requirements Division Chief, H.Q. Military Airlift Command, with the **U.S. Air Force (December 1986 to March 1990)**, this individual managed transportation request for one-third of DOD airlift, exceeding \$350 million annually. Activities included:

- Developing Multi-Level Security functional requirements for GDSS and a primary functional representative for transportation inputs to GDSS development.
- As an expert in satisfying DOD multi-modal requirements, this individual was responsible for developing and implementing policies and procedures for contingency and peacetime airlift during and supporting deployment and redeployment of force movements.
- Writing regulations covering Special Assignment Airlift Mission movements, including requests, management, and billing.

As a Plans Officer, Wing Combat Plans and Exercises, Executive Officer, C-141 Instructor pilot and Current Operations Officer with the **U.S. Air Force (September 1983 to December 1986)**, this individual's activities included:

- Developing and publishing contingency, general war, and special plans. This person trained senior officers for Wing Crisis Action Team actions. This included developing individual lesson plans covering wing and number air force crisis response actions.
- Procuring and overseeing the installation of the Air Force's first flight-line security video system to enhance wing-level C2 operations.
- Developing and executing squadron manning and mission support activities during two Operational Readiness Inspections (ORIs) and the invasion of Grenada in response to higher headquarters taskings.

Prior to these positions, this individual functioned as a C-141 pilot, T-37 pilot, and Squadron Scheduler for all local and training missions and in numerous other positions relating to flying responsibilities within the Military Airlift Command (MAC, now call AMC) and the Air Training Command (ATC) (now called the Air Force Education and Training Command [AETC]) **(November 1974 to September 1983)**.

**EDUCATION:**

A.W.C., Air War College, Air Force Maxwell A.F.B., 1988

M.B.A., Master in Business Administration, Golden Gate University, 1985

N.S.M., National Security Management, Department of Defense

A.C.S.C, Air Command Staff College, Air Force Maxwell A.F.B., 1983

S.O.S, Squadron Officers School, Air Force Maxwell A.F.B., 1979

B.S., History, University of Idaho

**SECURITY CLEARANCE:** TOP SECRET; 2004.



**PROPOSED POSITION:**

03 Senior Functional Analyst

**Experience Summary:** 32 years General, 14 years Specialized (10 years required)

**Labor Category Description:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their inter-relationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Qualifications:** This CSC staff member has 7 years of specialized experience in DTR development and maintenance, including Web-based publication processes. This individual has 14 years specialized experience in passenger and cargo airlift terminal operations and air and surface traffic management functions. This individual has extensive experience in the development of operational architectures, including the DTS/EA and the Joint Deployment and Distribution Architectures. This individual developed the performance measurement and management system for the AMC performance measures/metrics reporting processes for air transportation passenger, cargo, and traffic management, to include the financial metrics for the Airlift Service Industrial Fund transportation-related financial performance indicators. This individual developed the annual requirements for commercial passenger and cargo commercial airlift augmentation contracts. This staff member has 32 years experience in transportation and logistics operations and analysis at all levels, including unit deployment, Transportation Officer (T.O.) and depot functions/activities, and transportation programming and budget analysis processes. He managed exercise, contingency, and wartime transportation operations using GDSS for unit moves of personnel and equipment.

**PRESENT POSITION:** **Computer Sciences Corporation, Defense Group, Member of the Advisory, Staff/Senior Functional Analyst (July 1995 to Present)**

**Duties/Responsibilities:** This staff member is the Lead Technical Analyst for the DTR development and maintenance. This individual's responsibilities are:

