

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. USZA22-02-D-0014	2. DELIVERY ORDER/ CALL NO. 0037	3. DATE OF ORDER/CALL 2002May31	4. REQ./PURCH. REQUEST NO. H9129421509000	5. PRIORITY
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6. ISSUED BY U.S. SPECIAL OPERATIONS COMMAND/SOAL-K 7701 TAMPA POINT BLVD. [REDACTED] MOBILE FL 33621-0000	CODE USZA22	7. ADMINISTERED BY DCMA CLEARWATER 9549 KOGER BLVD. GADSEN BLDG., SUITE 200 ST. PETERSBURG FL 34615-4822	CODE S1109A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER  (See Schedule if other)
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9. CONTRACTOR SVERDRUP TECHNOLOGY, INC. [REDACTED] 5340 W. KENNEDY BLVD. SUITE 300 TAMPA FL 33609	CODE 096A3	FACILITY	10. DELIVER TO FOB POINT BY (Date) 2003May30	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS Net 30 Days	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Basic Contract - Section G				

14. SHIP TO [REDACTED] JOINT SPECIAL OPERATIONS COMMAND FORT BRAGG NC 28310	CODE H91294	15. PAYMENT WILL BE MADE BY DFAS OM/FP PO BOX 7020 BELLEVUE NE 68005-1920	CODE 525700	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			
NAME OF CONTRACTOR		SIGNATURE	TYPED NAME AND TITLE
			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  
**See Schedule**

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<b>SEE SCHEDULE</b>					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle	25. TOTAL	\$73,240.84
CONTRACTING / ORDERING OFFICER		29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	27. SHIP NO.	28. DO VOUCHER NO.	30. INITIALS
DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS
		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

Sverdrup Technology  
Unified and Special Operations Group

**Price Proposal - JSOC Family Readiness Support Price Proposal**

CLIN 0006 Labor (FFP)	12	MO	\$5,738.70	\$ 68,864.40
CLIN 0002 Materials (Cost Reimbursable)	1	LO		\$75.00
CLIN 0003 Local Travel (Cost Reimbursable)	1	LO		\$4,301.44
CLIN 0007 Technical Data	1	LO		NSP
Grand Total				\$ 73,240.84

**SPECIAL INSTRUCTIONS**

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

This task order is being incrementally funded. Upon Congress Enacting FY03 appropriations, the remaining balance of \$48,827.20 will be funded via modification.

**ACCOUNTING AND APPROPRIATION DATA**

AA: 9720100.56SA 2SJ-8616 012415.ZB00 252G 000000 H912942150N903 ZZBA00 S31129  
AMOUNT: \$24,413.60

**STATEMENT OF WORK**  
**Family Readiness Coordinator**  
**Joint Special Operations Command (JSOC)**

**1.0 SCOPE.** Contractor will provide administrative, functional, and logistic support for the JSOC Family Readiness program and operations. This function will administer, document and manage all data and information supporting the execution of all family support projects to include, but not limited to: family readiness activities, command sponsored events, quality of life issues, and command-unique services. As the command focal point, the contractor will develop and coordinate support policies and procedures, issues and initiatives to assist the Commander and Staff Directors in the effective operation of the JSOC Family Readiness Group (FRG). The contractor will perform liaison with installation and off-post activities, and other social and family service organizations. Deliverables will include data management required to document/track pertinent information and status of actions through reports and briefings to advise/inform the JSOC staff. The responsible JSOC Director for this program is the Director for Manpower, Personnel and Administration.

**1.1 PERFORMANCE PERIOD:** Initial task order shall commence upon award and continue for a period of a year.

**2.0 PURPOSE.** The purpose of this statement of work (SOW) is to provide information on the type of support required of the JSOC Family Readiness Program.

**3.0 CONTRACTOR TASKS:** Contractor shall develop, coordinate and administer the following tasks as the command support for the JSOC Family Readiness Program:

**3.1 General Functional Support.**

- Develop and implement guidance and policies pertaining to family readiness programs and activities;
- Administer family readiness/human services programs and activities;
- Organize and administer the JSOC Family Readiness Group (FRG) to include compilation of data for social rosters and rosters of FRG leaders.
- Manage data for rosters of volunteers to assist the command in family support activities.
- Attend meetings with FRG leaders to plan and coordinate support and activities;
- Organize and coordinate conferences to include logistical support: three spouse orientations per year, one spouses' conference per year, and other family activities;
- Provide quality management to ensure that all JSOC family support meets the intent of service and DOD requirements;
- Develop and present briefings to the Command on both internal and external family readiness issues, programs, and activities.

