

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)**

**Contract No. HTC711-07-D-0012
Order No. 0003 (RFTOP 08-01)**

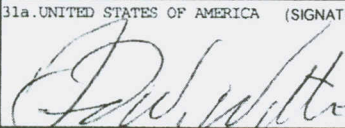
**Financial Analysis Support for the Defense Distribution
System (DDS)**

Awarded to

Computer Sciences Corporation (CSC)

1 January 2008

Released under FOIA 09-06
FOIA Exemptions 5 U.S.C. 552(b)(3)
(b)(4) and (b)(6) Apply.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER F3ST967295A001		PAGE 1 OF 16	
2. CONTRACT NO. HTC711-07-D-0012		3. AWARD/EFFECTIVE DATE 01-Jan-2008		4. ORDER NUMBER 0003		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 USTRANSCOM COMMAND ACQUISITION 508 SCOTT DR SCOTT AFB IL 62225-5357 TEL: 618-256-4300 FAX: 618-256-9600		CODE HTC711		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	
15. DELIVER TO USTC/J8 MARLYN THORNE 508 SCOTT DR BLDG 1900 SCOTT AFB IL 62225-5357		CODE F3ST96		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR COMPUTER SCIENCES CORP (b)(6) FEDERAL SECTOR-DEFENSE GROUP 3160 FAIRVIEW PARK DR FALLS CHURCH VA 22042-4516 TEL (b)(6)		CODE 52939 FACILITY CODE 52939		18a. PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN: DFAS-BAASD/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 type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$206,867.98	
<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 20-Dec-2007	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) David W. Willis / Contracting Officer TEL: 618-256-4300 EMAIL: Dave.Willis@ustranscom.mil			

09-06

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 16	
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		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	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Labor for PWS Task Areas 1 and 2 LH Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2. Period of Performance: 1 January 2008 - 30 September 2008. FOB: Destination PURCHASE REQUEST NUMBER: F3ST967295A001 SIGNAL CODE: A	1	Lot	\$206,867.98	\$206,867.98
TOT ESTIMATED PRICE					\$206,867.98
CEILING PRICE					\$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Labor for PWS Task Areas 1 and 2 LH Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2. Period of Performance: 1 January 2008 - 30 September 2008. Funding for CLIN 0001 FOB: Destination MILSTRIP: F3ST967295A001 PURCHASE REQUEST NUMBER: F3ST967295A001 SIGNAL CODE: A		Lot		
TOT ESTIMATED PRICE					\$0.00
CEILING PRICE					\$0.00
ACRN AA CIN: F3ST967295A0010000AA					\$103,433.99

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	Labor for PWS Task Areas 1 and 2 LH Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2. Period of Performance: 1 January 2008 - 30 September 2008. Funding for CLIN 0001 FOB: Destination MILSTRIP: F3ST967295A001 PURCHASE REQUEST NUMBER: F3ST967295A001 SIGNAL CODE: A		Lot		
				TOT ESTIMATED PRICE	\$0.00
				CEILING PRICE	\$0.00
	ACRN AB CIN: F3ST967295A0010000AB				\$103,433.99

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lot	\$14,034.00	\$14,034.00

OPTION

Labor for Task 2, subtask 4 (Optional)

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task 2, subtask 4 (PWS para. 1.4.2.4).

Period of Performance: 1 August 2008 - 30 September 2008.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$14,034.00

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		1	Lot	\$283,788.02	\$283,788.02

OPTION

Labor for PWS Task Areas 1 and 2

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2.

Period of Performance: 1 October 2008 - 30 September 2009.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$283,788.02

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1	Lot	\$14,478.00	\$14,478.00

OPTION

Labor for Task 2, subtask 4 (Optional)

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task 2, subtask 4 (PWS para. 1.4.2.4).

Period of Performance: 1 August 2009 - 30 September 2009.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$14,478.00

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		1	Lot	\$292,580.20	\$292,580.20

OPTION

Labor for PWS Task Areas 1 and 2

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2.

Period of Performance: 1 October 2009 - 30 September 2010.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$292,580.20

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Lot	\$14,904.00	\$14,904.00

OPTION

Labor for Task 2, subtask 4 (Optional)

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task 2, subtask 4 (PWS para. 1.4.2.4).

Period of Performance: 1 August 2010 - 30 September 2010.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$14,904.00

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		1	Lot	\$301,139.54	\$301,139.54

OPTION

Labor for PWS Task Areas 1 and 2

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2.

Period of Performance: 1 October 2010 - 30 September 2011.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$301,139.54

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		1	Lot	\$15,334.00	\$15,334.00

OPTION

Labor for Task 2, subtask 4 (Optional)

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task 2, subtask 4 (PWS para. 1.4.2.4).

Period of Performance: 1 August 2011 - 30 September 2011.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$15,334.00

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		1	Lot	\$307,316.08	\$307,316.08

OPTION

Labor for PWS Task Areas 1 and 2

LH

Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task Area 1 and Task Area 2.

Period of Performance: 1 October 2011 - 30 September 2012.

FOB: Destination

SIGNAL CODE: A

TOT ESTIMATED PRICE \$307,316.08

CEILING PRICE \$0.00

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002 OPTION	Labor for Task 2, subtask 4 (Optional) LH Labor in accordance with the Performance Work Statement dated 13 November 2007 for Task 2, subtask 4 (PWS para. 1.4.2.4). Period of Performance: 1 August 2012 - 30 September 2012. FOB: Destination SIGNAL CODE: A	1	Lot	\$15,334.00	\$15,334.00
TOT ESTIMATED PRICE					\$15,334.00
CEILING PRICE					\$0.00

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	Destination	Government	Destination	Government
000102	Destination	Government	Destination	Government
0002	Destination	Government	Destination	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-JAN-2008 TO 30-SEP-2008	N/A	USTC/J8 MARLYN THORNE 508 SCOTT DR BLDG 1900 SCOTT AFB IL 62225-5357 618-229-3281 FOB: Destination	F3ST96
000101	POP 01-JAN-2008 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
000102	POP 01-JAN-2008 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
0002	POP 01-AUG-2008 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
1001	POP 01-OCT-2008 TO 30-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
1002	POP 01-AUG-2009 TO 30-SEP-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
2001	POP 01-OCT-2009 TO 30-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
2002	POP 01-AUG-2010 TO 30-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
3001	POP 01-OCT-2010 TO 30-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
3002	POP 01-AUG-2011 TO 30-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
4001	POP 01-OCT-2011 TO 30-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96
4002	POP 01-AUG-2012 TO 30-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3ST96

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930.FD50 6F8 70AB 124000 G00530 59290 000000 667100 F67100
 AMOUNT: \$103,433.99
 CIN F3ST967295A0010000AA: \$103,433.99

AB: 97X4930.FD60 6J8 70DA 104000 G31M60 59200 000000 667100 F67100
 AMOUNT: \$103,433.99
 CIN F3ST967295A0010000AB: \$103,433.99

CLAUSES INCORPORATED BY REFERENCE

52.204-7	Central Contractor Registration	JUL 2006
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
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	SEP 2007
252.232-7003	Electronic Submission of Payment Requests	MAR 2007

CLAUSES INCORPORATED BY FULL TEXT

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 no later than 30 days before the contract expires.

(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 no later than 30 days before the contract expires; 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 five years.

(End of clause)

5552.204-9000 Notification of Government security activity and visitor group security agreements.

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY AND VISITOR GROUP SECURITY AGREEMENTS (APRIL 2007)

This contract contains a DD Form 254, DOD Contract Security Classification Specification, and requires performance at a government location in the U.S. or overseas. Prior to beginning operations involving classified information on an installation identified on the DD Form 254, the contractor shall take the following actions:

(a) At least thirty days prior to beginning operations, notify the security police activity shown in the distribution

block of the DD Form 254 as to:

- (1) The name, address, and telephone number of this contract company's representative and designated alternate in the U.S. or overseas area, as appropriate;
- (2) The contract number and military contracting command;
- (3) The highest classification category of defense information to which contractor employees will have access which must coincide with the level of classification granted to the company and cage code located in the Joint Personnel Adjudication System (JPAS);
- (4) The installations in the U.S. (in overseas areas, identify only the APO number(s)) where the contract work will be performed;
- (5) The date contractor operations will begin on base in the U.S. or in the overseas area;
- (6) The estimated completion date of operations on base in the U.S. or in the overseas area; and,
- (7) Any changes to information previously provided under this clause.