- DTR process in support of USTRANSCOM. Produced the revisions to Parts I through VII of the DTR using workgroups to define and refine changes and the latest publication technologies to produce the final publication in Web-based, CD-ROM, and paper media.
- Updating the DTR part under revision, building final coordination packages for review by Service and Agency principals, and providing publication ready copies in multiple media including paper and CD-ROM.
- Providing publication ready copies in PDF and ZIP formats for insertion in the USTRANSCOM J4 DTR Web site.
- Developing a comprehensive library of acronyms and DOD and Service-specific forms for integration into revised DTR parts.
- Developing a comprehensive business process for emergency changes to the DTR.
- Providing the linkage between the architecture processes and the DTR to assess impacts on the DTR and to have the DTR procedures linked to the architectures.
- Functioning as the Lead Analyst and Facilitator for the USTRANSCOM Joint Transportation Corporation Information Management (CIM) Center (JTCC) effort to streamline the peacetime cargo and passenger transportation movement processes of the DOD by identifying process streamlining and functional process improvement initiatives.
- Developing the strategy for workgroup task accomplishment, to include schedules and handouts.
- Designing the final report and briefing structure prepared by the workgroup(s).
- Functioning as the lead technical transportation analyst/facilitator to map and describe the "As-Is" and "To-Be" Peacetime Cargo Movement Baseline processes of the DOD.
- Conducting 21 workgroups offsite and at Scott AFB to convert and validate the prototype documents into 62 Service/Agency-specific maps/documents, to include a final set of 52 recommended "To-Be" Functional Process Improvement (FPI) initiatives for input into the DTS Pilot Program.
- Using activity and data modeling to develop modern business methods by identifying best practices and creating and assessing performance measurements.
- Providing group facilitation, interviewing, training, and additional forms of knowledge transfer.





- Using CANVAS software and methods to perform process mapping, he developed, updated, and validated maps and using Technical Workgroup Facilitation he conducted workgroup efforts to refine and validate maps and supporting documents, to include development of FPI opportunities.

This individual's technical traffic management/transportation expertise in the DOD facilitated/guided the discussions of the workgroup(s) participants from the DOD.

As a Project Manager and Senior Analyst with **Stanley Associates, Inc. (May 1994 to July 1995)**, this individual was the Principal Analyst and Test Manager for quality assurance testing of the multi-year development of the AMC Commercial Reservation System Gateway (CRSG) system development effort. Responsibilities included:

- Constructing the Independent Validation and Verification (IV&V) test plan, test event schedules, and test verification matrices
- Conducting the IV&V testing of the CRS system in both the Beta and operational test environments
- Supervising the establishment of Initial Operational Capability (IOC) at three Air Force bases.

As a Logistics and Transportation Analyst with **Management Resources Inc. (August 1992 to April 1994)**, this individual's responsibilities were:

- Developing technical proposals for system development, process analysis, and GTN training
- Structuring complex proposals in minimum time with superior results
- Researching computer-based airline reservation systems to establish a baseline model business case to define the "as-is" case prior to undertaking functional analysis to define the "to-be" case
- Developing prototype technical assessments for future training system in a computer-based training environment.

As Director, Passenger and Traffic Management and Director, Aerial Port Operations **HQ Military Airlift Command (MAC) (now Air Mobility Command) (May 1985 to August 1992)**, this individual's responsibilities were:

- Planning and directing worldwide passenger and cargo terminal operations and traffic management functions.
- Developing the performance measurement and management system for the command metrics in the air transportation passenger, cargo, and traffic management, to include the financial metrics for the Airlift Service Industrial Fund transportation-related financial performance indicators.
- Operations of the Passenger Reservation Centers and the Passenger Reservation and Manifesting System (PRAMS) and the Passenger Automated Check-in System (PACS).
- Reengineering operating processes using focus groups, process analyses, and customer alignment studies and survey techniques for cargo, passenger, and household goods and hazardous and critical/security material movements.
- Managing exercise, contingency, and wartime transportation operations using GDSS for unit moves of personnel and equipment.

As a Directorate of Transportation, Chief, Traffic Management Division and Financial Programs Manager with **HQ USAF, DCS Logistics (June 1980 to April 1985)**, this individual's responsibilities included:

- Managing policy, plans, and programs for Air Force-wide passenger, household goods, and cargo movement
- Providing guidance and policy for household goods and passenger movements entitlements, hazardous cargo movement by air in accordance with the Air Transport Association (ATA)/United Nations/International Air Transport Association (IATA) regulations and procedures; ocean container movement; military and commercial passenger reservations and movement; DOD cargo, and aeromedical evacuation
- Developing budget estimates, presentations, and exhibits supporting passenger, household goods and cargo movements by Air Force operating units, depots, and contractors.



