**Special Operations Forces General Services Delivery (SOF GSD)**

**IDIQ Level Statement of Work (SOW)**

**(as revised 18 Aug 2025)**

**1.0 Background.** The United States Special Operations Command (USSOCOM) is a Unified Combatant Command of the Department of Defense (DoD). USSOCOM’s mission is to “Provide fully capable Special Operations Forces to defend the United States and its interests.” This also includes five command priorities: “Compete and Win for the Nation; Preserve and Grow Readiness; Innovate for Future Threats; Advance Partnerships; and Strengthen our Force and Family”. These priorities support USSOCOM’s ongoing efforts to ensure SOF are highly trained, properly equipped and deployed to the right places at the right times for the right missions.

**1.1 Services Imperatives.** In addition to the command priorities, USSOCOM SOF AT&L’s PEO-Services focuses on three *“imperatives”* in providing the command with professional services support: *Stability, Agility, and Reach*. The Command considers these qualities to be essential in accomplishing the requirements of this SOW. In a “Ways / Means / Ends” paradigm, these imperatives are “Ends”. As they apply to this SOW, these imperatives are defined as follows:

**1.1.1 STABILITY** is primarily about mission continuity. While there are multiple ways to achieve and sustain continuity, USSOCOM is specifically interested in retaining high quality and applicable institutional knowledge and minimizing workforce turbulence. Stability is catalyzed by respectable and credible management and leadership, and is enabled by discrete and dedicated resources in support of any contract/task-order transition. It requires competitive compensation plans that incentivize on-the-job performance and loyalty to mission support. It includes an ability to solve personnel issues efficiently and effectively, and enables opportunities for individual growth and development.

**1.1.2 AGILITY** is the ability to manage a professional workforce in USSOCOM’s dynamic environment that evolves at the “speed of SOF”. It includes an ability to surge capacity, manage change, and respond to issues. It requires a balance between simplicity and complexity that ensures necessary complex tools are available, but simple to find and apply. Agile management is available to the customer, and proximate to issues to which it must respond. Such management has organic resources that can be directly applied in support of the mission, with minimum (or no) need to secure additional permissions to apply them.

**1.1.3 REACH** is manifested by applying the network and knowledge of the entire enterprise(s) of the team. It includes a demonstrated ability to place and care for employees in remote places worldwide, and access to established nodes that holistically interconnect USSOCOM’s global tasks. Reach is both functional and physical – it can positively impact logistics as well as provide external perspectives that contribute to solution development.

**1.2 Location.** For the purposes of this SOW when support to the USSOCOM Enterprise is specified this shall include HQ USSOCOM - MacDill AFB FL and its subordinate Component Commands and all of their requisite locations (both CONUS and OCONUS), United States Army Special Operations Command (USASOC) - Fort Bragg, NC; Joint Special Operations Command (JSOC) - Fort Bragg, NC; Air Force Special Operations Command (AFSOC) - Hurlburt Field, FL; Marine Special Operations Command (MARSOC) - Camp Lejeune, NC; Naval Special Warfare Command (NAVSPECWARCOM) - Coronado, CA; and the Theater Special Operations Commands (TSOCs) in various locations.

**2.0 Purpose**. The purpose of this contract is to provide subject matter expertise and knowledge-based services in support of USSOCOM’s enterprise requirements for U.S. based and globally assigned Special Operations Forces (SOF) missions.

**3.0 Requirements and Responsibilities.** The contractor shall meet all requirements and responsibilities in support of USSOCOM and shall ensure quality work performance in accordance with the SOW. The contractor shall provide all personnel, training, certifications and supervision necessary to perform the services.

**4.0 Scope of Support**. The requirements included in this SOW support the government in the following areas: Education and Training Services, Management Support Services, Program Management, Engineering, Technical and Professional Services, and Administrative & Other Services.

**5.0 Requirements.** This section describes general requirements to be supported. Specific requirements will be identified at the task order (TO) level.