This requirement is in addition to visit request procedures contained in DOD 5220.22-M, National Industrial Security Program Operating Manual.

(b) Prior to beginning operations involving classified information on an installation identified on the DD Form 254 where the contractor is not required to have a facility security clearance, the contractor shall enter into a Visitor Group Security Agreement (or understanding) with the installation commander to ensure that the contractor's security procedures are properly integrated with those of the installation. As a minimum, the agreement shall identify the security actions that will be performed:

- (1) By the installation for the contractor, such as providing storage and classified reproduction facilities, guard services, security forms, security inspections under DOD 5220.22-M, classified mail services, security badges, visitor control, and investigating security incidents; and
- (2) Jointly by the contractor and the installation, such as packaging and addressing classified transmittals, security checks, internal security controls, and implementing emergency procedures to protect classified material.

(End of clause)

5552.204-9001 Facility Clearance

FACILITY CLEARANCE (APRIL 2007)

The offeror must possess, or acquire prior to award of a contract, a facility clearance equal to the highest classification stated on the Contract Security Classification Specification DD Form 254 attached to this solicitation.

(End of clause)

5552.223-9001 Health and Safety on Government Installations.

HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS (APRIL 2007)

(a) In performing work under this contract on a Government installation, the contractor shall:

- (1) Comply with the specific health and safety requirements established by this contract;
- (2) Comply with the health and safety rules of the Government installation that concern related activities not directly addressed in this contract;

- (3) Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and
- (4) Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.
- (b) The contracting officer may, by written order, direct Air Force Occupational safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.
- (c) Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

(End of Clause)

5552.242-9000 Common Access Cards (CACs) for Contractor Personnel.

COMMON ACCESS CARDS (CACs) FOR CONTRACTOR PERSONNEL (APRIL 2007)

- (a) For installation(s)/location(s) cited in the contract, contractors shall ensure Common Access Cards (CACs) are obtained by all contract or subcontract personnel who meet one or both of the following criteria:
 - (1) Require logical access to Department of Defense computer networks and systems in either:
 - (i) the unclassified environment; or
 - (ii) the classified environment where authorized by governing security directives.
 - (2) Perform work, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.
- (b) Contractors and their personnel shall use the following procedures to obtain CACs:
 - (1) Contractors shall provide a listing of personnel authorized a CAC to the contracting officer. The contracting officer will provide a copy of the listing to the government representative in the local organization designated to authorize issuance of contractor CACs (i.e., "authorizing official").
 - (2) Contractor personnel on the listing shall each complete and submit a DD Form 1172-2 or other authorized DoD electronic form to the authorizing official. The authorizing official will verify the applicant's name against the contractor's listing and return the DD Form 1172-2 to the contractor personnel.
 - (3) Contractor personnel will proceed to the nearest CAC issuance workstation (usually the local Military Personnel Flight (MPF) with the DD Form 1172-2 and appropriate documentation to support their identification and/or citizenship. The CAC issuance workstation will then issue the CAC.
- (c) While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.
- (d) During the performance period of the contract, the contractor shall:
 - (1) Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the authorizing official;
 - (2) Return CACs in accordance with local policy/directives within 7 working days of a change in status for contractor personnel who no longer require logical or physical access;
 - (3) Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and
 - (4) Report lost or stolen CACs in accordance with local policy/directives.
- (e) Within 7 working days following completion/termination of the contract, the contractor shall return all CACs issued to their personnel to the issuing office or the location specified by local policy/directives.
- (f) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Performance Work Statement	7	13-NOV-2007
Attachment 2	DD Form 254	2	

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

Gina Lee

USTC/TCAQ

PHONE: 618-256-6409

FAX: 618-256-9600

E-MAIL: gina.lee@ustranscom.mil

B. This is a Labor Hour task order.

C. The Contractor's technical proposal dated 30 November 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 period is \$206,867.98. The total contract value, including the base period plus 4 options years, is \$1,465,775.82.

F. The Performance Work Statement is hereby incorporated as Attachment 1.

G. DD 254 is hereby incorporated as Attachment 2.

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. 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:	HTC711-07-D-0012
TASK ORDER NUMBER:	0003
TYPE OF DOCUMENT:	COST VOUCHER
CAGE CODE:	52939
ISSUE BY DODAAC:	HTC711
ADMIN DODAAC:	HTC711
DCAA DODAAC:	HAA471
PAY OFFICE DODAAC:	F67100

SEND MORE E-MAIL NOTIFICATIONS:

CONTRACT ADMINISTRATOR:	Stephanie.Mills@ustranscom.mil
CONTRACTING OFFICER:	Gina.Lee@ustranscom.mil
ADDITIONAL NOTIFICATION:	Marlyn.Thorne@ustranscom.mil

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 to validate it is consistent with the invoice sent to him/her via email. An information email indicating the COR's acceptance must be sent to the Contracting Officer or Contract Administrator, as appropriate.

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 Labor Hour (LH):

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 or ACO, if applicable.

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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)

TCPA at Scott AFB, IL

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

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

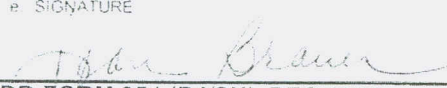
- Contractor will generally handle unclassified material but may on occasion have access to SECRET material.
- Contractor will comply with provisions in the National Industrial Security Program Operating Manual.
- Contractor compliance with USTRANSCOM, Scott AFB, and Air Force security practices is required.

SMS 170407

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

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ Yes ☒ No
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

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

a. TYPED NAME OF CERTIFYING OFFICIAL JEAN M. BRAUER	b. TITLE CHIEF, COMMAND AND IT BUDGET PROGRAM ANALYSIS & FINANCIAL MNGT	c. TELEPHONE (Include Area Code) 618-229-5004
d. ADDRESS (Include Zip Code) USTRANSCOM J8 203 WEST LOSEY ST BLDG 1&)) SCOTT AFB, IL 62225	17. REQUIRED DISTRIBUTION <input type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input type="checkbox"/> f. OTHERS AS NECESSARY	
e. SIGNATURE 		



A Proposal for:

**United States Transportation Command (USTRANSCOM)
PROGRAM ANALYSIS & FINANCIAL MANAGEMENT DIRECTORATE
(TCJ8), PROGRAM AND BUDGET DIVISION**

508 Scott Drive
Scott AFB, Illinois 62225

**FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS)**

In response to:

**A&AS Request for Task Order Proposal RFTOP No. 08-01
15 November 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

30 November 2007

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USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL
VOLUME 1 – PAST AND PRESENT PERFORMANCE



(b)(3)



USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL
VOLUME 1 – PAST AND PRESENT PERFORMANCE



(b)(3)



USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL
VOLUME 1 – PAST AND PRESENT PERFORMANCE



(b)(3)



VOLUME 2 – UNDERSTANDING THE WORK

2.1 Background

CSC is pleased to submit this proposal in response to the Request for Task Order Proposal (RFTOP) for Financial Analysis Support for the Defense Distribution System (DDS) for TCJ8, Program and Budget Division, and the associated PWS. CSC's Advisory and Assistance Services (A&AS) teammate, (b)(4) will provide the right professionals to successfully provide cost and financial analysis support to the DDS and to expedite financial support to TCJ8, USTRANSCOM, and OSD financial requirements.