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As a Director, Logistics Plans and Analysis, and Director of Transportation with **Air Force Logistics Management Center (now Agency) (June 1976 to May 1980)**, this individual's responsibilities were:

- Managing, workflow, and tracking of logistics projects and initiatives using automated project management tools
- Supporting the HQ USAF Logistics Board of Advisors meetings with logistics initiatives/projects briefings
- Building the organization multiyear budget and briefed it at HQ USAF, as well as building project test/prototype planning methods
- Developing improved decision tools and processes for motor vehicle buys versus lease decision making, warranted handtool acquisition program, and terminal throughput calculation methods.

Various **Air Force Assignments**, Logistics and Transportation (**June 1963 to May 1976**), included Transportation Controller in missile wing command center; Vehicle Operations Officer; Traffic Management Officer; Vehicle Maintenance Officer; Logistics Plans/Mobility Officer; Transportation Squadron Commander at base level; *Instructor*, Basic and Staff Transportation Officers Courses; Advisor, Vietnamese Air Force; Chief, Tactical Operations, Aerial Port Group; and Chief, Resources Inspection Division.

**EDUCATION:**

M.B.A., Business Logistics and Transportation, University of Tennessee, 1972

B.S., Marketing, Boston College, 1963

USAF Senior Transportation Officer Executive Development Course, School of Systems and Logistics, AF Institute of Technology, 1986

Air War College, Air University, 1980 (Distinguished Graduate)

Air Command and Staff College, Air University, 1976

National Security Management/Industrial College of the Armed Forces, National Defense University, 1974

Squadron Officers School, Air University, 1970 (Distinguished Graduate)

**SECURITY CLEARANCE:** SECRET; 2005.





**PROPOSED POSITION:**

03 Senior Functional Analyst

**Experience Summary:** 27 years General, 14 years Specialized (10 years required)

**Labor Category Description:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their inter-relationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Qualifications:** This staff member has seven years of specialized experience in Defense Transportation Regulation (DTR) development and maintenance including Web-based publication processes. This individual has extensive skills and knowledge of the JCS, the Services, Agencies, Unified and Combatant Commands, federal agencies (e.g., U.S. DOT, Customs and Border Protection [CBP] and Immigration and Customs Enforcement [ICE], and the Department of Homeland Security [DHS] Transportation Security Administration [TSA]), and transportation industry and associations as sources of procedural and technical information to support DTR development and maintenance activities.

This staff member has extensive skills in the development of "As-Is" and "To-Be" process maps, notes, and supporting narratives for base-level and unit deployment transportation requirements management and movements within the DTS. This individual has mapped the full range of USTRANSCOM-related core cargo and passenger movement "As-Is" and "To-Be" transportation functional processes for the Services and DLA. This person uses the CANVAS 3.5.1 mapping tool software to portray the maps with accompanying notes and narratives in MS Word. This individual provided real-time map revisions to the workgroup sessions. This individual developed exhibits for the final report and technical documents such as the IDEF0 model of the DOD cargo movement processes.

**PRESENT POSITION:** Computer Sciences Corporation, Defense Group, Senior Functional Analyst (May 1995 to Present)

**Duties/Responsibilities:** This staff member is currently assigned to the development and production of DTR updates and revisions to include technical preparation of draft and final versions for coordination and publication. This individual's activities include:

- Developing "As-Is" and "To-Be" process maps, notes and supporting narratives for the Peacetime Cargo Movement Process Baseline effort. To support that effort, this individual mapped 51 individual core cargo movement functional processes for the Services and DLA.
- Using CANVAS 3.5.1 mapping tool software to portray the maps developed in the Services and DLA workgroups with accompanying notes and narratives in MS WORD 6.0.
- Providing real-time map revisions to the workgroup sessions.
- Editing and assembling exhibits for the final report deliverable and supporting production of interim and draft reports and technical documents, such as the IDEF0 model of the DOD cargo movement process related to the DOD Enterprise Model.
- Analyzing user needs to determine functional and cross-functional requirements.
- Performing functional allocations to identify required tasks and their interrelationships and identifies resources required for each task.
- Providing daily supervision and direction to support staff.
- Producing the revisions to Parts I through VI of the DTR in conjunction with workgroups to define and refine changes and the latest publication technologies to produce the final publication in Web-based, CD-ROM, and paper media.