**3.2 Analyst Support:**

- Advise and assist JSOC Staff Directors in the execution of their directorate FRG programs;
- Provide feedback to the Director of Personnel and JSOC Commander on all family-related

- issues and the status of family support programs and activities;
- Identify/seek and coordinate volunteer opportunities;
  - Provide staff support to the Commander, as required, concerning matters related to morale, welfare, family advocacy, family team building, command climate, and other related activities.
  - Collect, manage and produce data/briefings to JSOC Command Staff and Directors required to maintain rosters, identify shortcomings, recommendations for corrective actions, cost savings, program improvements, internal controls, continuity documentation program;
  - Interact with JSOC Command Staff and Directors, on-post family services, and all service family support program offices.

### **3.3 Financial Management:**

- Manage budget and forecasts funds for the program;
- Compile a monthly budget report for submission to the Director of Personnel;
- Attend budget meetings as required.

### **4.0 Personnel Qualifications:** Contractor personnel shall possess/meet the following qualifications:

**4.1 Experience:** Two years of work experience in human services, directly related to the task area, and prior military experience preferred, including 2-years SOF community background. Should be well versed in all branches of service and the joint service environment.

### **4.2 Knowledge:**

- Extensive communication skills required, both written and oral, with the ability to communicate at all levels.
- Ability to act as a group facilitator.
- Able to plan and execute large-scale command, social and family events (protocol experience a plus).
- Strong ability to organize, plan, coordinate, manage, and assess programs and activities.
- Able to effectively interface with the Commander, Staff Directors, and FRG leaders.
- Working knowledge of current software applications, i.e., Microsoft Word, PowerPoint, and Excel.

**4.3 Education.** BA or BS in SOW-related area and working experience in the administration of personnel or human relations.

**5.0 Security:** The contractor shall comply with the provisions of the National Industrial Security Operating Manual (DOD 5220.22-M). The contractor shall meet all local security requirements and be held to the same level as government employees in the section. Government shall in-process the Contractor to include appropriate security procedures and other pertinent JSOC policies. JSOC Security Officer will process the appropriate JSOC Access Badge upon receipt of proper clearance documentation.

**5.1 Clearance:** Contractor personnel (b)(2)High

(b)(2)High

**5.2 Physical Security.** Contractor shall immediately notify the JSOC Physical Security Officer of any security violations, security incident or any indication of a potential unauthorized disclosure or compromise of classified or sensitive unclassified information.

**6.0 Quality Management:** The contractor shall implement the principles of Total Quality Management (TQM). The contractor shall ensure that all deliverables conform to all specified requirements set by the government.

## **7.0 MISCELLANEOUS:**

**7.1 Government Furnished Workspace and Equipment.** The government will provide on-site workspace and all required equipment to support the Task Order. Collocation with government personnel is permitted.

**7.2 ADP/Media Support.** The Government shall provide on-site access and training for JSOC word processing, microcomputer equipment, graphic aids and other materials required to support the Task Order. Government will provide training required to operate secure ADP equipment.

**7.3 Travel.** Contractor shall submit annual travel requirements that include place, duration, and estimated travel costs prior to execution of travel to the JSOC COR for review and approval. Unscheduled travel shall be submitted to the COR prior to execution of travel and approval shall be obtained by the COR. The contractor shall use the JSOC Form 44 to request travel. The contractor shall submit a travel report at the end of each quarter showing current expenditures to the COR. All travel will be conducted in the United States.

## **8.0 Deliverables - Status Reports and FSG Data:**

Status reports shall be provided to the Director of Personnel. Information required will include:

A001 - Due annually or as required by the COR: FRG Policies and Procedures.

A002 - Due 10<sup>th</sup> working day of the month for the preceding month: Task and Activity Report

A003 - Due 10<sup>th</sup> working day of the month following the end of each quarter, or as required by COR: Lessons Learned Report (including areas for improvement and sustainment).

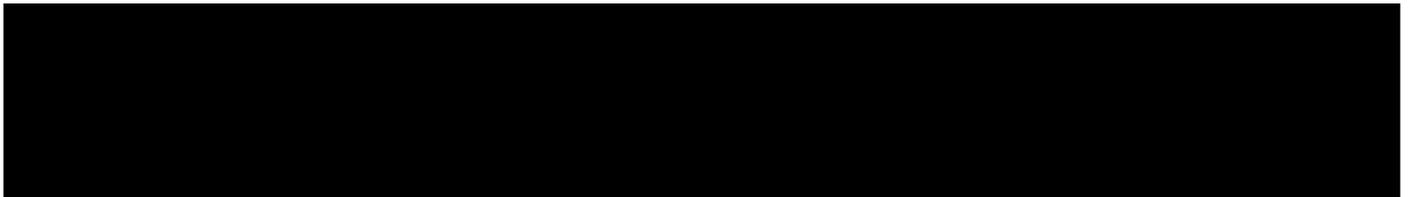
A004 - Due as required by the COR: Calendar of Future Programs, Events, and Activities.

A005 - Due as required by the COR: Family Readiness Issues Report.

A006 - Due as required by the COR: Budget Reports.

A007 - Due as required by the COR: FRG Rosters (create and update; maintain on JSOC media).

## **9.0 Technical Representatives:**





**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Office for the Contract/PR No. Listed in Block E.

A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u>
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D. SYSTEM/ITEM JSOC Family Support Group	E. CONTRACT/PR NO. USZA22-02-D-0014/0037	F. CONTRACTOR Sverdrup Technology, Inc
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1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Monthly Status Report	3. SUBTITLE TASK & ACTIVITY REPORT	17. PRICE GROUP
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368	5. CONTRACT REFERENCE SOW PARA 8	6. REQUIRING OFFICE JSOC-J1, DIR OF PERSONNEL	18. ESTIMATED TOTAL PRICE
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7. DD 254 REQ YES	9. DIST STATEMENT REQUIRED NO	10. FREQUENCY See Blk 16	12. DATE OF FIRST SUBMISSION SEE BLOCK 16 BELOW	14. DISTRIBUTION	18. ESTIMATED TOTAL PRICE
8. APP CODE N/A	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES	

16. REMARKS  TASK & ACTIVITY REPORT - REQUIRED MONTHLY 10 <sup>TH</sup> WORKING DAY OF EACH MONTH FOR THE PRECEDING MONTH  CONTRACTOR FORMAT ACCEPTABLE	a. ADDRESSEE	b. COPIES		
		Final		
		Draft	Reg	Repro
		JSOC-J1	1	
		<u>SOAL-KBB</u>	1	
		TOTAL		2

G. PREPARED BY	H. DATE	J. DATE 14 MAY 02
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**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <input checked="" type="checkbox"/>
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D. SYSTEM/ITEM JSOC Family Support Group	E. CONTRACT/PR NO. USZA22-02-D-0014/0037	F. CONTRACTOR Sverdrup Technology, Inc
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1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM ANALYST SUPPORT	3. SUBTITLE LESSONS LEARNED REPORT	17. PRICE GROUP
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80508	5. CONTRACT REFERENCE SOW PARA 8	6. REQUIRING OFFICE JSOC-J1, DIR OF PERSONNEL	18. ESTIMATED TOTAL PRICE
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7. DD 254 REQ YES	9. DIST STATEMENT REQUIRED NO	10. FREQUENCY See Blk 16	12. DATE OF FIRST SUBMISSION SEE BLOCK 16 BELOW	14. DISTRIBUTION	18. ESTIMATED TOTAL PRICE
8. APP CODE N/A	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES	

16. REMARKS  LESSONS LEARNED REPORT - REQUIRED QUARTERLY 10 <sup>TH</sup> WORKING DAY OF EACH MONTH FOLLOWING THE END OF THE QUARTER, OR AS REQUIRED BY THE COR  CONTRACTOR FORMAT ACCEPTABLE	a. ADDRESSEE JSOC-J1	b. COPIES			
		Final			
		Draft	Reg	Repro	
			1		
		TOTAL		1	

G. PREPARED BY	H. DATE	J. DATE 14 MAY 02
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**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0007  
B. EXHIBIT A  
C. CATEGORY: TDP \_\_\_\_\_ TM \_\_\_\_\_ OTHER X

D. SYSTEM/ITEM JSOC Family Support Group  
E. CONTRACT/PR NO. USZA22-02-D-0014/0037  
F. CONTRACTOR Sverdrup Technology, Inc

1. DATA ITEM NO. A006  
2. TITLE OF DATA ITEM FINANCIAL MANAGEMENT SUPPORT  
3. SUBTITLE BUDGET REPORTS

17. PRICE GROUP

4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80508  
5. CONTRACT REFERENCE SOW 3.3  
6. REQUIRING OFFICE JSOC-J1 DIR OF PERSONNEL

7. DD 254 REQ YES  
9. DIST STATEMENT REQUIRED NO  
10. FREQUENCY See Blk 16  
12. DATE OF FIRST SUBMISSION SEE BLOCK 16 BELOW  
14. DISTRIBUTION

18. ESTIMATED TOTAL PRICE

8. APP CODE N/A  
11. AS OF DATE  
13. DATE OF SUBSEQUENT SUBMISSION  
a. ADDRESSEE  
b. COPIES

16. REMARKS	Final		
	Draft	Reg	Repro
<p><b>BUDGET REPORTS:</b> BUDGET FORECAST - AS REQUIRED BY COR PURCHASE REQUEST - AS REQUIRED BY COR</p> <p>CONTRACTOR FORMAT ACCEPTABLE</p>	JSOC-J1	1	
		TOTAL	1

G. PREPARED BY [Redacted] H. DATE [Redacted] J. DATE 14 MAY 02

**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u> _____
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D. SYSTEM/ITEM JSOC Family Support Group	E. CONTRACT/PR NO. USZA22-02-D-0014/0037	F. CONTRACTOR Sverdrup Technology, Inc
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1. DATA ITEM NO. A007	2. TITLE OF DATA ITEM ANALYST SUPPORT	3. SUBTITLE FRG ROSTER	17. PRICE GROUP
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80508	5. CONTRACT REFERENCE SOW PARA 8	6. REQUIRING OFFICE JSOC-J1, DIR OF PERSONNEL	18. ESTIMATED TOTAL PRICE
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7. DD 254 REQ YES	9. DIST STATEMENT REQUIRED NO	10. FREQUENCY See Blk 16	12. DATE OF FIRST SUBMISSION SEE BLOCK 16 BELOW	14. DISTRIBUTION	18. ESTIMATED TOTAL PRICE
8. APP CODE N/A	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES	

16. REMARKS  FRG ROSTER (UPDATE AND MAINTAIN) - DUE AS REQUIRED BY COR  CONTRACTOR FORMAT ACCEPTABLE	a. ADDRESSEE	b. COPIES		
		Draft	Final Reg	Repro
	JSOC-J1		1	
	TOTAL		1	

G. PREPARED BY	H. DATE	J. DATE 14 MAY 02
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**DEPARTMENT OF DEFENSE  
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

*(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)*



**2. THIS SPECIFICATION IS FOR: (X and complete as applicable)** **3. THIS SPECIFICATION IS FOR:**

<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER USZA22-97-D-0021 Task Order 0037	<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	Date (Y) 020528
	b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)	Revision No. Date (Y)
	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)	c. FINAL (Complete Item 5 in all cases)	Date (Y)

**4. IS THIS A FOLLOW-ON CONTRACT?**  YES  NO If YES, complete the following  
*Classified material received or generated under \_\_\_\_\_ (Preceding Contract Number) transferred to this follow-on contract*

**5. IS THIS A FINAL DD FORM 254?**  YES  NO If Yes, complete the following:  
 In response to the contractor's request dated \_\_\_\_\_, retention of the classified material is authorized for the period of \_\_\_\_\_

**6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)**

a. NAME, ADDRESS, AND ZIP CODE Sverdrup Technology, Inc. 5340 W. Kennedy Blvd Tampa, Fl 33609	b. CAGE CODE 096A3	c. COGNIZANT SECURITY OFFICE (Name, Address, and City, State, and Zip) Defense Security Service Southeast Region 2300 Lake Park Drive, Suite 250 Smyrna, GA 30080-7606
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**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and City, State, and Zip)

**8. ACTUAL PERFORMANCE**

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and City, State, and Zip)
	N/A	

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**  
 STAFF SUPPORT FOR THE JOINT SPECIAL OPERATIONS COMMAND (JSOC) FAMILY READINESS PROGRAM.

<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>	<b>11. IN 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	RECEIVE AND GENERATE CLASSIFIED MATERIAL
d. FORMERLY RESTRICTED DATA	FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE
e. INTELLIGENCE INFORMATION	PERFORM SERVICES ONLY
(1) Sensitive Compartmented Information (SCI)	HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES
(2) Non-SCI	BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER
f. SPECIAL ACCESS INFORMATION	REQUIRE A COMSEC ACCOUNT
g. NATO INFORMATION	HAVE TEMPEST REQUIREMENTS
h. FOREIGN GOVERNMENT INFORMATION	HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS
i. LIMITED DISSEMINATION INFORMATION	BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE
j. FOR OFFICIAL USE ONLY INFORMATION	OTHER (Specify)
k. OTHER (Specify) JSOC FOCAL POINT COMMUNICATION SYSTEM WILL BE HANDLED IAW DOD 5400.7-R	

DD Form 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE

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

To the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* review.

\* In the case of non DoD User Agencies, requests for disclosure shall be submitted to that agency

**16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding 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 [REDACTED]	b. TITLE CHIEF, SECURITY BRANCH	c. TELEPHONE (Include Area Code) [REDACTED]
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d. ADDRESS (Include Zip Code)  
 [REDACTED]

17. REQUIRED DISTRIBUTION	
<input checked="" type="checkbox"/>	a. CONTRACTOR
<input type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER

e. SIGNATURE  
 [REDACTED]

F. OTHERS AS NECESSARY

**DD FORM 254 (BACK), DEC 1999**