(b)(4) is uniquely qualified to provide outstanding support to this task order for three reasons. The Task 2 subtasks are directly related to (b)(4) support to current TCJ8 and TCJ6 contracts. As the incumbent, our record of success in providing financial analysis support to TCJ8 and TCJ6 for these tasks has been highly successful and provided very high satisfaction to the customer for every area covered in this Task Order. Second, CSC specifically selected (b)(4) as the operations technical lead and service provider for this effort because of (b)(4) recognized expertise in providing financial management, analysis, planning, and execution support. Finally, (b)(4) brings its well-recognized proficiency in business case analysis to USTRANSCOM, having provided numerous analyses to TCJ6 and TCJ8 over the years. Our experience in this area serves to augment our understanding of USTRANSCOM's overall financial management requirements and, specifically, the task areas of this PWS. Our proven support, quality personnel, and outstanding record in supporting these PWS tasks makes our team, led by (b)(4) an unbeatable combination for TCJ8 and TCJ6 cost and financial analysis support for the DDS.

The CSC Team fully supports USTRANSCOM's stated goal of transforming Defense distribution management and control. We understand the tasks facing USTRANSCOM in its expanding role as the DPO and are partnered with USTRANSCOM to benefit its customer, the war fighter. We are prepared to continue our support to meet USTRANSCOM's evolving mission and to provide financial analysis and support capabilities to achieve all the requirements of this PWS. We will coordinate closely with the TCJ8 Resource Manager to ensure our financial and economic activities are well synchronized and integrated with Government efforts to avoid unnecessary duplication of effort and overlapping activities. Incorporating experience, knowledge, proven methods and tools, and best practices from the Government and commercial environments, we will provide the best-value, low-risk support for assured success in meeting this Task Order's requirements.

The CSC Team's plan and approach for meeting all of the staffing and technical requirements and milestones of the PWS are presented in Paragraphs 2.2 and 2.3.

2.2 Staffing Approach

2.2.1 Proposed Staffing and Key Personnel. The CSC Team's staffing plan ensures the availability of the right personnel when and where they are needed. The CSC Team brings the experience and insight to successfully accomplish the tasks, along with the agility to respond decisively as conditions or customer needs change. Our plan underscores our ability to provide and integrate staff, processes, and tools to accomplish tasks in a timely, high-quality manner. The CSC Team has an extensive track record of supporting USTRANSCOM, the Transportation Component Commands (TCCs), the Defense Logistics Agency (DLA), and other transportation and distribution agencies. CSC proposes the staffing shown in Table 2-1 for this project.

Table 2-1. Personnel Staffing Matrix

LABOR CATEGORY*	PWS TASK REFERENCE	COMPANY
01 Program Manager *	1.4.1 Contract Level and Task Order Management	CSC
02 Project Manager *	1.4.1 Contract Level and Task Order Management	(b)(4)
15 Program Analyst ¹	1.4.2 Integration and Program Management and Development	



LABOR CATEGORY*	PWS TASK REFERENCE	COMPANY
15 Program Analyst ¹	1.4.2 Integration and Program Management and Development	(b)(4)

* Indicates key personnel for this Task Order. ¹ Indicates personnel onsite at USTRAN

- **(Without Optional Task)** Support for requirements identified in this Task Order will require a part-time project manager and two full-time program analysts.
 - The program manager support will be provided by CSC at no billable cost to the customer.
 - The project manager will support the actions under PWS Paragraph 1.4.1, to include the task order management plan, monthly status reports, and in-process reviews. The project manager will be responsible for overseeing the daily work of the staff, currently envisioned as two program analysts. CSC, as the prime contractor, will provide overall contract management.
 - One program analyst will primarily support the TCJ6 resource advisor. The focus for this analyst will be Task 2, Subtasks 1 and 2, as described in PWS Paragraph 1.4.2.1 and 1.4.2.2.
 - One program analyst will primarily support the TCJ8 revenue section. The focus for this analyst will be Task 2, Subtask 3, as described in PWS Paragraph 1.4.2.3.
- **(Optional Task)** PWS Task 2, Subtask 4 (PWS Paragraph 1.4.2.4), indicates the potential for additional support related to end-of-fiscal year closeout. The two program analysts will provide this support in addition to accomplishing the normal workload.

The skills and experiences of the two program analysts will be such that, should the need arise and individual workload permitting, they may be able to assist each other. Further, the CSC Team, with current contracts and support, brings an immediate and local reach-back capability. Other CSC and (b)(4) personnel will be as close as a walk down the hall (TCJ6) or a phone call to answer a question, gain insight on a lesson learned, or discuss the interpretation of guidance/procedures. This ease of access to additional experts enhances the abilities of the two individual program analysts and increases the value of the CSC Team in accomplishing financial analysis support for TCJ8.

The two program analysts will provide full-time support onsite at USTRANSCOM Scott AFB offices; one within TCJ8 and the other within TCJ6. The program manager and project manager will work from a contractor facility in close proximity to Scott AFB. A complete breakout of proposed labor categories and hours (including Option years) is provided in the cost/price proposal Volume 3 information. The program manager position is not specifically included in the cost/price proposal. Rather, it is incorporated as part of the rates, with CSC being the prime contractor for this A&AS contract. Generic résumés are provided in [Attachment A](#).

2.3 Technical Approach

In our technical approach for meeting the requirements and tasks, we will apply our well-established experience in required operational practices, DOD budget and financial procedures, the TWCF, financial systems, and PFM to ensure the successful accomplishment of all the required financial support, assessments, analyses, and reviews in support of, and in close coordination with, TCJ8 and other required organizations and contacts.

2.3.1 Task Area 1 – Contract Level and Task Order Management. Our plan for accomplishing the requirements of the PWS begins with sound contract and task order management. The CSC Team will provide highly skilled and centralized program management to this Financial Analysis Support for the DDS effort from the local CSC site. This support includes administrative, clerical, documentation, and other necessary functions to ensure professional deliverables and customer support. We will prepare the required documents, briefings, point papers, and meeting minutes regarding all matters associated with the performance of this Task Order. Using CSC's corporate methodology, CSC CatalystSM, our program manager will conduct all the necessary program management activities, drawing on CSC's local and corporate resources for financial data and control, contract administration, invoicing, recruiting, quality assurance, and training. CSC CatalystSM is the company's methodology for delivering services and



solutions to clients. It guides the way we think about work, plan the work, and do the work so that we can offer clients consistent, repeatable, and high-quality service. CSC CatalystSM provides a foundation for business success.

We view quality assurance as integral to everything we do. We have Organization Quality processes and Quality Management plans establishing the framework for all of our local programs. Fully integrated, the entire CSC Team uses its quality processes and tools. Our quality management personnel provide the day-to-day surveillance of those processes in action. We employ Capability Maturity Model Integration (CMMI) Level 3 certified quality assurance processes and apply a Quality Control Plan for the operational assurance of quality results and customer satisfaction. Our quality assurance organization ensures adherence to quality methods and processes, reviews all the deliverables for required quality certification before delivery, and accomplishes customer surveys and reviews for all aspects of the operational program. We schedule and conduct quality audits, inspections, and reviews and brief the results to management. When we find issues or defects, the appropriate manager and team members develop an action plan and schedule for implementing the corrective action. Corrective actions depend on the issues and situation and could involve training, mentoring, additional reviews, additional planning, staffing actions, and other possibilities. Quality management personnel track the effectiveness of the action plan and report to senior management. We work in close coordination with the identified Government personnel and make changes as needed to improve response effectiveness and ensure we meet all the requirements and expectations of the Quality Assurance Surveillance Plan for this Task Order.

To ensure all technical issues are handled quickly and completely, the program manager will appoint a technical point of contact, who will work directly with Government personnel, other CSC Team members, and other resources at the Government site. On a regularly scheduled basis, the CSC program manager will host status meetings with the team to review tasks, progress, issues, overall status, milestones, and other team-related items. As a CMMI Level 3 organization, we are committed to constant internal process improvement and will take great care to document the identified best practices and capture lessons learned as we progress through the required tasks, identify areas for potential improvement within the scope of the Task Order, and make recommendations to our USTRANSCOM partner.