As a Technical Specialist Senior/Documentation with CSC (October 1989 to April 1995), this individual was assigned as Senior Technical Specialist to the DISA JOPES Support Contract. Responsibilities included:

- Developing, validating, and verifying, in addition to researching, writing, staffing, editing, and updating, user documentation, Computer Aided Instruction (CAI) programs, software test plans, training documents, and technical manuals in support of major software development efforts for the United States Transportation Command (USTRANSCOM) Global Transportation Network (GTN) contract, the DISA Joint Operation Planning and Execution System (JOPES) contract, and JCS publication requirements.



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- Researching, validating, and documenting changes for Version 1 through Version 3.3.4 revisions to the JDS Users Manuals.
- Developing subsystem Test Plans for Versions 4 and 5.
- Completing the JOPES Transition Training Users course.
- Redesigning and developing the JDS/JOPES Users Manuals and GTN User and Training Manuals.
- Analyzing user needs to determine functional requirements in order to provide user-friendly, up-to-date, accurate, and comprehensive documents for all system users.
- Maintaining and updating JDS/JOPES Users Manuals and GTN User and Training Manuals for new version releases and ensures technical and functional accuracy of documentation with standard design, layout, and format criteria.
- Testing system software to ensure functional usability.
- Developing, coordinating, and maintaining subsystem test plans.
- Developing customer requirements through direct consultation and supervises staff efforts of functional writers and word processing personnel for product development.
- Reviewing, validating, researching, and updating 10 Users Manuals for JOPES Version 3.3.3 and the TCC Interfaces release.

During **Military Service (July 1953 to February 1982)**, this individual acquired over 20 years transportation/logistics operational and planning experience at the unified command, Major Command (MAJCOM), and United States Air Force base levels. Duties included working with the Joint Operation Planning System (JOPS), Worldwide Military Command and Control System (WWMCCS), and related automated transportation systems as a member of the HQ MAC DCS Air Transportation staff and the MAC Crisis Action Team (CAT). This individual has experience in all phases of transportation management to include Air, Sea, Trucking, Commercial, and Rail. Experience was gained on the Honeywell, IBM PC and compatibles, MS DOS and WIS Workstation (WWS) operating systems. This individual was a key member of the team tasked to design, review, and update the JOPES and GTN User Manual documentation set.

**EDUCATION:**

M.S., Business Administration - Transportation Management, University of Tennessee, 1968

B.S., Business Administration - Transportation Management, University of Tennessee, 1962

**SECURITY CLEARANCE:** SECRET; 2006.





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A&AS GENERIC RÉSUMÉ – ADMINISTRATIVE SPECIALIST	
<b>Labor Category:</b>	08. Administrative Specialist
<b>Education/ Equivalency:</b>	No degree required.
<b>Experience:</b>	3 years of experience in the appropriate area is preferred.
<b>Special Skills Needed:</b>	General administrative background in document publishing and office automation software products. Familiarity with DOD military documentation standards.
<b>Lab Cat Description:</b>	Provides general purpose administrative and clerical support for project tasks. May include secretarial, word processing, graphics, desktop publishing, editing, and coordination.

**Essential Experience/Knowledge Required:**

The Administrative Specialist will directly support the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence, and scheduling and coordinating travel. This individual assists in the preparation and presentation of graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations and documents to improve the quality and enhance the usability of these documents. The Administrative Specialist assists with integrating the graphics generated with automated tools and the deliverable documents. Additional responsibilities can entail processing shipments from the office, managing all the received résumés in a timely and efficient manner, maintaining the master résumé log, and providing other general support functions.



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A&AS GENERIC RÉSUMÉ – TECHNICAL WRITER	
<b>Labor Category:</b>	22. Technical Writer
<b>Education/ Equivalency:</b>	Associate's Degree (Bachelor's preferred) in a related discipline
<b>Experience:</b>	3 years of related experience
<b>Special Skills Needed:</b>	Technical document writing and editing skills. Familiarity with technical document development and editing tools, to include standard corporate and military style guides.
<b>Lab Cat Description:</b>	Assists in collecting and organizing information for the preparation of user manuals, training materials, installation guides, proposals, and other reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only under general direction.