**5.1 Education and Training Services:** These services shall provide support to USSOCOM organizations involved in training SOF in both garrison and field environments. This includes providing vocational and technical training at the individual, collective, or staff level on a variety of subjects, conducting lectures, performing testing, curriculum development, and other related training and military exercises. Also included in the scope of Education and Training services are translation services to support various Command activities. Below are representative tasks which may be required. The following is a representative sampling, not an all-inclusive listing of the Education and Training Services tasks and is provided to assist with planning for and supporting these services:

* **USSOCOM Organization Specific Internal Training Support**. Typical efforts include monitoring and tracking command training, assisting in preparing core SOF/SOF-unique training materials and course preparation, as well as coordination of materials throughout the command.
* **Operational and Education/Training Support**. The contractor may be required to provide operational and education/training support. Typical efforts include developing and maintaining web page and database content associated with monitoring training, developing and maintaining lesson plans, and conducting classes (e.g. week-long management seminars or specialty training classes to small groups of 10-20 personnel) locally or virtually; developing and reviewing draft training, doctrine and operational publications; producing training and education support materials; and reviewing and maintaining the SOF Joint Mission Essential Task List (JMETL).
* **Education Policy Analysis and Revision.** The contractor may support staff revisions of applicable USSOCOM policy directives and memoranda. This may include analysis of previous joint education studies conducted for the Joint Staff, USSOCOM, the Joint Special Operations University or other organizations. Also required may be analyses of historical, current, and proposed policies, lessons learned resident in the Joint Lessons Learned Information System (JLLIS), instructions, guidance and directive letters with applicability to special operations and joint education issues. Collecting and assessing emerging or major revisions to Department of Defense, Joint Staff, or Services’ education visions, goals, or recommended guidelines which would impact joint education for SOF. Based on analysis and government review the contractor shall provide revised USSOCOM Directives as required to support Joint Special Operations Education.
* **Cultural and Language Training Support**. The contractor may be required to provide foreign language instruction, regional expertise, and culture instruction and culture emersion in foreign host nations. The contractor may be required to conduct professional study and analysis to continue and build on previous long-range studies to analyze the varied culture and language training programs and efforts within the command and identify areas for improvement by extending it to new and modified initiatives while continuing coverage of traditional programs. Training effectiveness efforts may be initiated to examine language and culture training and deliver the training by the joint SOF Teletraining System or other prescribed means. The contractor shall collect valid and reliable data, analyze it appropriately to yield actionable recommendations, and produce reports, presentations and/or suggested training curriculum. Reports shall provide the SOF Language Office (or other designated offices) with discrete, targeted analysis and recommendations tailored to specific language or cultural programs.
* **Translation Services**. The contractor may be required to provide multilingual translation services via native speakers, or the certified native proficiency equivalent at the professional level for languages to conduct translation activities from target languages to the English language and from English into target languages and Cultural/Ideology Analysis in consonance with open source intelligence (OSINT) production requirements supporting a full range of Irregular Warfare and Unconventional Warfare (IW/UW) production tasks commensurate with USSOCOM intelligence priorities. Additionally, Services may be required when translation is necessary for the integration and delivery of final products or requirements such as texts, magazines, or videos. The contractor may be required to provide translation support to include but not limited to the translation of audio clips, website content, print, video, graphic, electronic, multi-media and any additional forms of communication. In addition, the contractor may be required to provide multilingual interpretation services via native speakers, or the certified native proficiency equivalent at the professional level from target languages to the English language and from English into target languages as required for meetings, conferences, briefings, and various other forums of voice communications. The contractor may be required to provide broadcast quality voice talent as required. Target Languages include but are not limited to all dialects of the following languages: Arabic, French, Spanish, Portuguese, Indonesian, Thai, Korean, Chinese, Urdu, Farsi, UK English, Swahili, Filipino, Hindi, Pashtu, Russian, and German.
* **Combat Modeling, Simulation and Wargaming**. The contractor may be required to develop, modify or support existing data models, wargames and simulations to assist in the testing of concepts and decisions, exploration of issues, and development and data content maintenance of databases to support models, training, games and simulations.
* **Exercise Planning Support.** The contractor may be required to provide subject matter experts with a combination of skills and experiences, including SOF ground, maritime, and air operations, Joint SOF operational experience, as well as, intelligence and interagency operations to participate in exercises (2 -10 week-long episodic training exercises possibly employing up to 150 role players) and battle staff events as determined by USSOCOM. The contractor may be required to participate in the Joint Exercise Control Group (JECG) throughout the duration of each event under the guidance of the USSOCOM-Exercise Director, Lead Planner, and JECG Director. The contractor also may be required to participate in the Semi-Annual Exercise Conference (SAEC).
* **Exercise Execution Support.** The contractor may be required to assist in the delivery of command post exercises, tabletop exercises with role players, subject matter experts and other products and services as identified in supporting exercise documents and material on the U.S. government’s timeline. This process includes working in collaboration with the other Commands or Agencies in developing exercise design and execution.
* **Training and Mission Rehearsal Support**. The contractor may be required to provide support and expertise in the areas of SOF operational mission sets, their applicability to training, and technical knowledge of the requirements generation system, simulation development, acquisition, implementation of these mission sets, and network architectures. This includes the ability to analyze and update current training requirements. These efforts are related to the identification, analysis, user evaluations, and generation of training requirements to support time- critical training system needs for SOF. This support also may involve the identification, assessment, or coordination with the acquisition or other applicable communities to develop or modify training materials or strategies to take advantage of advanced technologies. This support may be conducted with non-standard users and at non-standard locations.

**5.2 Management Support Services:** These services involve providing advice and assistance with the management and operation SOF organizations that are closely associated with the basic responsibilities and missions of SOF organizations. These services include strategic planning, SOF capability and structuring analysis and advice, with a broad array of deliverables such as data collection, writing services, public relations support and media analysis. While these tasks are not all inclusive, they represent support that assists enterprise planning and support for these services. The following is a representative sampling, not an all-inclusive listing of the Management Support Services tasks:

* **Position and Concept Papers**. The contractor may be required to acquire and compile material from a multitude of different sources and develop specific, new, updated position and concept papers covering a variety of issues.
* **Reports**. The contractor may be required to prepare reports on issues discussed during meetings, conferences, or other forums conducted by the government with other parties required to be delivered as defined at the task order level.
* **Independent Expert Support**. The contractor may be required to provide independent expert advisory services regarding various activities related to the operation and management of an organization. These services include decision support analysis, independent assessments, business analysis, generation and review of acquisition and operational planning strategies and other focused related topics.

**5.3 Program Management:** Prepare, develop, and assist the government in completing program management, research, studies and analysis documents, events and activities. Required support includes the following representative sampling:

* **Strategic and Operational Planning**. Provide mission support and planning products required to address Special Operations capability gaps and unique problems, assist with developing and presenting ideas, studies and solutions that support creative and alternative business methods and practices.
* **Irregular Warfare Support**. Provide staff studies, products, expertise and planning support in the areas of information operations and irregular warfare analysis. Expertise may be needed in the fields of Information Operations Military Deception (MILDEC) Planning, Intelligence Support to Information Operations (ISIO), and Operations Security (OPSEC).
* **Studies and Analyses**. Conduct studies and analyses of current, future, or required capabilities at USSOCOM. Typical tasks may include the conduct of studies and analyses of systems affecting the command and control of tactical units in combat.
* **Acquisition Program Management**. Provide Program Management expertise; such as: program management support and coordination; systems engineering; documentation preparation and coordination; demonstration and test planning and coordination; data collection and reporting; technology evaluation and documentation; proposal review, technical analysis and documentation; knowledge management; and acquisition process improvement.

**5.4 Engineering and Technical Services.** Required support includes the following representative sampling:

* **Engineering Documentation Support**. Provide support for engineering drawing, draft specifications, technical reviews/repots, editing, and word processing of engineering documentation to include, video/tape, both analog and digital, Computer-Aided Design/Computer- Aided Manufacturing (CAD/CAM) drawings, and paper drawings of various sizes.
* **Technical Documentation Development**. Develop, improve or modify designs, standards, specifications, methods, solutions, models, applications, systems, configurations, agents, formulas, practices, processes.
* **Technical Analysis/Evaluation**. Analyze, review, demonstrate, evaluate, validate, and test various designs, methods, materials, discoveries, agents, formulas, models, applications, systems, tools, surveys, configurations, practices, processes, or other technologies.
* **Data Management Support**. Support the development of data management portions of acquisition documentation; track and report acquisition data delivery status; attend and participate in pre- and post-award data and program reviews and provide findings and recommendations; submission of data accession lists of all internally generated documents developed in the performance of this contract, and develop and maintain paper and automated archival systems of all documentation.
* **Plans and Frameworks**. Support government activities to develop and/or modify plans, architectures, frameworks, protocols, tactics, policies, procedures, manuals, guides, or strategies.
* **Research and Analysis**. Perform and document assessments, analyses, studies, reports, reviews, estimates, surveys, or investigations in support of government-led activities.
* **Operations and Support Development Analysis**. Provide analysis of operations and support activities. This may include analysis of current processes and procedures to develop recommendations for potential improvements, and implementation of those improvements.
* **Subject Matter Expertise**. Subject matter expertise and consultants as needed.
* **Systems Engineering Support**. Provide systems engineering and technical management support to USSOCOM acquisition programs and projects, and test facilities and physical structures.
* **Test and Evaluation (T&E) Support**. Services involve the application of various techniques demonstrating that a system (subsystem, program, project or activity), test site or physical structure associated with National Security Scenario Events performs in accordance with the objectives outlined in the original design. Typical associated tasks include: test planning; attending/conducting testing activities; evaluation of measures of effectiveness, engineering performance predictions and trade-off studies; test analysis; simulation and modeling (to test the feasibility of a concept); and test support activities.

**5.5 Professional Services:** Services include intelligence support activities; multimedia support; graphic arts design and photography; operational planning support; preparedness support; and physical security. Support may be required in the following representative sampling of categories:

* Military Intelligence and Information Operations.
* Human Intelligence (HUMINT) and Collection Management (CM) Support.
* Geospatial Intelligence (GEOINT).
* Intelligence and Operational Planning Support.
* Civil Affairs (CA) and Military Information Support Operations (MISO).
* Mission Planning.
* Exploitation Support.
* Signature Reduction and other Theater Operational Support.
* Strategic Communication.
* Multimedia Support.
* Television/Broad Band Network Support. Produce, deliver and disseminate television/broad band network commercials and sitcoms to support full-spectrum informational campaigns. Production efforts may include all aspects of scripting, storyboards, focus group assessments, production, editing, and distribution; production may be executed in countries and in languages that culturally and linguistically match the desired audiences of the products. Develop and execute media production and dissemination plans.
* Public Affairs Support and Processing Support.
* Historian Expertise. Provide deployable historian support to CONUS and OCONUS locations aid with documenting ongoing operations, research completed operations, write histories and vignettes, and provide other historian support as required.

**5.6 Administrative and Other Services:** These services involve creating, revising or maintaining administrative workflows and procedures to make an organization more efficient and using information technology systems to generate and retrieve information. The Administrative and Other Services described in this SOW are to support USSOCOM. The following is a representative sampling, not an all-inclusive listing of the Administrative and Other Services tasks and is provided to assist with planning for and supporting these services:

* **Position and Concept Papers**. The contractor may be required research and compile material from a multitude of different sources and develop specific, new, updated position papers and concept papers covering a variety of issues.
* **Reports**. The contractor may be required to prepare reports on issues discussed during meetings, conferences, or other forums conducted by the government with other parties required to be delivered as defined at the task order level.
* **Basic office management functions**: The contractor may be required to perform basic office administrative functions, including: coordinating work with other offices; scheduling and coordinating meetings, interviews, events and other similar activities; preparing official correspondence; managing filing systems; preparing meeting minutes, meeting notes, and internal support materials; and performing other day-to-day operational matters.
* **Technical Conferences and Meetings.** Provide support for conferences, forums, symposia, events, and meetings; services provided may include an analysis component and development of content

**6.0 IDIQ and Task Order Administration.** The contractor shall establish processes and assign appropriate resources to effectively administer the requirements. The contractor shall respond to government requests for contractual actions. The contractor shall provide two points of contact between the government and contractor personnel assigned to support contracts or task orders, as defined below. The contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on the requirements.

* **IDIQ Program Manager (PM)**. The contractor shall assign a corporate resource as the IDIQ PM. The IDIQ PM is responsible for overall execution of the SOF GSD IDIQ contract. The IDIQ PM serves as the focal point between HQ USSOCOM SOF AT&L-KH personnel, and their company’s management regarding all issues and discrepancies. The IDIQ PM ensures full compliance with the terms and conditions of the contract and ensures that non-conforming contract services are corrected. The IDIQ PM is identified as Key Personnel in accordance with SOFARS clause 5652.237-9001.



* **Task Lead (identified only at the task order level)**. A Task Lead is the official point of contact between the Contracting Officer Representative (COR) and the IDIQ Prime Contractor for the Task Order (TO). A Task Lead is responsible for the overall execution of the TO including technical and quality control oversight, and typically has a detailed knowledge of the daily activities associated with the TO. A Task Lead is identified as Key Personnel in accordance with SOFARS clause 5652.237-9001

6.1 Contract Program Management Reviews. The contractor shall participate in formal activity and program management reviews annually at HQ USSOCOM (unless otherwise specified) and as directed by the KO.

6.2 Business Relations. The contractor shall integrate and coordinate all activity required to execute this contract and manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective actions plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

6.3 Management of Personnel. The contractor shall maintain a capable and stable workforce (recruit, retain, and replace qualified employees with appropriate security clearances), to include providing a reach-back capability as necessary. Ensure new/replacement personnel meet or exceed the qualifications stated in the TO SOW. The contractor management shall include items such as:

* Supervise TO personnel; manage contractor employees and the performance associated with all task orders.
* Provide the necessary training to stay current with appropriate DoD and USSOCOM policy and guidance.
* Provide the infrastructure to make business travel arrangements.
* Provide subcontract management necessary to integrate work performed on these requirements and shall be responsible and accountable for subcontractor performance. The prime contractor shall manage work distribution to ensure there are no OCI conflicts. Contractors may add subcontractors to their team after notification to the KO.
* Plan, control, monitor, and report cost, schedule, and performance metrics.
* Develop and submit all required information and deliverables in accordance with individual task order requirements and timelines.
* Document and notify the government of actual or potential contractor program management problems and/or performance deficiencies. Perform corrective actions for all identified contractor program management problems and/or deficiencies within timeframes specified by the KO.
* The contractor shall provide the technical approach and expertise, organizational resources, and management controls necessary to meet the cost, schedule, and performance requirements specified in this SOW and in any resultant task orders awarded during the of performance of this contract.
* Contractor personnel, consultants and/or subcontractors shall identify themselves as contractors during meetings, telephone conversations and in electronic messages or correspondence related to this contract. Contractor-occupied facilities (on any government installation) such as offices, separate rooms, or cubicles shall be clearly identified with contractor-supplied signs, nameplates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

6.4 Work Period and Authorized Holidays. Contractor personnel are required to perform work at the place of performance specified in a task order, and will work a 40-hour schedule, Monday through Friday, unless otherwise stated in the task order. Command core hours are 0900-1500 hours, Monday through Friday. Contractor personnel may be authorized to work flexible work hours to support their customer and accomplish the task order requirements.

6.4.1 Due to security restrictions, contractors will not be permitted to work at government facilities before 0630 and after 1800, weekends (Saturday and Sunday), or the observance of U.S. Federal holidays and government down time unless authorized in advance by the KO or the task order COR. Government personnel must be present at all times when contractor personnel are working any of the times and days specified in the previous sentence.

U. S. Federal Holidays Observed:

|  |  |  |
| --- | --- | --- |
| New Year's Day | Martin Luther King, Jr. Birthday | Washington's Birthday |
| Memorial Day | Juneteenth | Independence Day |
| Labor Day | Columbus Day | Veterans Day |
| Thanksgiving Day | Christmas Day |  |

6.4.2 Contractors are responsible for management of their personnel to ensure ceiling hours specified in cost reimbursable task orders are not exceeded. The government will not reimburse the contractor if the ceiling hours are exceeded. Proper notifications must be accomplished in accordance with this contract’s cost reporting clauses.

6.5 Mission Related Events. Generally, unless otherwise specified by the government, contractors are permitted to allow their employees to attend the following types of mission related events:

* + - 1. Appropriate mission-related planning sessions
      2. Program management reviews
      3. Other program-related activities
      4. USSOCOM Commander Calls and Directorate/SOF AT&L Calls (however, any outings or other morale building activities held in conjunction with such events are not billable)

6.5.1 Contractors will not be paid for their employees’ time spent in attendance at morale building events or for “down days”. Any contractor reimbursement or receipt of monies for work not accomplished may be in violation of federal statute, criminally punishable as a false claim under 31 USC 3729. Contractors, through their Task Leads and/or CORs are to consult the KO regarding any uncertainty about what constitutes “mission-related” events/ activities and morale building events.

**7.0 Reporting Requirements.** In addition to specific deliverables identified within individual task orders, the following reports shall be submitted to the SOF AT&L PEO-SVS Program Managers via the ServicesDropBox@socom.mil email address.

7.1 Monthly Status Report. The contractor shall prepare a monthly status report of tasks accomplished in support of all active task orders awarded under this IDIQ contract on or before the 10th day of each month in accordance with Contract Data Requirements List (CDRL) A001, DI-MGMT-80368A. If the 10th day of the month falls on a Federal holiday or a weekend, the report is due the next government business day.

7.2 Quarterly Contractor Self-Assessment. The contractor shall prepare a quarterly self- assessment in accordance with CDRL A002, DI-ADMN-80447A.

7.3 Contractor Manpower Reporting. The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during each government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at: <http://www.ecmra.mil/>

**8.0 Place of Performance.** The place of performance is MacDill AFB, FL, unless otherwise specified in the task order.

**9.0 Travel.** Travel will be specified in the task order and may include travel within and outside of the Continental United States. Travel costs may be reimbursed at actual cost in accordance with the limitations set forth in FAR 31.205-46. For task orders requiring travel, the contractor shall coordinate specific travel arrangement with the individual task order COR to obtain advance, written approval for the travel to be conducted. The request for travel shall be in writing and contain the dates, locations and costs of the travel, as proposed.

**10.0 Synchronized Pre-deployment and Operational Tracker (SPOT)**. All contractor personnel authorized to accompany U.S. Armed Forces deployed outside the United States shall be accounted for in the SPOT Program located at <https://spot.dmdc.mil/>. All prime contracts will be pre-loaded in SPOT by the KO. All contractors shall be required to input the Letter of Authorization (LOA) requests per task order, per employee in SPOT and send to the applicable COR for that task order. After COR approval the KO will finalize and sign the LOA in SPOT.

10.1 LOA Processing. The prime contractors shall each have a Point of Contact that shall process the LOAs within the SPOT system. The COR will be assigned as the government authority and the KO approves the LOA within the system. A complete SPOT guide will be provided via email to all prime contractors for assistance.

**11.0 Security Requirements.**

**11.1** Security shall be in accordance with the attached DD254. Contractor team individual(s) supporting this task shall be cleared at the SECRET level at the start of the task. Contractor shall require access to NIPRNET/SIPRNET computer systems only at government facilities. Contractor shall be authorized to courier classified information up to Secret level in performance of official duties upon approval of and designation by the COR.

**11.2** The prime contractor shall possess and maintain a minimum Top Secret Facility Clearance at the time of proposal submission. Specific security clearance requirements for individual task orders will be specified on a DD Form 254 DoD Contract Security Classification Specification. The contractor shall be required to safeguard information at the level specified in the DD Form 254 for this contract and the DD 254 specific to any resulting task order.

**11.3** The contractor shall insure requirements for safeguarding classified information and classified materials, for obtaining and verifying personnel security clearances, for verifying security clearances and indoctrination of visitors, for controlling access to restricted areas, for protecting government property, and for the security of automated and non-automated management information systems and data are fulfilled. The contractor's management system shall prevent unauthorized disclosure of classified and sensitive unclassified information. The government shall be immediately notified if any security incident or any indication of a potential unauthorized disclosure or compromise of classified or sensitive unclassified information.

**11.4** The contractor shall provide security management support. Typical efforts include, but are not limited to, performing classified document control functions, classified materials inventories, program access requests, preparing and monitoring personnel indoctrination and debriefing agreements, and maintaining and using security-related databases.

**11.5** The KO intends to issue task orders whose scope of effort will be in support of classified programs. Individuals performing work under resultant task orders must comply with applicable program security requirements which will require personnel security clearances up to and including Top Secret at time of award. Specific task orders may also require individual personnel to have access to Sensitive Compartmented Information (SCI) or DCID 6/4 eligibility, Nuclear Command and Control (NC2), and possibly Special Access Information, such as Special Access Programs (SAP), Special Access Requirements (SAR), and Special Technical Operations (STO) clearances. Therefore, contractors must be prepared to propose on efforts requiring higher security requirements at the task order levels as issued.

**11.6** Where classified information/data is involved, the contractor shall comply with the “National Industrial Security Program Operating Manual (NISPOM)” and the DD Form 254.

**11.7** The contractor shall be required to comply with all security requirements enforced by the applicable sponsoring government agency. In accordance with DoDI 5200.02, DoD Personnel Security Program (March 21, 2014), contractor personnel shall have as a minimum a favorable National Agency Check (NAC) completed before being permitted access to any government automated information technology system.

**11.8** When directed by the KO, the contractor shall remove any employee who endangers national security. Removal shall not be a direct charge to the government.

**11.9** Contractor employees shall obtain and display identification/security badges to obtain access to any government installation and any buildings used by the contractor. Contractor employees shall wear a government-issued badge while in government facilities. For both picture and non-picture badges, the contractor shall submit all required information (date of visit, name, Procurement Contracting Officer (PCO), Social Security Number, Category (Ktr=Industry), and Clearance Information) to the Security Management Office and notify the PCO that a badge request has been submitted via Joint Personnel Adjudication System (JPAS). For annual badge renewals or multiple person requests it is recommended that the names submitted to the Security Management Office (SMO) and PCO be grouped by type of badge (i.e. picture badge or non-picture badge). Note: Please only submit requests for picture badges for those contractors that will be in a government facility regularly (i.e. two to three times or more per week). Contractor employees are required to clearly identify themselves as a contractor at all times whether in person or on the telephone. Further, sub-contractors must identify their respective prime contractors. If a contractor employee leaves the company or moves to a different agency for support under this contract they will be required to "check-out" with their government representative (COR) and turn their badge into the SMO and clear all computer systems to which they have access. Security clearances will be processed IAW established procedures and will be the responsibility of the contractor.

**11.10** The government shall have and exercise full and complete control over granting, denying, withholding, or terminating security clearances for contractor employees. Furthermore, the government reserves the right to grant personnel temporary security clearances in emergency situations. However, this shall incur no obligation on behalf of the government to grant any of these personnel permanent clearances if the subsequent background investigation does not recommend the clearance.

**11.11** The contractor’s employees are prohibited from possessing weapons, firearms or ammunition, on themselves or within their contractor-owned vehicle or privately owned vehicle while on any government installation.

**11.12** In addition to normal security requirements, the government may perform an independent security determination to potential contractor personnel both before and during employment under this contract. Authorized use of polygraph examinations will be conducted in accordance with DOD Directive 5210.48-R.

**11.13** The contractor shall control access to all government provided lock combinations to preclude unauthorized entry. The contractor shall not record lock combinations without written approval by the government. Records with written combination(s) to authorized secure storage containers, secure storage rooms or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material(s) maintained inside the approved containers.

**11.14** Contractor employees working within government facilities are required to attend/complete all command required security course (newcomers, Information Security, LAN, etc.). Prior to traveling outside of the U.S. on leave or temporary duty (TDY), contractor personnel must also receive anti-terrorism awareness training and threat briefings for their intended destination. Prime contractors are responsible for ensuring that their team members/subcontractors attend this required training.