2.3.1.1 Subtask 1 – Task Order Management Plan. Within 15 days of Task Order start, the CSC Team will prepare a Draft Task Order Management Plan (TOMP) and deliver it to the Contracting Officer's Representative (COR) as scheduled in the PWS. We understand the Government will have 10 days to review the TOMP and provide comments for incorporation and that we will deliver the Final TOMP within 5 days of the receipt of those comments. We will build the TOMP using our proven Project Management Plan template, tailoring it to meet the specific needs of this effort and the requirements/requests of our USTRANSCOM partner. We will focus on defining tasks, resources, and dependencies. The TOMP will also provide an overview of the project and its task areas, a description of the functional and technical approaches, the resource base (funding and manpower), the allocation of manpower to tasks, the risk management approach, the supporting organizational structure (including specific skill areas), and the management controls to be used to oversee and manage our Task Order performance.

We will review the TOMP at least semi-annually (more frequently if task changes occur) and update it as necessary. The CSC Team will deliver the updated/revised versions of the TOMP as they are completed.

2.3.1.2 Subtask 2 – Monthly Status Report. The CSC Team will develop a comprehensive Monthly Status Report (MSR) regarding the progress, quality, and configuration/execution management of the activities of this project. The MSR will contain, as a minimum, the actual and projected cost, the schedule status, progress during the reporting period, planned activities and accomplishments for the next reporting period, staffing, the deliverable status, the trips and conferences conducted, areas of concern,



any issues/problems requiring resolution, and planned objectives and accomplishments. Attachments and/or appendices containing specific deliverable updates will also be included. Costs, status, progress, and planned activities will be presented by task area so that the MSR and monthly invoices can be easily linked to determine the hours/costs used to support each task area. The program manager will ensure each MSR is delivered within 5 working days of the following month. All deliverable reports, studies, or policies will be coordinated with the Government for approval.

2.3.1.3 Subtask 3 – In Process Review. The CSC Team program manager will meet with the Functional Manager/COR for an in-process review (IPR) bimonthly or as required by the PWS or COR, to provide the status of ongoing activities, the progress made to date and planned for the near term, recommendations affecting any active task area in this PWS, and issues and concerns. These IPRs will be held at an identified Government site or, if needed, CSC/ (b)(4) will arrange for and provide a location to conduct these important meetings. We will provide (b)(4) of these IPRs, recording the date, time, location, attendees, activities, any decisions made, and action items identified, along with any slides presented, no later than 5 days after completion of the IPR.

2.3.2 Task Area 2 – Integration and Program Management and Development

2.3.2.1 Subtask 1 – Information Technology (IT) Capital Planning and Investment Support. The CSC Team is intimately familiar with supporting the USTRANSCOM capital planning and investment-related processes for IT. The CSC team has been on the leading edge of this support, assisting in the initial design, implementation, and continuing evolution of the processes and supporting information technology (i.e., the CPRP and the USTRANSCOM CRIS tool). This support continues today under the USTRANSCOM J6 Portfolio Management contract.

The CSC Team is highly experienced in the review, validation, and staffing of OSD Exhibit 300 documents, having worked on developing the exhibits and preparing them for uploading to the AT&L portal. The support extends to preparing the appropriate background documentation for senior leaders as they prepare to present the investment for approval through the IRB and DBSMC and/or participate on the board/committee. The CSC Team developed and delivered to USTRANSCOM TCJ6 the Concept of Operations (CONOPS) for Portfolio Management, which was subsequently implemented. The latest update is 7 September 2007. Awareness of these operations is valuable to IT capital planning support. The CSC Team has and continues to support USTRANSCOM across the four major phases necessary for capital planning—Analyze, Select, Control, and Evaluate. While this task does not specifically request direct support of PFM, the two major activities—OSD 300 exhibits and IT budget preparation—are consistent with the *Evaluate*, *Analyze*, and *Control* phases of capital planning.

In particular, teammate (b)(4) knows stands IT bud (b)(4) core capability is financial management. Current support covers the range of assisting USTRANSCOM program managers (for example GTN, Single Mobility System [SMS], Customs Process Automation [CPA], LogBook, Agile Transportation for the 21st Century [AT21], and Analysis of Mobility Platform [AMP]) in developing their individual budgets to using the information to construct BCAs/EAs, to consolidating the information for review and approval through the CPRP.

The (b)(4) analyst provides the experience in assisting with:
➤ Reviewing, validating, and staffing OSD Exhibit 300 documents
➤ Preparing IT budgets.

With this as a backdrop, the CSC Team will provide TCJ8 with the desired support, providing a program analyst who has the appropriate skills to accomplish the task and who also has extensive reach-back capability to experts in these areas. As requested, the program analyst will review the Exhibit 300 prior to submission to ensure each section of the exhibit is completed in accordance with the most recent version of Office of Management and Budget (OMB) Circular A-11 (currently July 2007). The program analyst will cross-check that the budget information displayed in the exhibit is consistent with the official budget



position, typically as reflected in the USTRANSCOM CRIS database and SNaP-IT. If the numbers are different, the program analyst will identify the difference and seek to validate why the discrepancy exists and resolve the issue. Assisting in reviewing OSD 300 exhibits is part of the *Evaluate* phase of PFM, while cross-checking budget baselines may be viewed as part of the *Control* phase.

While individual programs are responsible for developing their individual budgets, TCJ8 is responsible for providing financial guidance, loading financial information, and consolidating USTRANSCOM's and TCCs' budgets into one submission to the OSD Comptroller. As needed, the program analyst will assist in this process by researching, planning, and ensuring the information/data is accurate and consistent with the underlying guidance and documents. These actions support the *Analyze* and *Control* phases of PFM.

Thus, the program analyst, through the gathering of budgetary data, providing of the appropriate information as requested, and reviewing of financial information and 300 exhibits, directly contributes to the USTRANSCOM capital planning and investment process.

2.3.2.2 Subtask 2 – Resource/Financial Management Support. As illustrated by our past performance references, the CSC Team understands that the requirements of this task are principally to aid the TCJ8 person working as the resource advisor for TCJ6 programs. The program analyst brings the financial skills and knowledge to support a variety of tasks and responsibilities related to resource/financial management support. The program analyst will support budget and Program Objective Memorandum (POM) submissions, following up with program managers to ensure the information is complete and current with the official data repositories (e.g., IT CRIS). With access to both IT CRIS and CRIS-AF (accounting system), the program analyst will run weekly CRIS status reports (or as required), and the targets will be reconciled monthly between the two systems. Any discrepancies will be identified to the Government lead. As appropriate, the program analyst will investigate the causes for the differences and resolve those issues (to the extent authorized). At times, this will require engaging DFAS to resolve billing issues with the posting of invoices, obligations, and/or expenses.

Our experienced (b)(4) program analyst will provide resource/financial management support in:

- Submitting budgets and POMs
- Monitoring financial reports
- Reconciling targets and a monthly status of funds report.

As requested, the program analyst will monitor travel orders using the Defense Transportation System (DTS). A key element regarding travel orders is how much money has been budgeted for travel vice what has actually been spent and what is

waiting to be processed. The analyst will monitor how much of the travel budget has been expended and what remains for the designated TCJ6 organizations. The analyst will identify when travel budgets are reaching predetermined levels as a management aid to help keep these organizations from exceeding their budgets and/or identify when actions need to be taken to increase the travel budget.

As desired, the program analyst will apply similar skills and knowledge in monitoring Government credit cards. The analyst will ensure project information is posted correctly in the accounting system and determine whether an account is outstanding and what information may be missing. From there, the analyst will seek to determine the appropriate course of action and advise the Government lead.

(b)(6) has developed a variety of reports to assist TCJ6 with financial management. One such monthly status report, which was initially developed by (b)(4) in FY02 in support of USTRANSCOM TCJ6-R. The process has involved working with program managers and TCJ8 to obtain and share capital and operating information on programs (i.e., TCJ8-BH). This communication increased the insight regarding the financial status of programs, leading to more informed decisions. The program analyst will continue this tradition. Using an Excel spreadsheet, the status of funds report identifies the program, point of contact, program's budget, funds expense/obligated, percent expended/obligated, total committed, and remaining balance. This report uses end-of-month data from the accounting system. An illustration of the basic report is in Table 2-2 and will be completed/submitted by



the 5th workday of the month or as directed by the COR. Information is tracked on separate worksheets by Capital, Operating, and Command and Control Initiative Program (C2IP) funding.