**Essential Experience/Knowledge Required:**

The Technical Writer assists in collecting and organizing the information required for the preparation of users' manuals, training materials, installation guides, proposals, and reports. This individual provides and edits functional descriptions, system specifications, users' manuals, special reports, or any other customer deliverables and documents. This individual provides technical writing and editorial services on technical documents and proposals, while ensuring all the documents meet high standards of clarity, consistency, grammar, and punctuation. This individual assists in collecting and organizing the information required for the preparation of all the documentation related to the project and ensures the assigned documents conform to the required specifications. This individual maintains a close liaison with information sources, other writers, and quality assurance personnel to resolve publications issues; monitors the deliverable schedules; and coordinates organizational, interpersonal, and comprehension skills to support the Technical Data Management Department.





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ATTACHMENT I-B

GLOSSARY

<u>Acronym</u>	<u>Definition</u>
A&AS	Advisory and Assistance Services
AES	Automated Export System
AFFAR	Air Force Federal Acquisition Regulation
AIT	Automated Identification Technology
C2IPS	Command and Control Information Processing System
CAPS	Consolidated Aerial Port System
CAT	Crisis Action Team
CBP	Customs and Border Protection
CENTCOM	Central Command
CIM	Corporation Information Management
CMM	Capability Maturity Model
CMMI	CMM Integration
CMOS	Cargo Movement Operations System
CO	Contracting Officer
COCOM	Combatant Command
COI	Community of Interest
COR	Contracting Officer's Representative
COTS	Commercial Off-The Shelf
CPA	Customs Process Automation
CRSG	Commercial Reservation System Gateway
CSC	Computer Sciences Corporation
DAU	Defense Acquisition University
DHS	Department of Homeland Security
DIS	Discrepancy Identification System
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DMEID	Defense Mission Engineering Integration Division
DOD	Department of Defense
DOT	Department of Transportation
DPO	Distribution Process Owner
DSS	Distribution Standard System
DTR	Defense Transportation Regulation
FAR	Federal Acquisition Regulation
FPI	Functional Process Improvement
GATES	Global Air Transportation Execution System
GDSS 2	Global Decision Support System 2
GEOLOC	Geographical Location
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Global Freight Management System
GSA	General Services Administration
GTN	Global Transportation Network
IBS	Integrated Booking System
ICE	Immigration and Customs Enforcement
IOC	Initial Operational Capability



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<u>Acronym</u>	<u>Definition</u>
IPR	In-Process Review
ITV	In-Transit Visibility
IV&V	Independent Validation and Verification
JCIDS	Joint Capability Integration and Development System
JCS	Joint Chiefs of Staff
JDDA	Joint Deployment and Distribution Architecture
JDIS	Joint Defense Integrated Solutions
JFCOM	Joint Forces Command
JMCG	Joint Mobility Control Group
JOPEs	Joint Operations Planning and Execution System
JOPS	Joint Operation Planning System
JP	Joint Publication
JS	Joint Staff
JTCC	Joint Transportation CIM Center
JTR	Joint Travel Regulation
NLT	Not Later Than
OCONUS	Outside the Continental United States
OPR	Office of Primary Responsibility
PACS	Passenger Automated Check-in System
PDF	Portable Document Format
PM	Program Manager
PMBOK	Project Management Body of Knowledge
PMI	Project Management Institute
PMIS	Project Management Information System
PMP	Project Management Professional
PRAMS	Passenger Reservation and Manifesting System
PWS	Performance Work Statement
RDM	Reference Data Management
RFID	Radio Frequency Identification
RFTOP	Request for Task Order Proposal
RSO&I	Reception, Staging, Onward Movement, and Integration
S&M	Scheduling and Movements
SDDC	Military Surface Deployment and Distribution Command
SEI	Software Engineering Institute
SME	Subject Matter Expert
TC-AIMS II	Transportation Coordinator's Automated Information for Movements System II
TCC	Transportation Component Command
TCJ5/4	Strategy, Policy, Programs and Logistics Directorate
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TMDS	Table Management Distribution System
TRDM	Transportation Reference Data Management
TSA	Transportation Security Administration
USTRANSCOM	United States Transportation Command
WPS	Water Port System
WWMCCS	Worldwide Military Command and Control System
WWS	WIS Workstation



**REQUEST FOR TASK ORDER PROPOSAL HTC711-7-Q-0095**  
**CLIN Structure and Invoicing Procedures**

**CLIN Structure**

(Contractor shall fill out the Unit Price and Extended Amount)