Table 2-2. TCJ6 Capital Funds Status Report (\$K)

TWCFs	BUDGET	%		TOTAL COMMITMENT	FUNDS AVAILABLE	NOTES
CATEGORY		OBLIGATIONS	OBLIGATIONS			
CDS SW						
USTC LAN HW						
USTC LAN SW						
INFOSTRUCTURE HW						
DPO – Emerging DPO						
Applications HW (Infostructure)						
DPO – Emerging DPO						
Applications SW (Infostructure)						
TFMS SW						

A variation of this report was developed for TCJ6-P programs where the (b)(4) analyst worked with the program managers to identify the financial impacts of activities that may not be captured as of the end-of-month accounting report. Working closely with the program managers has increased the resolving of why programs appear to be over or under budget and allowed TCJ6 and TCJ8 management to pursue appropriate courses of action.

As necessary, the program analyst will assist in developing briefings that support the budget process. The analyst will apply communication skills and knowledge of Microsoft Office (in particular, PowerPoint) to construct concise and informative briefings. These briefings will build upon the information gathered through the accounting system and IT CRIS. The information will be further worked with the TCJ8 lead and individual program managers to address the specific financial/budget execution and programming questions. The goal is to provide management with the insights to make more informed decisions and better allocate or reallocate available funding.

2.3.2.3 Subtask 3 – Revenue Support. The CSC Team, in particular MCR, is well versed in providing this type of support, as shown in the past performance submission with its support to AMC Financial Management (FM) and through its resource advisor support within the TCJ6 and DSPMO. The program analyst will employ skills and financial knowledge in supporting TCJ8 and the revenue program, particularly activities related to the Defense Courier Service (DCS).

The program analyst will assist in obtaining funding documents from customers and billing for the services provided. This may involve retrieving information from GATES and/or GTN.

The program analyst will be knowledgeable about DOD Activity Account Codes (DODAACs) and transportation control numbers (TCNs). The DODAAC is a starting point for identifying the shipper that may lead to the customer. The TCN is essential in identifying the shipment. In understanding these elements, the program analyst is well prepared to assist customers in establishing the correct information in the system initially. The program analyst needs to be familiar with the DODAAC and TCN to enable the research when incomplete information exists for the bill.

The (b)(6) program analyst will apply well-established procedures to support the revenue program in:

- Obtaining funding documents
- Billing customers
- Reconciling accounts.

The program analyst will reconcile accounts, matching billings to the revenue received, and determine whether any balances exist. As necessary, monthly accruals will be established and adjusted. Account receivable balances will be reconciled with the general ledger. The program analyst will follow up with customers if the account is outstanding or disputed. Further, the program analyst will seek to identify the underlying issue and resolve it. Based on our experiences with AMC/FM, two primary reasons for bills



being rejected include incorrect or incomplete Transportation Account Code (TAC) and incorrect or incomplete line of accounting. For bills that may be disputed, the program analyst will research the disputed bill, gathering as much information as possible regarding the movement. Based upon that research, the analyst will recommend to the Government lead whether or not the bill should be pursued further with that customer, pursued with a different customer, or deleted as an erroneous bill.

As necessary, the program analyst will assist in developing any briefings needed in support of the revenue process. The analyst will apply communication skills and knowledge of Microsoft Office (in particular, PowerPoint) in constructing concise and informative briefings, providing management with the needed information, answers, and insight.

2.3.2.4 Subtask 4 – (Optional Task, Period of Performance Estimated August and September Only) End Support.

A successful fiscal year closeout really begins with the new budget year. (b)(4) has received compliments throughout its tenure of support to the GTN Program Mana (PMO) and again for the level of support with the FY07 closeout under the DSPMO (b)(4) staff received letters of appreciation from the TCJ6 [(b)(6) dated 1 November 2007] for this support). For closeout, the program analyst continues monitoring (b)(6) ices and available funds. By regularly monitoring the situation, the program analyst will identify potential problems as they occur during the year. This allows time to resolve many problems before the rush of the last 2 months in the fiscal year.

The year	(b)(6)	program analyst is experienced in supporting fiscal and will continue successful support in:
➤		Monitoring accounts (throughout the year)
➤		Resolving issues with DFAS, program managers, and customers
➤		Balancing accounts – TWCF expensed/revenue funds properly posted.

However, the fiscal year end presents some additional challenges, with a major one being the TWCF rule of having funds “expensed” by the fiscal year end and final invoices needed by September 30. Thus, the window of opportunity for paperwork to be

submitted is greatly reduced, as is the time to resolve any problems that occur.

The program analyst will continue to monitor invoices and determine whether funds are available. The program analyst will first check the information maintained locally against the information maintained by DFAS. The primary systems used locally include CRIS, My Invoice, and EDA. Typical challenges include missing information, incorrect information, and duplicate postings.

- In the case where information may be missing; the program analyst will work with the program manager and DFAS to determine whether the program or vendor has not submitted the invoice or it has not been captured by DFAS. The program analyst will stay engaged until the correct information appears in the accounting system.
- The system may contain incorrect information, which must be resolved before the invoice can be processed. The program analyst will work with both the program manager and DFAS to identify the correct information and ensure it is entered into the system.
- Duplicate postings in the accounting system have also occurred. These must be resolved quickly so that the funds are made available for other legitimate expenditures. The program analyst regularly checks the obligation/deobligation listing (ODL). A key tip-off that a duplication posting has occurred is when the same dollar amount appears more than once. The program analyst investigates further, checking other available information, such as dates and contract information. Then, the program analyst contacts DFAS to request the duplicate posting be removed. DFAS researches the posting. The program analyst will continue to check the ODL until the correction is made or an agreement is reached that it is a legitimate charge. As discussed, it is essential to ensure expenses and revenues are posted correctly and done so as quickly as possible.



USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL



VOLUME 2 – UNDERSTANDING THE WORK

The program analyst performs this research and provides DFAS the necessary information and recommended corrective directly contributes to USTRANSCOM funds being used to the fullest extent possible. (b)(4) as part of the CSC Team, will continue to assist TCJ6 and TCJ8 in achieving successful fis oseouts and take advantage of our team's reach-back capability for additional resources, expertise, and information whenever needed.

2.4 Deliverables

2.4.1 Deliverables/Delivery Schedule. The CSC Team will submit the deliverables listed in Paragraph 2 of the PWS in accordance with the specific requirements identified. Deliverables will be provided electronically, with an information copy to the COR, on or before the required due dates. The team will document an acceptance process in the TOMP for the Government's coordination and approval. All references to days are defined as calendar days unless otherwise specified.

2.4.2 Service Delivery Summary. The CSC Team will meet or exceed the thresholds for each item and objective listed in Paragraph 3 of the PWS, Service Delivery Summary.

2.5 Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI)

CSC understands and concurs with the GFE and other Government-provided items listed and will comply with all the requirements identified in Paragraph 4 of the PWS.

2.6 General Information

The CSC Team concurs with and will comply with all the requirements in PWS, Section 5, Paragraphs 5.1 through 5.8, including Place of Performance, Travel, Period of Performance, Security Requirements, Security Regulation Compliance, Personnel Security Clearances, and Additional Information.



ATTACHMENT A

GENERIC RÉSUMÉS

A.1 Program Manager

Generic Résumé – PROGRAM MANAGER	
Labor Category:	01 Program Manager
Education/ Equivalency:	MBA or Masters degree (or equivalent) in a relevant discipline
Experience:	15-years of experience in the field of work.
Special Skills Needed:	5 years experience as a Program Manager or Project Management Professional (PMP) certification
Labor Category Description:	Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (KO), 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 the policies, purposes, and goals of the organization to subordinates. The Program Manager is responsible for overall contract performance.

Essential Experience/Knowledge Required:

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

The program manager must be able to understand and implement the USTRANSCOM project life cycle as it applies to all DPO efforts. The program manager must have the capability of doing the same for those USTRANSCOM projects identified for planning or implementation. The program manager 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 program manager must possess an understanding of federal and defense regulations as they apply to DOD contracting, including contracts, subcontracts, and financial policies and regulations.

The program manager 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 program manager must possess functional and technical expertise with Microsoft Office to include Word, Project, Power Point, and Excel.

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

The program manager must have a basic understanding of organizational change management, 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 person will have or be able to obtain a SECRET security clearance.



USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL
ATTACHMENT A – GENERIC RÉSUMÉS



A.2 Project Manager

Generic Résumé – PROJECT MANAGER	
Labor Category:	02 Project Manager
Education/ Equivalency:	Bachelor's degree (or equivalent) in a relevant discipline
Experience:	10 years of experience in the field of work
Special Skills Needed:	5 years experience as a Project Manager or Project Management Professional (PMP) certification
Labor Category Description:	Serves as the project manager for the task order (or a group of task orders) and shall assist the program manager in working with the Government Contracting Officer, the task order level Contracting Officer Representatives (CORs), Government management personnel and customer agency representatives. Under the guidance of the program manager, responsible for the overall management of the specific task order(s) and ensuring the technical solutions and schedules in the task order are implemented in a timely manner.

Essential Experience/Knowledge Required:

The project manager will have a thorough understanding of and extensive in-depth experience with program management principles, methods, and tools. The project manager must have comprehensive understanding of, and experience with, requirements management, project charter and definition, work breakdown and scheduling, financial status determination and reporting, and milestone achievement and overall progress reporting. The project manager must possess an understanding of federal and defense regulations as they apply to DOD contracting, including contracts, subcontracts, and financial policies and regulations.

The project manager must have a working knowledge of USTRANSCOM's mission, roles, and responsibilities. The project manager must understand the DOD budget and capital planning processes, be familiar with the appropriate financial regulations (in particular, DOD 7000.14), and have a working knowledge of the TWCF process and related systems and information resources.

The project manager 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 project manager must possess functional and technical expertise with Microsoft Office, to include Word, PowerPoint, and Excel.

The project manager 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 person will have or be able to obtain a SECRET security clearance.



ATTACHMENT A – GENERIC RÉSUMÉS

A.3 Program Analyst

Generic Résumé – PROGRAM ANALYST	
Labor Category:	15 Program Analyst
Education/ Equivalency:	Bachelor's degree (or equivalent) in a related discipline
Experience:	5 years of experience in the field of work
Special Skills Needed:	Knowledge of cost, budget, accounting, and finance principles
Labor Category Description:	Possesses and applies comprehensive knowledge across multiple functional areas and task environments. Has leadership qualities in strategizing approaches and managing project objectives. Develops, plans, and leads segments of a project. Evaluates results and recommends changes in the development and execution of project phases and meeting schedules. Operates across multiple tasks and works independently. Contributes to deliverables and performance metrics.

Essential Experience/Knowledge Required:

The program analyst will bring a minimum of 5 years of financial experience to the task. The analyst will apply knowledge of finance and accounting principles and the DOD budget and capital planning processes to assist in analyzing operational and IT program budgets and/or assist in the tracking of and collection of revenue. This requires a familiarity with TWCF and appropriated funding requirements and the overall budget and accounting cycle.

The program analyst will be able to conduct a variety of financial assessments using previous documentation and current budget/POM or billing information. Assessments include the ability to analyze information and discern the impact of estimated versus actual costs, benefits, savings, variances, and funding sources. The analyst will be able to reconcile accounts, identify and resolve issues, and follow up as necessary.

The program analyst will use knowledge of the DOD funding process to identify needed funding documents, such as the MORD, Form 9s, and the MIPR. The analyst will be able to work with a variety of supporting systems, such as the CRIS-AF, the USTRANSCOM CRIS, and ABSS, and other related or required systems.

The program 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 program analyst must possess functional and technical expertise with Microsoft Office, to include Word, Excel, and PowerPoint.

The person will have or be able to obtain a SECRET security clearance.



ATTACHMENT B

GLOSSARY

<u>Acronym</u>	<u>Definition</u>
A&AS	Advisory and Assistance Services
ABSS	Automated Business Services System
AF	Air Force
AFB	Air Force Base
AMC	Air Mobility Command
AMP	Analysis of Mobility Platform
ASIFICS	Airlift Services Industrial Fund Integrated Computer System
AT&L	Acquisition Technology and Logistics
AT21	Agile Transportation for the 21st Century
BCA	Business Case Analysis
C2IP	Command and Control Initiative Program
CARD	Cost Analysis Requirements Description
CBAT	Capabilities-Based Assessment Team
CCA	Clinger-Cohen Act
CDS	Consolidated Disbursing System
CIC	Customer Identification Code
CIO	Chief Information Officer
CMMI	Capability Maturity Model Integration
CO	Contracting Officer
CONOPS	Concepts of Operations
COR	Contracting Officer's Representative
CPA	Customs Process Automation
CPRP	CIO Program Review Process
CRIS	Corporate Resource Information Source
CRIS-AF	Commanders Resource Integration System-Air Force
CSC	Computer Sciences Corporation
DAASC	Defense Automatic Addressing Service Center
DBSMC	Defense Business Systems Management Committee
DCS	Defense Courier Service
DDS	Defense Distribution System
DEAMS	Defense Enterprise Accounting and Management System
DFAS	Defense Finance and Accounting Service
DITPR	DOD Information Technology Portfolio Repository
DLA	Defense Logistics Agency



USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL



ATTACHMENT B – GLOSSARY

<u>Acronym</u>	<u>Definition</u>
DOD	Department of Defense
DODAAC	DOD Activity Account Code
DPfM	Distribution Portfolio Management
DPO	Distribution Process Owner
DSG	Distribution Steering Group
DSPMO	Distribution Services Program Management Office
DTS	Defense Transportation System
DWCF	Defense Working Capital Fund
EA	Economic Analysis
ECM	Enterprise Capabilities Management
EDA	Electronic Document Access
EVM	Earned Value Management
FM	Financial Management
FMF	Financial Management team of AMC
FY	Fiscal Year
GATES	Global Air Transportation Execution System
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GTN	Global Transportation Network
HQ	Headquarters
HW	Hardware
IAE	International Aeromedical Evacuation
IDE	Integrated Data Environment
IGC	IDE/GTN Convergence
IPR	In-Process Review
IRB	Investment Review Board
JCIDS	Joint Capabilities Integration and Development System
JDIS	Joint Defense Integrated Solutions
JCS	Joint Chiefs of Staff
KO	Contracting Officer
LAN	Local Area Network
LCCE	Life Cycle Cost Estimate
MBA	Master of Business Administration
MIPR	Military Interdepartmental Purchase Request
MORD	Miscellaneous Obligation/Reimbursement Document
MSR	Monthly Status Report
NULO	Negative Unliquidated Obligation



USTRANSCOM FINANCIAL ANALYSIS SUPPORT FOR THE
DEFENSE DISTRIBUTION SYSTEM (DDS) PROPOSAL



ATTACHMENT B – GLOSSARY

<u>Acronym</u>	<u>Definition</u>
ODL	Obligation/Deobligation Listing
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
PfM	Portfolio Management
PMBOK	Program Management Body of Knowledge
PMI	Program Management Institute
PMO	Program Management Office
PMP	Project Management Professional
POM	Program Objective Memorandum
PWS	Performance Work Statement
RFTOP	Request for Task Order Proposal
SAAM	Special Assignment Airlift Mission
SAF/AQX	Deputy Assistant Secretary of the Air Force for Acquisition (Integration)
SMART	System Metric and Reporting Tool
SMS	Single Mobility System
SNaP-IT	Select and Native Programming-Information Technology
SW	Software
TAC	Transportation Account Code
TACC	Tanker Airlift Control Center
TCC	Transportation Component Command
TCJ6	USTRANSCOM Command, Control, Communications and Computer Systems Directorate
TCJ6-P	USTRANSCOM Command, Control, Communications and Computer Systems Directorate – Distribution Services Program Management Office
TCJ6-R	USTRANSCOM Command, Control, Communications and Computer Systems Directorate – Resources
TCJ8	USTRANSCOM Program Analysis & Financial Management Directorate
TCJ8-BH	USTRANSCOM Program Analysis & Financial Management Directorate – Budget
TCN	Transportation Control Number
TFMS	Transportation Financial Management System
TGET	Transportation Global Edit Table
TOMP	Task Order Management Plan
TWCF	Transportation Working Capital Fund
ULO	Unliquidated Obligation
USTC	United States Transportation Command
USTRANSCOM	United States Transportation Command