<b>Defense Transportation Regulation (DTR) Support Base Year – 01 Oct 07 through 30 Sep 08</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 0001 The contractor shall provide functional support for the maintenance of the DTR IAW the PWS	12	Months	\$36,190.71	\$434,288.52
CLIN 0002 Travel IAW PWS para. 2.4	1	LOT	\$4,612.54	\$4,612.54 NTE

<b>Defense Transportation Regulation (DTR) Support Option Year One – 01 Oct 08 through 30 Sep 09</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 1001 The contractor shall provide functional support for the maintenance of the DTR IAW the PWS	11 1	Months	\$37,158.00 \$37,161.75	\$445,899.75
CLIN 1002 Travel IAW PWS para. 2.4	1	LOT	\$4750.92	\$4,750.92 NTE

<b>Defense Transportation Regulation (DTR) Support Option Year Two – 01 Oct 09 through 30 Sep 10</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 2001 The contractor shall provide functional support for the maintenance of the DTR IAW the PWS	11 1	Months	\$38,311.90 \$38,312.34	\$459,743.24
CLIN 2002 Travel IAW PWS para. 2.4	1	LOT	\$4893.44	\$4,893.44 NTE

<b>Defense Transportation Regulation (DTR) Support Option Year Three – 01 Oct 10 through 30 Sep 11</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 3001 The contractor shall provide functional support for the maintenance of the DTR IAW the PWS	12	Months	\$39,427.55	\$473,130.61
CLIN 3002 Travel IAW PWS para. 2.4	1	LOT	\$5040.25	\$5,040.25 NTE

<b>Defense Transportation Regulation (DTR) Support Option Year Four – 01 Oct 11 through 30 Sep 12</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Amount</b>
CLIN 4001 The contractor shall provide functional support for the maintenance of the DTR IAW the PWS	11 1	Months	\$40,250.90 \$40,251.28	\$483,011.18
CLIN 4002 Travel IAW PWS para. 2.4	1	LOT	\$5191.45	\$5,191.45 NTE

TOTAL BASE YEAR + OPTIONS (LABOR)

\$2,296,073.30

TRAVEL

\$24,488.60 NTE

TOTAL LABOR + TRAVEL

\$2,320,561.90



**INVOICING PROCEDURES** – Submit electronic invoices monthly through Wide Area Work Flow (WAWF-RA).

**WIDE AREA WORKFLOW – RECEIPT AND ACCEPTANCE (WAWF-RA)  
ELECTRONIC RECEIVING REPORT AND INVOICING INSTRUCTIONS**

**IN ACCORDANCE WITH DFARS 232.7003, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.**

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Limestone at (800) 756-4571 or faxed to (866) 392-7971 or e-mailed to [cco-af-vpis@dfas.mil](mailto:cco-af-vpis@dfas.mil). Please have your order number and invoice number ready when contacting DFAS about payment status. You can also access payment information using the DFAS myInvoice web site at <https://myinvoice.csd.disa.mil/index.html>

**THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.**

<b>CONTRACT NUMBER:</b>	<b>HTC711-07-D-0012</b>
<b>DELIVERY ORDER NUMBER:</b>	
<b>TYPE OF DOCUMENT:</b>	<b>Invoice and Receiving Report (Cost Voucher)</b>
<b>CAGE CODE:</b>	<b>52939</b>
<b>ISSUE BY DODAAC:</b>	<b>HTC711</b>
<b>ADMIN DODAAC:</b>	<b>HTC711</b>
<b>INSPECT BY DODAAC:</b>	
<b>SERVICE ACCEPTOR / SHIP TO:</b>	<b>F3ST94</b>
<b>PAY OFFICE DODAAC:</b>	<b>F67100</b>

**SEND MORE E-MAIL NOTIFICATIONS:**

<b>CONTRACT ADMINISTRATOR:</b>	<b>Stephanie.Mills@ustranscom.mil</b>
<b>CONTRACTING OFFICER:</b>	<b>William.Rachal@ustranscom.mil</b>
<b>ADDITIONAL NOTIFICATION:</b>	<b>Kathleen.Sneider@ustranscom.mil</b>
<b>ADDITIONAL NOTIFICATION:</b>	