REQUEST FOR TASK ORDER PROPOSAL (RFTOP) #08-01
CLIN Structure and Invoicing Procedures

(Contractor shall fill out the NTE Extended Amounts)

Financial Analysis Support for the Defense Distribution System (DDS) Basic Year – 01 Jan 08 through 30 Sep 08				
CLIN Number	Quantity	Unit	Unit Price	NTE Extended Amount
CLIN 0001 Labor for Tasks 1 and 2	1	Lot	N/A	\$206,867.98 NTE
CLIN 0002 (Optional CLIN) Labor for Task 2, subtask 4 PWS para 1.4.2.4	1	Lot	N/A	\$14,034.00 NTE
Total for Base Year Discount Offered 0%				\$220,901.98 NTE

Financial Analysis Support for the Defense Distribution System (DDS) Option Year One – 01 Oct 08 through 30 Sep 09				
CLIN Number	Quantity	Unit	Unit Price	NTE Extended Amount
CLIN 1001 Labor for Tasks 1 and 2	1	Lot	N/A	\$283,788.02 NTE
CLIN 1002 (Optional CLIN) Labor for Task 2, subtask 4 PWS para 1.4.2.4	1	Lot	N/A	\$14,478.00 NTE
Total for Option Year One Discount Offered 0%				\$298,266.02 NTE

Financial Analysis Support for the Defense Distribution System (DDS) Option Year Two – 01 Oct 09 through 30 Sep 10				
CLIN Number	Quantity	Unit	Unit Price	NTE Extended Amount
CLIN 2001 Labor for Tasks 1 and 2	1	Lot	N/A	\$292,580.20 NTE
CLIN 2002 (Optional CLIN) Labor for Task 2, subtask 4 PWS para 1.4.2.4	1	Lot	N/A	\$14,904.00 NTE
Total for Option Year Two Discount Offered 0%				\$307,484.20 NTE

Financial Analysis Support for the Defense Distribution System (DDS) Option Year Three – 01 Oct 10 through 30 Sep 11				
CLIN Number	Quantity	Unit	Unit Price	NTE Extended Amount
CLIN 3001 Labor for Tasks 1 and 2	1	Lot	N/A	\$301,139.54 NTE
CLIN 3002 (Optional CLIN) Labor for Task 2, subtask 4 PWS para 1.4.2.4	1	Lot	N/A	\$15,334.00 NTE
Total for Option Year Three Discount Offered 0%				\$316,473.54 NTE

Financial Analysis Support for the Defense Distribution System (DDS) Option Year Four – 01 Oct 11 through 30 Sep 12				
CLIN Number	Quantity	Unit	Unit Price	NTE Extended Amount
CLIN 4001 Labor for Tasks 1 and 2	1	Lot	N/A	\$307,316.08 NTE
CLIN 4002 (Optional CLIN) Labor for Task 2, subtask 4 PWS para 1.4.2.4	1	Lot	N/A	\$15,334.00 NTE
Total for Option Year Four Discount Offered 0%				\$322,650.08 NTE

TOTAL BASE YEAR + OPTIONS (LABOR)

\$1,465,775.82 NTE

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 232.7002, 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>.

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. 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:	<input type="text"/>
DELIVERY ORDER NUMBER:	<input type="text"/>
TYPE OF DOCUMENT:	<input type="text" value="Invoice and Receiving Report Cost Voucher"/>
CAGE CODE:	<input type="text"/>
ISSUE BY DODAAC:	<input type="text" value="HTC711"/>
ADMIN DODAAC:	<input type="text" value="HTC711"/>
INSPECT BY DODAAC:	<input type="text"/>
SERVICE ACCEPTOR / SHIP TO:	<input type="text" value="F3ST96"/>
PAY OFFICE DODAAC:	<input type="text" value="F67100"/>

SEND MORE E-MAIL NOTIFICATIONS:

CONTRACT ADMINISTRATOR:	<input type="text" value="stephanie.mills@ustranscom.mil"/>
CONTRACTING OFFICER:	<input type="text" value="gina.lee@ustranscom.mil"/>
ADDITIONAL NOTIFICATION:	<input type="text" value="marlyn.thorne@ustranscom.mil"/>

Breakout of Proposed Labor Categories and Hours													
		Base Year (1 January 2008 - 14 June 2008)					Base Year (15 June 2008 - 30 September 2008)						
Cat No.	Labor Category	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount
Part A Labor Categories													
	Category Description												
01	PROGRAM MANAGER			\$0.00			\$0.00			\$0.00			\$0.00
02	PROJECT MANAGER			\$0.00		\$110.03	\$5,391.47			\$0.00		\$113.59	\$3,294.11
03	SENIOR FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
04	FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
05	SENIOR LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
06	LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
07	DATABASE MANAGEMENT SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
08	ADMINISTRATIVE SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
09	SENIOR TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
10	TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
11	SR. BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
12	BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
13	SR. SYSTEMS ANALYST	(b)(4)		\$0.00	(b)(4)		\$0.00	(b)(4)		\$0.00	(b)(4)		\$0.00
14	SYSTEMS ANALYST			\$0.00			\$0.00						
15	PROGRAM ANALYST			\$67.97		\$120,714.72			\$0.00			\$70.17	\$77,467.68
16	FINANCIAL ANALYST					\$0.00			\$0.00			\$0.00	
17	OP RESEARCH ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
18	SYSTEMS ARCHITECT			\$0.00			\$0.00			\$0.00			\$0.00
19	SR. INFORMATION ENG.			\$0.00			\$0.00			\$0.00			\$0.00
20	INFORMATION ENGINEER			\$0.00			\$0.00			\$0.00			\$0.00
21	SUBJECT MATTER EXPERT			\$0.00			\$0.00			\$0.00			\$0.00
22	TECHNICAL WRITER			\$0.00			\$0.00			\$0.00			\$0.00
	OPTIONAL												
15	PROGRAM ANALYST			\$0.00			\$0.00		\$70.17	\$14,034.00			\$0.00
	Total Labor Hours												
	Total Labor Dollars			\$120,714.72			\$5,391.47			\$91,501.68			\$3,294.11
Other Direct Costs (ODCs)		Amount	G&A %										
Estimated Travel ODCs (\$)		\$0.00	\$0.00										
Estimated Materials ODCs (\$)		\$0.00	\$0.00										
Total ODCs		\$0.00											

Overall Contract Total for 5 Years \$1,465,775.82

NOTES:

Breakout of Proposed Labor Categories and Hours													
1st Option Year (1 October 2008 - 14 June 2009)							1st Option Year (15 June 2009 - 30 September 2009)						
Cat No.	Labor Category	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount
	Part A Labor Categories												
	Category Description												
01	PROGRAM MANAGER			\$0.00			\$0.00			\$0.00			\$0.00
02	PROJECT MANAGER			\$0.00		\$113.59	\$8,405.66			\$0.00		\$117.14	\$3,514.20
03	SENIOR FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
04	FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
05	SENIOR LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
06	LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
07	DATABASE MANAGEMENT SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
08	ADMINISTRATIVE SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
09	SENIOR TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
10	TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
11	SR. BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
12	BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
13	SR. SYSTEMS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
14	SYSTEMS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
15	PROGRAM ANALYST		\$70.17	\$193,107.84			\$0.00		\$72.39	\$78,760.32			\$0.00
16	FINANCIAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
17	OP RESEARCH ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
18	SYSTEMS ARCHITECT			\$0.00			\$0.00			\$0.00			\$0.00
19	SR. INFORMATION ENG.			\$0.00			\$0.00			\$0.00			\$0.00
20	INFORMATION ENGINEER			\$0.00			\$0.00			\$0.00			\$0.00
21	SUBJECT MATTER EXPERT			\$0.00			\$0.00			\$0.00			\$0.00
22	TECHNICAL WRITER			\$0.00			\$0.00			\$0.00			\$0.00
	OPTIONAL												
15	PROGRAM ANALYST			\$0.00			\$0.00		\$72.39	\$14,478.00			\$0.00
	Total Labor Hours												
	Total Labor Dollars			\$193,107.84			\$8,405.66			\$93,238.32			\$3,514.20
Other Direct Costs (ODCs)		Amount	G&A %										
Estimated Travel ODCs (\$)		\$0.00											
Estimated Materials ODCs (\$)		\$0.00											
Total ODCs													
Task Order Total (including ODCs)				\$298,266.02									

NOTES:

Breakout of Proposed Labor Categories and Hours													
2nd Option Year (1 October 2009 - 14 June 2010)							2nd Option Year (15 June 2010 - 30 September 2010)						
Cat No.	Labor Category	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount
Part A Labor Categories													
	Category Description												
01	PROGRAM MANAGER			\$0.00			\$0.00			\$0.00			\$0.00
02	PROJECT MANAGER			\$0.00		\$117.14	\$8,668.36			\$0.00		\$120.56	\$3,616.80
03	SENIOR FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
04	FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
05	SENIOR LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
06	LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
07	DATABASE MANAGEMENT SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
08	ADMINISTRATIVE SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
09	SENIOR TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
10	TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
11	SR. BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
12	BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
13	SR. SYSTEMS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
14	SYSTEMS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
15	PROGRAM ANALYST		\$72.39	\$199,217.28			\$0.00		\$74.52	\$81,077.76			\$0.00
16	FINANCIAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
17	OP RESEARCH ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
18	SYSTEMS ARCHITECT			\$0.00			\$0.00			\$0.00			\$0.00
19	SR. INFORMATION ENG.			\$0.00			\$0.00			\$0.00			\$0.00
20	INFORMATION ENGINEER			\$0.00			\$0.00			\$0.00			\$0.00
21	SUBJECT MATTER EXPERT			\$0.00			\$0.00			\$0.00			\$0.00
22	TECHNICAL WRITER			\$0.00			\$0.00			\$0.00			\$0.00
	OPTIONAL												
15	PROGRAM ANALYST			\$0.00			\$0.00		\$74.52	\$14,904.00			\$0.00
	Total Labor Hours												
	Total Labor Dollars			\$199,217.28			\$8,668.36			\$95,981.76			\$3,616.80
Other Direct Costs (ODCs)		Amount	G&A %										
Estimated Travel ODCs (\$)		\$0.00			\$0.00								
Estimated Materials ODCs (\$)		\$0.00			\$0.00								
Total ODCs					\$0.00								
Task Order Total (including ODCs)				\$307,484.20									

NOTES:

Breakout of Proposed Labor Categories and Hours													
3rd Option Year (1 October 2010 - 14 June 2011)							3rd Option Year (15 June 2011 - 30 September 2011)						
Cat No.	Labor Category	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount
Part A Labor Categories													
	Category Description												
01	PROGRAM MANAGER			\$0.00			\$0.00			\$0.00			\$0.00
02	PROJECT MANAGER			\$0.00		\$120.56	\$8,921.44			\$0.00		\$124.07	\$3,722.10
03	SENIOR FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
04	FUNCTIONAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
05	SENIOR LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
06	LOGISTICS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
07	DATABASE MANAGEMENT SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
08	ADMINISTRATIVE SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
09	SENIOR TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
10	TRAINING SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
11	SR. BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
12	BPR SPECIALIST			\$0.00			\$0.00			\$0.00			\$0.00
13	SR. SYSTEMS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
14	SYSTEMS ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
15	PROGRAM ANALYST		\$74.52	\$205,079.04			\$0.00		\$76.67	\$83,416.96			\$0.00
16	FINANCIAL ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
17	OP RESEARCH ANALYST			\$0.00			\$0.00			\$0.00			\$0.00
18	SYSTEMS ARCHITECT			\$0.00			\$0.00			\$0.00			\$0.00
19	SR. INFORMATION ENG.			\$0.00			\$0.00			\$0.00			\$0.00
20	INFORMATION ENGINEER			\$0.00			\$0.00			\$0.00			\$0.00
21	SUBJECT MATTER EXPERT			\$0.00			\$0.00			\$0.00			\$0.00
22	TECHNICAL WRITER			\$0.00			\$0.00			\$0.00			\$0.00
	OPTIONAL												
15	PROGRAM ANALYST			\$0.00			\$0.00		\$76.67	\$15,334.00			\$0.00
	Total Labor Hours												
	Total Labor Dollars			\$205,079.04			\$8,921.44			\$98,750.96			\$3,722.10
	Other Direct Costs (ODCs)	Amount	G&A %										
	Estimated Travel ODCs (\$)	\$0.00			\$0.00								
	Estimated Materials ODCs (\$)	\$0.00			\$0.00								
	Total ODCs				\$0.00								
Task Order Total (including ODCs)				\$316,473.54									

NOTES:

Breakout of Proposed Labor Categories and Hours								
4th Option Year (1 October 2011 - 30 September 2012)								
Cat No.	Labor Category	Labor Hours	Govt. Site Hourly Rate	Govt. Site Amount	Labor Hours	Contractor Site Hourly Rate	Contractor Site Amount	
Part A Labor Categories								
	Category Description							
01	PROGRAM MANAGER	(b)(4)		\$0.00	(b)(4)		\$0.00	
02	PROJECT MANAGER			\$0.00		\$124.07	\$12,903.28	
03	SENIOR FUNCTIONAL ANALYST			\$0.00			\$0.00	
04	FUNCTIONAL ANALYST			\$0.00			\$0.00	
05	SENIOR LOGISTICS ANALYST			\$0.00			\$0.00	
06	LOGISTICS ANALYST			\$0.00			\$0.00	
07	DATABASE MANAGEMENT SPECIALIST			\$0.00			\$0.00	
08	ADMINISTRATIVE SPECIALIST			\$0.00			\$0.00	
09	SENIOR TRAINING SPECIALIST			\$0.00			\$0.00	
10	TRAINING SPECIALIST			\$0.00			\$0.00	
11	SR. BPR SPECIALIST			\$0.00			\$0.00	
12	BPR SPECIALIST			\$0.00			\$0.00	
13	SR. SYSTEMS ANALYST			\$0.00			\$0.00	
14	SYSTEMS ANALYST			\$0.00			\$0.00	
15	PROGRAM ANALYST			\$76.67		\$294,412.80		\$0.00
16	FINANCIAL ANALYST					\$0.00		\$0.00
17	OP RESEARCH ANALYST					\$0.00		\$0.00
18	SYSTEMS ARCHITECT					\$0.00		\$0.00
19	SR. INFORMATION ENG.					\$0.00		\$0.00
20	INFORMATION ENGINEER					\$0.00		\$0.00
21	SUBJECT MATTER EXPERT					\$0.00		\$0.00
22	TECHNICAL WRITER					\$0.00		\$0.00
	OPTIONAL							
15	PROGRAM ANALYST		\$76.67	\$15,334.00			\$0.00	
	Total Labor Hours							
	Total Labor Dollars			\$309,746.80			\$12,903.28	
Other Direct Costs (ODCs)		Amount	G&A %					
Estimated Travel ODCs (\$)		\$0.00	\$0.00					
Estimated Materials ODCs (\$)		\$0.00	\$0.00					
Total ODCs			\$0.00					
Task Order Total (including ODCs)				\$322,650.08				

NOTES: