8. Sealed bids in original and copies for furnishing the supplies or services shall be received at the place specified in Item 8, or if handcarried, at the depository located in , until time .

CAUTION - LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS: See Section L, Provision No. 52.214-7 or 52.215-1. All other are subjects to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:

11. TABLE OF CONTENTS

12. OFFER (must be fully completed by offerer)

NOTE: Item 12 does not apply if the solicitation includes the actions in 52.214-16, Maximum Bid Acceptance Period.

13. DISCOUNT FOR PROMPT PAYMENT

14. ACKNOWLEDGMENT OF AMENDMENTS

15. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

17. SIGNATURE

18. OFFER DATE

AWARD: (To be completed by Government)

ACCEPTED AS TO ITEMS NUMBERED

AMOUNT

ACCOUNTING AND APPROPRIATION

$ 9.00

AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

41 U.S.C. 254(c) ( )

ADMINISTERED BY: (If other than Item 7)

CODE

PAYMENT WILL BE MADE BY

(No invoice information)

AMENDMENT NO. DATE AMENDMENT NO. DATE

REMARK: Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

STANDARD FORM 1615(REV. 8-94)

Prescribed by GSA - FAR (48 CFR) 52.214

UNCLASSIFIED
TION B -- SUPPLIES OR SERVICES AND PRICES

B.1 B-010 TYPE OF CONTRACT

TYPE OF CONTRACT (05/95)

This is a Indefinite Delivery, Indefinite Quantity type contract with delivery orders to be competed on a firm fixed price basis. There may be some reimbursable CLINS on the task orders for unpredictable costs such as unscheduled travel.

B.2 B-013 MINIMUM AND MAXIMUM CONTRACT QUANTITIES - INDEFINITE QUANTITY CONTRACT

MINIMUM AND MAXIMUM CONTRACT QUANTITIES - INDEFINITE QUANTITY CONTRACT (05/95)

(a) Per FAR 52.216-22 "INDEFINITE QUANTITY," the minimum for this indefinite quantity contract shall be as set forth below. If this contract contains options, the minimum for each option shall apply separately and independently to that option.

<table>
<thead>
<tr>
<th>Base</th>
<th>See note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Option Year</td>
<td>See note</td>
</tr>
</tbody>
</table>

NOTE: The minimum on the contract will be set at the awarded price of your Program Management Office task order proposal.

MINIMUM COST TO THE CONTRACT:

- Program Management Office Base Price is $________ per year
- Program Management Office Option Year 1 is $________ per year
- Program Management Office Option Year 2 is $________ per year

(b) The maximum for this indefinite quantity contract (including options) shall be $1.2 Billion.

B.3 FILE SECTION B SCHEDULE.DOC
### UNCLASSIFIED

<table>
<thead>
<tr>
<th>CLIN</th>
<th>SUB-CLIN</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td></td>
<td>TASK ORDER NUMBER 1 (TO BE PRESENTED WITH PROPOSAL)</td>
<td>TBD</td>
</tr>
</tbody>
</table>

#### BASE YEAR

<table>
<thead>
<tr>
<th>AA</th>
<th>PROGRAM MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>DETAIL LEADERS</td>
</tr>
<tr>
<td>AC</td>
<td>SHIFT LEADERS</td>
</tr>
<tr>
<td>AD</td>
<td>PERSONAL PROTECTIVE SPECIALISTS</td>
</tr>
<tr>
<td>AE</td>
<td>EOD DOG TEAM</td>
</tr>
<tr>
<td>AF</td>
<td>INTEL ANALYSTS</td>
</tr>
<tr>
<td>AG</td>
<td>TRANSLATORS</td>
</tr>
<tr>
<td>AH</td>
<td>PHYSICIANS</td>
</tr>
<tr>
<td>AI</td>
<td>MEDICS</td>
</tr>
<tr>
<td>AJ</td>
<td>DBA INSURANCE COST</td>
</tr>
<tr>
<td>AK</td>
<td>HAZARDOUS DUTY PAY</td>
</tr>
</tbody>
</table>

#### TRAINING AND INITIAL EQUIPMENT

<table>
<thead>
<tr>
<th>BA</th>
<th>TRAINING COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>PERSONAL PROTECTIVE EQUIPMENT</td>
</tr>
<tr>
<td>BC</td>
<td>WEAPONS AND AMMO</td>
</tr>
<tr>
<td>BD</td>
<td>TRAVEL COSTS</td>
</tr>
</tbody>
</table>

#### LOGISTICAL SUPPORT

<table>
<thead>
<tr>
<th>CA</th>
<th>HOUSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>SITE SUPPORT PERSONNEL (COOKS, SITE SECURITY, MECHANICS, VEHICLE ARMOR REPAIR, ETC)</td>
</tr>
<tr>
<td>CC</td>
<td>FOOD SERVICE/CATERING</td>
</tr>
<tr>
<td>CD</td>
<td>VEHICLES</td>
</tr>
<tr>
<td>CE</td>
<td>VEHICLE MAINTENANCE COST</td>
</tr>
<tr>
<td>CF</td>
<td>FUEL</td>
</tr>
<tr>
<td>CG</td>
<td>COMMUNICATIONS</td>
</tr>
<tr>
<td>CH</td>
<td>MORALE, WELFARE AND RECREATION</td>
</tr>
<tr>
<td>CI</td>
<td>LAUNDRY SERVICE</td>
</tr>
<tr>
<td>CJ</td>
<td>WAREHOUSE SERVICES</td>
</tr>
<tr>
<td>CK</td>
<td>SECURITY OF HOUSING</td>
</tr>
</tbody>
</table>

#### COMPOUND CONSTRUCTION

<table>
<thead>
<tr>
<th>DA</th>
<th>COMPOUND LEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB</td>
<td>COMPOUND PREPARATION (E.G. CLEARING)</td>
</tr>
<tr>
<td>DC</td>
<td>WATER AND SEPTIC</td>
</tr>
<tr>
<td>DD</td>
<td>PAVERS/FOUNDATIONS/LANDSCAPING</td>
</tr>
<tr>
<td>DE</td>
<td>BUILDING CONSTRUCTION/RENOVATION</td>
</tr>
<tr>
<td>DF</td>
<td>INITIAL EQUIPMENT (E.G. GENERATORS, TRANSFORMERS, KITCHEN EQUIPMENT)</td>
</tr>
<tr>
<td>SUB-CLIN</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>0002</td>
<td>TASK ORDER NUMBER 2 (TO BE PRESENTED WITH PROPOSAL)</td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
</tr>
<tr>
<td>0003</td>
<td>TASK ORDER NUMBER 3 (FUTURE WORK)</td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
</tr>
<tr>
<td>0004</td>
<td>TASK ORDER NUMBER 4 (FUTURE WORK)</td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
</tr>
<tr>
<td>0005</td>
<td>TASK ORDER NUMBER 5 (FUTURE WORK)</td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
</tr>
<tr>
<td>0006</td>
<td>TASK ORDER NUMBER 6 (FUTURE WORK)</td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
</tr>
<tr>
<td>0007</td>
<td>TASK ORDER NUMBER 7 (FUTURE WORK)</td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
</tr>
</tbody>
</table>
### OPTION YEAR ONE

**SUB-CLIN** | **DESCRIPTION** |
--- | --- |
TASK ORDER NUMBER 1 (TO BE PRESENTED WITH PROPOSAL) |  |

**PROTECTIVE TEAM PERSONNEL**

- **AA** PROGRAM MANAGEMENT
- **AB** DETAIL LEADERS
- **AC** SHIFT LEADERS
- **AD** PERSONAL PROTECTIVE SPECIALISTS
- **AE** EOD DOG TEAM
- **AF** INTEL ANALYSTS
- **AG** TRANSLATORS
- **AH** PHYSICIANS
- **AI** MEDICS
- **AJ** DBA INSURANCE COST
- **AK** HAZARDOUS DUTY PAY

**TRAINING AND INITIAL EQUIPMENT**

- **BA** TRAINING COST
- **BB** PERSONAL PROTECTIVE EQUIPMENT
- **BC** WEAPONS AND AMMO
- **BD** TRAVEL COSTS

**LOGISTICAL SUPPORT**

- **CC** FOOD SERVICE/CATERING
- **CD** VEHICLES
- **CE** VEHICLE MAINTENANCE COST
- **CF** FUEL
- **CG** COMMUNICATIONS
- **CH** MORALE WELFARE AND RECREATION
- **CI** LAUNDRY SERVICE
- **CJ** WAREHOUSE SERVICES
- **CK** SECURITY OF HOUSING

**COMPOUND CONSTRUCTION**

- **DA** COMPOUND LEASE
- **DB** COMPOUND PREPARATION (E.G. CLEARING)
- **DC** WATER AND SEPTIC
- **DD** PAVERS/FOUNDATIONS/ LANDSCAPING
- **DE** BUILDING CONSTRUCTION/RENOVATION
- **DF** INITIAL EQUIPMENT (E.G. GENERATORS, TRANSFORMERS, KITCHEN EQUIPMENT)

**PRICE**

TBD
<table>
<thead>
<tr>
<th>SUB-CLIN</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>1003</td>
<td>TASK ORDER NUMBER 3 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>1004</td>
<td>TASK ORDER NUMBER 4 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>1005</td>
<td>TASK ORDER NUMBER 5 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>TASK ORDER NUMBER 6 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>1007</td>
<td>TASK ORDER NUMBER 7 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>1008</td>
<td>TASK ORDER NUMBER 8 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>1009</td>
<td>TASK ORDER NUMBER 9 (FUTURE WORK)</td>
<td></td>
</tr>
</tbody>
</table>
## OPTION YEAR TWO

**SUB-CLIN DESCRIPTION**

Task Order Number 1 (To Be Presented With Proposal)

<table>
<thead>
<tr>
<th>PROTECTIVE TEAM PERSONNEL</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA: PROGRAM MANAGEMENT</td>
<td>TBD</td>
</tr>
<tr>
<td>AB: DETAIL LEADERS</td>
<td></td>
</tr>
<tr>
<td>AC: SHIFT LEADERS</td>
<td></td>
</tr>
<tr>
<td>AD: PERSONAL PROTECTIVE SPECIALISTS</td>
<td></td>
</tr>
<tr>
<td>AE: EOD DOG TEAM</td>
<td></td>
</tr>
<tr>
<td>AF: INTEL ANALYSTS</td>
<td></td>
</tr>
<tr>
<td>AG: TRANSLATORS</td>
<td></td>
</tr>
<tr>
<td>AH: PHYSICIANS</td>
<td></td>
</tr>
<tr>
<td>AI: MEDICS</td>
<td></td>
</tr>
<tr>
<td>AJ: DBA INSURANCE COST</td>
<td></td>
</tr>
<tr>
<td>AK: HAZARDOUS DUTY PAY</td>
<td></td>
</tr>
</tbody>
</table>

**TRAINING AND INITIAL EQUIPMENT**

| BA: TRAINING COST          |       |
| BB: PERSONAL PROTECTIVE EQUIPMENT | |
| BC: WEAPONS AND AMMO       |       |
| BD: TRAVEL COSTS           |       |

**LOGISTICAL SUPPORT**

| BC: FOOD SERVICE/CATERING |       |
| CD: VEHICLES              |       |
| CE: VEHICLE MAINTENANCE COST |   |
| CF: FUEL                  |       |
| CG: COMMUNICATIONS        |       |
| CH: MORALE WELFARE AND RECREATION |   |
| CI: LAUNDRY SERVICE       |       |
| CJ: WAREHOUSE SERVICES    |       |
| CK: SECURITY OF HOUSING   |       |

**COMPOUND CONSTRUCTION**

<p>| DA: COMPOUND LEASE        |       |
| DB: COMPOUND PREPARATION (E.G. CLEARING) |   |
| DC: WATER AND SEPTIC      |       |
| DD: PAVERS/FOUNDATIONS/ LANDSCAPING |   |
| DE: BUILDING CONSTRUCTION/RENOVATION | |
| DF: INITIAL EQUIPMENT (E.G. GENERATORS, TRANSFORMERS, KITCHEN EQUIPMENT) | |</p>
<table>
<thead>
<tr>
<th>Year</th>
<th>Task Order Number</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td></td>
<td>TASK ORDER NUMBER 3 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td></td>
<td>TASK ORDER NUMBER 4 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td></td>
<td>TASK ORDER NUMBER 5 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td></td>
<td>TASK ORDER NUMBER 6 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK ORDER NUMBER 7 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK ORDER NUMBER 8 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK ORDER NUMBER 9 (FUTURE WORK)</td>
<td></td>
</tr>
</tbody>
</table>
## OPTION YEAR THREE

**SUB-CLIN**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TASK ORDER NUMBER 1 (TO BE PRESENTED WITH PROPOSAL)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROTECTIVE TEAM PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
</tr>
<tr>
<td>AB</td>
</tr>
<tr>
<td>AC</td>
</tr>
<tr>
<td>AD</td>
</tr>
<tr>
<td>AE</td>
</tr>
<tr>
<td>AF</td>
</tr>
<tr>
<td>AG</td>
</tr>
<tr>
<td>AH</td>
</tr>
<tr>
<td>AI</td>
</tr>
<tr>
<td>AJ</td>
</tr>
<tr>
<td>AK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAINING AND INITIAL EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
</tr>
<tr>
<td>BB</td>
</tr>
<tr>
<td>BC</td>
</tr>
<tr>
<td>BD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOGISTICAL SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING</td>
</tr>
<tr>
<td>SITE SUPPORT PERSONNEL (COOKS, SITE SECURITY, MECHANICS, VEHICLE ARMOR REPAIR, ETC)</td>
</tr>
<tr>
<td>CC</td>
</tr>
<tr>
<td>CD</td>
</tr>
<tr>
<td>CE</td>
</tr>
<tr>
<td>CF</td>
</tr>
<tr>
<td>CG</td>
</tr>
<tr>
<td>CH</td>
</tr>
<tr>
<td>CI</td>
</tr>
<tr>
<td>CJ</td>
</tr>
<tr>
<td>CK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPOUND CONSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA</td>
</tr>
<tr>
<td>DB</td>
</tr>
<tr>
<td>DC</td>
</tr>
<tr>
<td>DD</td>
</tr>
<tr>
<td>DE</td>
</tr>
<tr>
<td>DF</td>
</tr>
</tbody>
</table>

**PRICE**

<p>| TBD |</p>
<table>
<thead>
<tr>
<th>SUB-CLIN</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3002</td>
<td>TASK ORDER NUMBER 2 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3003</td>
<td>TASK ORDER NUMBER 3 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3004</td>
<td>TASK ORDER NUMBER 4 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3005</td>
<td>TASK ORDER NUMBER 5 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3006</td>
<td>TASK ORDER NUMBER 6 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3007</td>
<td>TASK ORDER NUMBER 7 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3008</td>
<td>TASK ORDER NUMBER 8 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
<tr>
<td>3009</td>
<td>TASK ORDER NUMBER 9 (FUTURE WORK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAME SUBCLINS AS IN TASK ORDER ONE</td>
<td></td>
</tr>
</tbody>
</table>
### OPTION YEAR FOUR

**SUB-CLIN DESCRIPTION**

<table>
<thead>
<tr>
<th>Task Order Number 1 (To Be Presented With Proposal)</th>
</tr>
</thead>
</table>

**PRICE**

TBD

---

**PROTECTIVE TEAM PERSONNEL**

- **AA** Program Management
- **AB** Detail Leaders
- **AC** Shift Leaders
- **AD** Personal Protective Specialists
- **AE** EOD DDG Team
- **AF** Intel Analysts
- **AG** Translators
- **AH** Physicians
- **AI** Medics
- **AJ** Dba Insurance Cost
- **AK** Hazardous Duty Pay

---

**TRAINING AND INITIAL EQUIPMENT**

- **BA** Training Cost
- **BB** Personal Protective Equipment
- **BC** Weapons and Ammo
- **BD** Travel Costs

---

**LOGISTICAL SUPPORT**

- **BC** Housing
- **CC** Site Support Personnel (Cooks, Site Security, Mechanics, Vehicle Armor Repair, Etc)
- **CD** Food Service/Catering
- **CE** Vehicular Maintenance Cost
- **CF** Fuel
- **CG** Communications
- **CH** Morale Welfare and Recreation
- **CI** Laundry Service
- **CJ** Warehouse Services
- **CK** Security of Housing

---

**COMPOUND CONSTRUCTION**

- **DA** Compound Lease
- **DB** Compound Preparation (E.G. Clearing)
- **DC** Water and Septic
- **DD** Pavers/Foundations/Landscaping
- **DE** Building Construction/Renovation
- **DF** Initial Equipment (E.G. Generators, Transformers, Kitchen Equipment)
C.1 STATEMENT OF WORK

Statement of Work

U.S. Department of State

Worldwide Personal Protective Services

The following format has been used for this statement of work:

1.0 Introduction/Background
2.0 Scope
3.0 Applicable Documents
4.0 Service Areas/Performance Requirements/Necessary Conditions
5.0 Notes/Guidance
6.0 Glossary
7.0 Appendices

C.1 INTRODUCTION

C.1.1 DEPARTMENT OF STATE, BUREAU OF DIPLOMATIC SECURITY (DS)

Under the Diplomatic and Antiterrorism Act of 1986, the Bureau of Diplomatic Security (DS) of the Department of State has a broad range of responsibilities that include protection of personnel and facilities both domestic and abroad. The Worldwide Personal Protective Services (WPPS) initiative is an effort by the Department of State to pre-plan, organize, set up, deploy and operate contractor protective service details for the protection of U.S. and/or certain foreign government high-level officials whenever the need arises. In certain circumstances, and when directed, contractors may be required to recruit, evaluate, and train, local foreign government or third-country foreign nationals in established personal protective security procedures, conduct protective security operations overseas with them, and provide trained protective security personnel for short or long-term special domestic security situations.

C.1.2 BACKGROUND

Over the past ten years, the Bureau of Diplomatic Security has become increasingly involved in providing protective services for high-level U.S. officials and certain designated foreign leaders in several areas of the world. As a result of conflicts, wars, political unrest, and more recently, terrorist activity, these areas have become extremely dangerous places in which to live and work. The return of a democratic government to Haiti in October 1994, the continual turmoil in the Middle East, and the post-war stabilization efforts by the United States Government in Bosnia, Afghanistan, and Iraq are all types of world events that require priority deployment of contractor protective service teams on a long-term basis. The Bureau of Diplomatic Security is unable to provide protective services on a long-term basis from its pool of Special Agents, thus outside contractual support is required for emergency protective requirements stated on extremely short notice.

C.1.3 BUREAU OF DIPLOMATIC SECURITY GOALS

The following are the specific goals of the Bureau of Diplomatic Security:

Prevent loss of life, injury to personnel, and damage/destruction of facilities or equipment, worldwide as specified by individual Task Orders issued under this contract.
Ensure security and safety of personnel and facilities in static (fixed) locations and/or in mobile (in transit) operations.
 Expedite the movement of personnel in the accomplishment of their missions.
Secure the environment to enable personnel to conduct their business and complete their missions.
Protect personnel and the organizations they represent from harm or embarrassment.

C.1.4 GOALS OF THIS ACQUISITION

DS has reviewed past personal protective service contracts. These reviews have highlighted specific areas in need of improvement. These desired improvements are expressed in the following goals for this acquisition:

UNCLASSIFIED
C.1 FILE STATEMENT OF WORK.DOC

Statement of Work
U.S. Department of State
Worldwide Personal Protective Services

The following format has been used for this statement of work:

1.0 Introduction/Background
2.0 Scope
3.0 Applicable Documents
4.0 Service Areas/Performance Requirements/Necessary Conditions
5.0 Notes/Guidance
6.0 Glossary
7.0 Appendices

C.1 INTRODUCTION

C.1.1 DEPARTMENT OF STATE, BUREAU OF DIPLOMATIC SECURITY (DS)

Under the Diplomatic and Antiterrorism Act of 1986, the Bureau of Diplomatic Security (DS) of the Department of State has a broad range of responsibilities that include protection of personnel and facilities both domestic and abroad. The Worldwide Personal Protective Services (WPPS) initiative is an effort by the Department of State to pre-plan, organize, set up, deploy and operate Contractor protective service details for the protection of U.S. and/or certain foreign government high-level officials whenever the need arises. In certain circumstances, and when directed, Contractors may be required to recruit, evaluate, and train, local foreign government or third-country foreign nationals in established personal protective security procedures, conduct protective security operations overseas with them, and provide trained protective security personnel for short or long-term special domestic security situations.

C.1.2 BACKGROUND

Over the past ten years, the Bureau of Diplomatic Security has become increasingly involved in providing protective services for high-level U.S. officials and certain designated foreign leaders in several areas of the world. As a result of conflicts, wars, political unrest, and more recently, terrorist activity, these areas have become extremely dangerous places in which to live and work. The return of a democratic government to Haiti in October 1994, the continual turmoil in the Middle East, and the post-war stabilization efforts by the United States Government in Bosnia, Afghanistan, and Iraq are all types of world events that require priority deployment of Contractor protective services teams on a long-term basis. The Bureau of Diplomatic Security is unable to provide protective services on a long-term basis from its pool of Special Agents, thus outside contractual support is required for emergency protective requirements stated on extremely short notice.

C.1.3 BUREAU OF DIPLOMATIC SECURITY GOALS

The following are the specific goals of the Bureau of Diplomatic Security:

- Prevent loss of life, injury to personnel, and damage/destruction of facilities or equipment, worldwide as specified by individual Task Orders issued under this contract.
- Ensure security and safety of personnel and facilities in static (fixed) locations and/or in mobile (in transit) operations.
- Expedite the movement of personnel in the accomplishment of their missions.
- Secure the environment to enable personnel to conduct their business and complete their missions.
- Protect personnel and the organizations they represent from harm or embarrassment.

C.1.4 GOALS OF THIS ACQUISITION

DS has reviewed past personal protective service contracts. These reviews have highlighted specific areas in need of improvement. These desired improvements are expressed in the following goals for this acquisition:
High quality Contractor security and suitability screening of personnel.
High Contractor retention of trained protective services (PRS) personnel, including instructors and PRS detail members.
High quality Contractor leadership of PRS details.
High quality personal protective services details.
High quality instant, situational decision-making, e.g., response to threats.
High quality capabilities of Contractor lead instructors (instructors training instructors) and instructors.
High quality Contractor training facilities and training of PRS personnel.
High quality Contractor planning of PRS details, including establishing and adhering to schedules for all major milestones for screening, training, and deploying personnel.
High quality Contractor planning for logistics in support of PRS details.
High quality Contractor planning for accommodations for PRS personnel, including housing, recreation, feeding, etc.

C.1.5 ORGANIZATION AND MANAGEMENT OF DS PERSONAL PROTECTIVE SERVICE DETAILS

The following is a general description of the organization and management approach to be applied by DS to the management of the services required under this contract. The Government reserves the right to change this organization and management approach at any time during the period of performance of this contract, at no cost to the Government.

C.1.5.1 HIGH-THREAT PROTECTION DIVISION

The management of the personal protective services detail program within the DS organization is the responsibility of the Chief, High Threat Protection Division (HTPD). The Government desires to establish a close link with the Contractor's senior management to ensure the necessary coordination, cooperation, and rapid problem solving required in this area of great national significance, and to ensure that this is accomplished in accordance with the DS mission.

C.1.5.2 TASK ORDERS

As required, the Contracting Officer (CO) will issue Task Order Requests to the holders of this WPPS contract. The Contractor(s) shall develop proposals in response to the Task Order Requests. The Government will evaluate the proposal(s), negotiate as necessary, and notify the winning Contractor(s) of award of the Task Order. Currently, DS plans on using Optional Form 347 for Orders under this contract. The Government reserves the right to switch to a different form at any time during this contract.

C.1.5.3 MANAGEMENT OF PERSONAL PROTECTIVE SERVICE DETAILS

Upon award of a Task Order, DS will assign a U.S. Government Agent in Charge (AIC) at the site where the PRS Detail is to perform. The AIC will have on-site authority over the Contractor's PRS detail. The Contractor's PRS detail, under the leadership of the Project Manager, and Detail Leader, shall perform the PRS detail in accordance with the Standard Operating Procedures (SOPs) identified in the Task Order and the direction of the AIC.

C.1.5.4 EVALUATION PERFORMANCE PERIOD, ASSESSMENT OF CONTRACTOR PERFORMANCE

The evaluation performance periods in the contract shall be six months. At the end of each six-month period, the performance of the Contractor will be assessed in accordance with the procedures described in Section H. This assessment will be the primary factor in determining the amount of the fee earned by the Contractor. The Contractor's performance shall be an assessment of all of the Contractor's performance in each of the Service Areas, using the cumulative assessment of the performance against the requirements under all Task Orders.

C.2 SCOPE

C.2.1 TYPES OF TASKS

The Contractor shall provide the following types of services under this contract, and as further specified in each Task Order issued under this contract:

- Recruiting, screening, and selecting applicants for PRS detail, and PRS support positions (See Section 4.3.1 of this statement of work).
- Training of personal protective service and PRS support personnel (See Section 4.3.2 of this statement of work).
- Recruit, train, and deploy local nationals/third country nationals for static details and/or PRS (See Section 4.3.2 of this statement of work).
- Plan, manage, and perform personal and facilities protective services details (See Section 4.2 of this statement of work).
- Mobile (in-transit) details, including walking, ground transportation, waterborne transportation, and airborne transportation, and Static details.
- Provide intelligence data for PRS operations (See Section 4.3.4 of this statement of work).
- Provide translator/interpreter services (See Section 4.3.5 of this statement of work).
Provide medical services (See Section 4.3.6 of this statement of work).
Provide guard services (See Section 4.3.7 of this statement of work).
Support special domestic security assignments (See Section 4.4 of this statement of work).
Plan, manage and provide logistics support for protective service details, including vehicle rental as authorized by the Contracting Officer (CO) or Contracting Officer's Representative (COR) (See Section 4.3.8 of this statement of work).
Plan and support contract transition efforts (See Section 4.5 of this statement of work).

C.2.2 RESOURCES

C.2.2.1 CONTRACTOR FURNISHED RESOURCES
The Contractor shall provide all qualified personnel, facilities, equipment, material and supplies necessary to accomplish the work under this contract and as further defined in each Task Order, except for that specifically identified in this contract as Government furnished.

C.2.2.2 GOVERNMENT FURNISHED RESOURCES
The resources to be supplied by the Government for use by the Contractor for accomplishment of work under this contract are identified in Appendix (A) to this statement of work. The contract terms and conditions pertaining to resources furnished by the Government are in Sections (H) and (I) of this contract.

Notes: The Contractor shall not modify Government furnished resources in any way without prior approval of the CO or COR.

Non-Expendable equipment, supplies or materials purchased by the Contractor for use under this contract, shall be considered to be Government furnished resources, and shall be entered into the inventory control system set up by the Contractor for Government furnished resources. The "end of contract" requirements that apply to Government furnished resources, particularly the requirement for "Disposition Instructions" applies to this equipment/material. It is desirable that the Contractor's system support/interface with the Dept. of State Property Control System.

The Contractor shall ensure when PRR personnel leave the detail, that they turn in their weapons and special protective equipment (SPE), or transfer their weapons and SPE to their replacement. Such transfers shall be documented with an official transfer of accountability, signed by both parties, for each weapon or item of SPE transferred.

C.2.3 LOCATIONS OF PERFORMANCE
The Contractor shall provide the services required under this contract in any of the locations identified by the Government in the Task Orders issued under this contract. It is the intent of this contract to provide for protective services, if required, anywhere in the world there is a U.S. Department of State presence. In addition to an occasional need for domestic support requirements in the United States, worldwide regions of probable protective services include, but are not limited to the following:

- Africa
- Southwest/Southeast Asia and Southeast Island Nations of Asia
- South Asia
- North and South America and the Caribbean
- Eastern and Western Europe
- Near East

C.2.4 NUMBERS OF PROTECTIVE SERVICE DETAILS
As required, the Contractor shall provide and maintain more than one protective detail in a particular area, and if required simultaneously operate and maintain teams in different parts of the world.

C.3 APPLICABLE DOCUMENTS

- Diplomatic and Antiterrorism Act of 1986
- Optional Form 347 (For Task Orders)
- Guard General Orders (Provided with Task Orders-See example in Appendix K)
- PRR Security Detail Standard Operating Procedures (Provided with Task Orders)
- Firearms Qualification Record Forms (See Appendix H)
- National Industrial Security Program Operating Manual (DOD 5220.22-M)
- Security Forms (Various) (See Appendix E, Section E.2.1)
- Fair Credit Reporting Act
- 27 CFR Part 55, Federal Explosives Law and Regulations
SERVICE AREAS/PERFORMANCE REQUIREMENTS/NECESSARY CONDITIONS

a. Service Areas. The work required under this statement of work is identified in separate Service Areas. For clarity, some of the Service Areas are further sub-divided into Sub-Service Areas. Performance requirements and necessary conditions are identified for each Service Area or Sub-Service Areas.

b. Performance Requirement. Performance Requirements in this contract are expressed in the following manner.

There are two levels of performance requirements. The first level of performance requirements is the requirements identified for the Service Areas in the statement of work in the basic contract. These establish the framework for the issuance of Task Orders for specific services and for the roll-up of the evaluation of Contractor performance at the end of each performance period. The second level of performance requirements are the requirements identified in each Task Order.

Each performance requirement will contain the following three elements. In each case, when taken together, these elements constitute a performance requirement:

- Performance Objective. A statement of the outcome or results expected in a specific service area. (These objectives will be identified in the basic contract for each service or sub-service area).

- Performance Measures. The critical characteristics or aspects of achieving the objective that will be monitored by the Government, those things that the Government will be gathering data about. Each objective may have one or more measures.

- Performance Standards. The targeted level or range of levels of performance for each performance measure.

In those instances where performance requirements in the contract apply to all Service Areas they are identified as General Performance Requirements. In all other cases, performance requirements apply only to the Service Area in which it is identified.

c. Definition of Necessary Conditions. Each Service Area has one or more measurable performance requirements that address the primary results or outcomes desired for that area. Accompanying these performance requirements are supporting requirements, called Necessary Conditions, which must be met or complied with in order to achieve the results required by the performance requirement. Necessary Conditions often address the business rules within the contractual relationship, form, fit, function and interface requirements, mandated work processes, data formats, work hours, etc. None of the latter appears in the current statement of work. Necessary conditions may also be identified in Task Orders.

d. Definition of General Necessary Conditions. In those instances where necessary conditions apply to all Service Areas, they are identified as General Necessary Conditions. In all other cases, a necessary condition applies only to the area in which it is identified.

C.4.1 GENERAL NECESSARY CONDITIONS (GNC)

C.4.1.1 DS STANDARDS

GNC No. 4.1.1: The Contractor shall ensure that all work performed under this contract is accomplished in accordance with the applicable standards/standard operating procedures, general orders and specific orders issued by DS unless otherwise directed by the CO, COR or the AIC. Any changes in standards/standard operating procedures or General Orders for any particular PRS or guard detail will be identified in the applicable Task Order.

C.4.1.2 AGENT IN CHARGE

GNC No. 4.1.2: The Contractor, including all Contractor personnel accomplishing work under this contract, shall accomplish all work under this contract in compliance with the direction provided by the Department of State CO, COR, or Agent in Charge (AIC).

C.4.1.3 INDEPENDENT ACTION AND COMBINED ACTION

GNC No. 4.1.3: At the direction of the CO, COR, or Agent in Charge, the Contractor shall either accomplish the work under this contract in an independent manner (all Contractor furnished resources) or in concert with Government furnished resources (combined Government and Contractor personnel).

C.4.1.4 CONTRACTOR'S POINT OF CONTACT

GNC No. 4.1.4: World events and the worldwide nature of the services under this contract, require that the DS office (e.g., WPPS Program Manager, HTP, CO, COR, and AIC) be able to communicate on a reliable, and prompt (sometimes in a matter of minutes) basis with a Contractor management point of contact. This point of contact shall be authorized to represent the Contractor on all matters pertaining to the contract.

C.4.1.5 SECURITY

GNC No. 4.1.5: The Contractor shall:

UNCLASSIFIED
Obtain and maintain a TOP SECRET facility clearance for the duration of this contract. If necessitated by contract or Task Order requirements, ensure that Sub-Contractors and suppliers maintain the appropriate facility clearances.

Ensure that all Contractor-provided PRS personnel and PRS support personnel maintain the required security clearances.

Security clearance requirements for all PRS personnel and PRS support personnel are identified in Appendix J. (Note: The security clearance requirements in Appendix J may be modified at the Post-Award Conference or by individual Task Orders).

Comply with the requirements and procedures for processing security clearance requests as identified in Appendix E.

Provide information required by Attachment 3 to Appendix E for foreign relatives, friends, and associates of those personnel for which the Contractor is applying for security clearance for work under this contract.

Note: World circumstances may require the Contractor's personnel (American, host country, or third country), to obtain higher-level security clearance than required when they entered into service under this contract. In such cases, the Contractor shall ensure that the required clearance information is promptly collected and submitted to DS as described in Appendix F. If the necessary information cannot be obtained for an individual occupying a position requiring an upgraded/updated clearance, the individual shall be removed from that position, reassigned, or returned to the U.S. or country of origin.

C.4.1.6 OFFICIAL/DIPLOMATIC PASSPORTS

Contractor PRS personnel and PRS support personnel, who are American citizens, will be issued an appropriate, official or diplomatic passport, if required, for the performance of their work under this contract.

GNC No. 4.1.6: The Contractor shall collect any official or diplomatic passports from Contractor personnel, prior to their leaving the PRS post, and surrender them to the DS point of contact identified in the Task Order.

C.4.1.7 TRAVEL ARRANGEMENTS

GNC 4.1.7: The Contractor shall:

- Make all necessary travel arrangements for travel required of Contractor furnished PRS and PRS support personnel, including guard force, to and from post
- Submit all required documentation for these personnel at least fifteen (15) working days prior to planned departure date to the COR and AIC.

C.4.1.8 LAWS

GNC 4.1.8: The Contractor, including all Contractor-provided personnel, shall comply with all of the laws of the United States and the host countries in which they are required to provide services under this contract.

C.4.1.9 COOPERATION

The Department of State intends on:

- Awarding more than one PRS contract.
- Conducting some combined PRS efforts using resources from more than one Contractor. This may require the Contractor to work in conjunction with other qualified Contractors working under separate WPPS contracts and/or Task Orders. The Government reserves the right to require this cooperation.

GNC No. 4.1.9: The Contractor shall:

- Provide Contractor PRS resources in support of DS combined PRS operations as required in the Task Order.
- Ensure that Contractor-provided personnel resources cooperate with DS and resources provided by other Contractors.

C.4.1.10 ADVANCE PARTIES

Depending on the conditions at the locations where PRS details may be required to perform, it may be necessary for the Contractor to send an advance party to survey conditions to determine logistics requirements and/or intelligence unit special requirements.

C.4.2 SERVICE AREA — PROTECTIVE SERVICE DETAILS

1.2.1 SUB-SERVICE AREA — PROTECTIVE SERVICE DETAILS — STRUCTURE AND OPERATION

Detail size and complement will be directed in the Task Orders, and will be based upon a Security Assessment of the area in which protection is to be provided (see Note 1 in Section 5.0 of this statement of work).

Detail complement and configuration may be adjusted at any time at the discretion of the appropriate DS Agent in Charge (AIC).
ils may include, but are not limited to, Counter Assault Teams, EOD dog teams, and/or Long Range Marksman Teams (see Appendix I).

Dependent upon the principal's schedule and travel/work requirements at the overseas location, the Contractor shall provide protective services on a twenty-four (24) hour, seven-day week basis within the following general parameters:

Provide and operate needed protective services details as directed in the Task Orders and indicated as necessary by the specific Security Assessment.

Operate PRS details in accordance with DS PRS Standard Operating Procedures (SOPs) identified in the Task Orders (see Appendix I for an example of an SOP).

Protective services specialists shall not exceed 12-hour workdays, unless directed by the Government.

Provide protective services specialist(s) as needed for residence watch while principal is off-duty and resting in quarters.

As schedule permits, the Contractor shall schedule detail members to ensure each member has one day off after no more than six (6) consecutive workdays.

Detail coverage shall include the principal's official travels to all parts of the area for which he/she is responsible.

Most frequently, travel will be by automobile. Such moves require strict adherence to established security measures.

Occasionally, waterborne or airborne travel may be required in the performance of protective duties.

Additionally, adequate coverage shall be provided for all of the principal's walking movements.

Performance Objective No. 4.2.1 - The Contractor shall:

Protect designated principal(s) by providing armed, qualified protective services details as specified in the Task Order that satisfy the above Sub-Service Area. If ordered in the Task Order, the Contractor shall provide, in addition to other requirements of the Task Order, Counter Assault Teams and Long Range Offensive Marksman teams. (See Appendix B for the roles, responsibilities and qualifications of PRS detail personnel and PRS support personnel.) (See Appendix C for the general qualifications of American Contractor Personnel.)

Assign a dedicated in-country Contractor Project Manager, and provide each detail with a designated leader and the number of other protective security personnel as specified in the Task Order.

As required, strictly adhere to established security measures.

Ensure that Contractor assigned protective detail personnel are prepared to operate and live in austere, at times unsettled, conditions anywhere in the world. Ensure that the Contractor's personnel are fully apprised of these possibilities, and that they are fully willing to accept these living/working conditions.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% as specified in the Task Orders</td>
</tr>
<tr>
<td>b) Qualifications of Personnel</td>
<td>100% qualified prior to assignment to any detail</td>
</tr>
<tr>
<td>c) Timeliness</td>
<td>100% within the schedules specified in the Task Orders</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3 NECESSARY CONDITIONS

C.4.3.1 RECRUITMENT, SCREENING, SELECTION OF PERSONAL PROTECTIVE SERVICE AND PPS SUPPORT SERVICES APPLICANTS

C.4.3.1.1 RECRUITMENT

Necessary Condition No. 4.3.1.1 - The Contractor shall:

Recruit applicants for the various PRS and PPS support positions.

Ensure that prospective applicants are made aware of the performance requirements of the positions for which they are applying, including the importance of honoring the periods of service in the contracts between the Contractor and the applicants, and the consequences of failing to do so.

Ensure that applicants understand the nature of the work and working environment in which they may be working.

Prior to commencement of the Contractor's applicant screening process, forward the resumes of all of the applicants to the COR for DS pre-screening.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
</table>

UNCLASSIFIED
### C.4.3.1.2 SCREENING AND SELECTION

#### Necessary Condition No. 4.3.1.2

The Contractor shall:

- Develop, submit to DS, and implement an applicant screening process that satisfies the requirements in Appendix F. DS reserves the right to approve or disapprove of an applicant screening process.

- Ensure that Contractor personnel engaged in the screening process are experienced screeners, e.g., demonstrated success in the difficult task of researching personnel information, verifying personnel histories, claimed backgrounds, etc.

- Upon receiving the results of the COR's pre-screening, complete an investigation of each applicant for a PRS or PRS support position in accordance with the DS approved Contractor screening procedure.

- Screen out any applicant who does not meet the security and suitability qualifications required for the position to which the applicant has applied.

- Forward to the COR, only those applicants verified by the Contractor as meeting the screening requirements in this contract and each individual Task Order.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality of Screening Efforts</td>
<td>100% conformance with approved screening procedures</td>
</tr>
</tbody>
</table>

### C.4.3.2 TRAINING

The Contractor shall ensure that only personnel satisfactorily trained in accordance with Department of State standards are used in the performance of work under this contract. This includes the completion of training before entering into work and maintaining that of training throughout the performance of work under any specific Task Order.

#### C.4.3.2.1 PERSONAL PROTECTIVE SECURITY TRAINING

The Contractor shall establish and implement a personal protection security training capability. The facility shall be used to train Contractor furnished personal protection security personnel, foreign government, third party nationals, or other personnel identified by DS. The training provided for all personnel shall be the same, e.g., that training program approved by DS.

- Note: The Government reserves the right to inspect the training facilities and observe any or all training activities at the Contractor furnished sites.

#### Necessary Condition 4.3.2.1

The Contractor shall:

- Establish and maintain the necessary personal protection security training capability in accordance with the specifications in Appendix G.

- Develop and submit completed training plans to DS for approval within 90 days of contract award.

- Conduct training in accordance with the DS training curriculum, DSTC Lesson Plans and DS-approved, Contractor Training Plans (see Appendix G).

- Ensure that only those individuals who have successfully completed the DS personal protection security training are employed on DS personal protection services details.

- Ensure that all retraining and/or re-certification of Contractor personnel is accomplished in-country, e.g., in the location in which the Contractor was tasked to provide the personal protective service detail, unless otherwise directed by the COR.

- Ensure that all armed PRS detail members and armed guards are re-qualified on all required firearms on a quarterly basis using the prescribed courses of fire to DS standards. All re-qualification shall be documented on Qualification Record Forms (see Appendix H).

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
</table>
| a) Quality of Training | 100% training satisfies specifications in Appendix E.  
100% in accordance with DS approved Contractor training plans  
100% conducted by DS certified |

---

UNCLASSIFIED
C.4.3.2.2 RECRUIT, SCREEN, TRAIN, DEPLOY LOCAL NATIONAL/THIRD COUNTRY NATIONALS

Necessary Condition 4.3.2.2 - In certain circumstances, and as specified in Task Orders, the Contractor shall:

Recruit, screen, and train local national (LN) or third country nationals (TCN) in DS established protective security procedures. See Appendix D for general qualifications of local nationals or third country nationals.

Train these personnel:

In accordance with the requirements in this section above.
In country of origin or country of operation, unless otherwise directed by the COR.
Conduct personal protective service details with Contractor-trained foreign government/third-country nationals.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% as specified in the Task Orders</td>
</tr>
<tr>
<td>b) Qualifications of Personnel</td>
<td>100% qualified prior to assignment to any detail</td>
</tr>
<tr>
<td>c) Timeliness</td>
<td>100% on time and for the length of time specified in the Task Orders</td>
</tr>
</tbody>
</table>

C.4.3.2.3 IN-COUNTRY/COUNTRY OF ORIGIN TRAINERS

To comply with the requirements of 4.3.1 and 4.3.2 above, the Contractor shall provide qualified instructors to retrain/recertify/re-qualify personnel in-country or in country of origin, unless otherwise directed by the COR.

Necessary Condition 4.3.2.3 - The Contractor shall:

Provide the instructors necessary to comply with the requirements of 4.3.2.1 and 4.3.2.2.
Ensure that only approved instructors are used for such training.
### Performance Measures

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality of Instructors</td>
<td>100% training satisfies specifications in Appendix G</td>
</tr>
<tr>
<td></td>
<td>100% in accordance with DS approved, contractor training plans.</td>
</tr>
<tr>
<td>b) Approved instructors</td>
<td>100% approved</td>
</tr>
</tbody>
</table>

### C.4.3.3 ROTATION, REASSIGNMENT, AND REPLACEMENT

Necessary Condition 4.3.3 - The Contractor shall:

Maintain a list of qualified (See Appendices C and D) standby personnel who are immediately available for normal rotation or for replacement action in case of illness, injury, humanitarian, and/or other reasons.

For a normal rotation, notify the COR, in writing, at least seven days in advance with the following rotation particulars:

- DS Task Order Number
- Detail location
- Planned rotation date
- For person rotating in:
  - Name
  - Labor category
  - Security clearance status
  - For person rotating out:
    - Name
    - Labor category
    - Security clearance status

In the case of emergency substitution, the Contractor shall immediately notify and obtain approval of the COR.

In the case of the replacement of the Project Manager, Detail Leader, Assistant Detail Leader, Shift Supervisor, Shift Leader, or Guard Force Commander, the Contractor shall obtain the approval of the substitute from the COR (see Section H, Key Personnel).

Note: Should a Contractor’s employee be discharged or returned to the U.S. (or to a third country in the case of foreign nationals) due to dissatisfaction with the assignment or for unsatisfactory performance, the Contractor shall be assessed a negative incentive in accordance with the Section H, Incentives.

### Performance Measures

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Maintenance of Standby PRS and PRS Support Cadre</td>
<td>100% support of normal rotation</td>
</tr>
<tr>
<td>b) Timeliness in support of normal rotation</td>
<td>100% continuity of service</td>
</tr>
<tr>
<td></td>
<td>100% notification of COR within 7 calendar days with no more than 8 calendar days break in service.</td>
</tr>
<tr>
<td>c) Timeliness in Emergency Situations</td>
<td>100% immediate notification to COR</td>
</tr>
</tbody>
</table>

### C.4.3.4 PRS INTELLIGENCE DATA SUPPORT

Task Orders will identify those PRS details that will require intelligence data support.
1.1 PROVIDE PRS INTELLIGENCE DATA ANALYSTS

Necessary Condition 4.3.4.1 - The Contractor shall:

Provide qualified and trained intelligence analysts (see Section 3 of Appendix B for qualifications).

Ensure that intelligence analysts perform the roles, responsibilities, functions identified in Section 3 of Appendix B.

Ensure that Intelligence Data Analysts do not work in excess of 12 hours in a day, unless directed by the Government.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% in accordance with the requirements in the Task Orders</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% within the schedule requirements of the Task Orders</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.4.2 INTELLIGENCE DATA SYSTEMS ENGINEERS

Necessary Condition 4.3.4.2 - The Contractor shall:

Provide an intelligence data systems engineer.

Ensure that the systems engineer provides the following support:

- Network engineering services support for numerous site networks identified as Local Area Networks (LANS).
- Connection support for Wide Area Networks (WANS).
- Establishment, development, implementation, and sustainment of systems training.
- Initiation, development, preparation, and presentation of systems training to target audiences as assigned.
- Instruct selected personnel in basic computer operations (e.g., databases), word processing, and e-mail functions.

Ensure that Intelligence Data Systems Engineer's work-week does not exceed 72 hours, and that he/she does not work in excess of six days during the work-week.

C.4.3.4.3 PROVIDE INTELLIGENCE UNIT LOGISTICAL SUPPORT

Necessary Condition 4.3.4.3 - If required in a Task Order, the Contractor shall support the PRS intelligence analysts by providing any of the following support:

- Provide qualified and trained technicians/field security personnel to maintain equipment.
- Provide guard services to protect and control access to secure areas.
- Provide transportation, en-route destruction capability, and personal protective services to protect couriers.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% in accordance with the requirements in the Task Orders</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% within the schedule requirements of the Task Orders</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.5 TRANSLATOR/INTERPRETER SERVICES

C.4.3.5.1 PRS DETAIL/GUARD FORCE TRANSLATOR/INTERPRETER

In some situations, the Contractor will be required to provide the services of an interpreter(s)/translator(s) to facilitate verbal communications between protective services personnel, guard personnel, and local government, police, military members, and others. Normally, this shall be a foreign national who performs these duties as required. In some instances, it may be necessary to validate the interpretation. In such cases, and only if directed by a Task Order, the Contractor shall provide an American translator/interpreter. The latter shall report only to the AIC.

Necessary Condition 4.3.5.1 - The Contractor shall:
Provide interpreter/translator services as required in delivery/tasks orders.
Ensure that interpreters/translators are sufficiently fluent in English and the local language and/or dialects to ensure understanding and communications between protective services personnel and locals.
Ensure that interpreter/translator personnel are capable of passing the background security check as noted in Appendix J.
Ensure that the American citizen translators/interpreters meet the qualifications in Appendix B.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality of interpretation/translation services</td>
<td>100% - Based on validation of translation/interpretation</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% provided within 15 minutes of request for service</td>
</tr>
</tbody>
</table>

C.4.3.6 MEDICAL SUPPORT SERVICES

In certain areas of the world, and when required by Task Order, the Contractor shall provide medical support to the PRS details, guard details and PRS support personnel: This support may consist of any or all of the following:

Medical Officer (See notes below)
Physician’s Assistants
Emergency Medical Technicians
Special Forces Medics (or other qualified combat medic, e.g. Navy Corpsmen)
Facilities, equipment, and materials in support of medical personnel

Notes:

a. The Task Order will identify whether the Medical Officer’s primary location of performance is CONUS or at post. If CONUS, the Contractor shall arrange for reliable and rapid means of communication between the Medical Officer and the Physician’s assistants.

b. If the Task Order identifies the Medical Officer’s primary location as CONUS, the Contractor shall ensure that the Medical Officer travels periodically (to be determined by COR) to post and evaluates the medical support being provided to the PRS detail, Guard Force and PRS support personnel.

C.4.3.6.1 MEDICAL SUPPORT PERSONNEL

Necessary Condition 4.3.6.1 - The Contractor shall provide medical support as indicated above that satisfies the requirements in Section 3 of Appendix B concerning roles, responsibilities, and qualifications.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% Medical Services provided in accordance with the Task Orders*</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% of medical support provided to support the standup of the PRS details and guard force</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.6.2 MEDICAL FACILITY, EQUIPMENT AND MATERIAL SUPPORT

Some PRS detail locations may require the design, construction, and equipping of a facility, and logistical support of the medical personnel. In such instances, the Task Order will identify the medical facility, equipment and logistics support required.

Necessary Condition 4.3.6.2 - When required by a Task Order, the Contractor shall design and/or construct a facility and/or provide the equipment and/or logistical support for the assigned-medical personnel.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% Medical facility availability in accordance with the Task Orders*</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% of medical facility availability to</td>
</tr>
</tbody>
</table>
The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.7 GUARD SERVICES

There will be buildings, space/rooms in buildings, and/or living/housing compounds required in support of the performance of PRS details that may require the posting of guards to control entry to such places.

C.4.3.7.1 GUARD SERVICES - GENERAL

Guard services shall be performed in accordance with the following Orders and Circulars:

- General Orders
- Post Orders
- Supervisory Orders
- Specific Orders
- Special Orders

The Government will furnish the General Orders (see Appendix X for an example). The Contractor shall develop the Post Orders in English and other appropriate language. The Government will provide examples of generic Post Orders. Once drafted, the Contractor shall submit the Post Orders to the COR for approval prior to the post being manned. Once approved, the Contractor shall maintain the Post Orders and ensure that copies (in English and other appropriate language) are available at the posts. Supervisory Orders, Specific Orders, Special Orders, and Circulars shall be issued as needed during performance of the contract.

Necessary Condition 4.3.7.1 - As required by Task Order, the Contractor shall:

Provide guard services to:
- Control personnel and vehicle access to spaces/areas/buildings/compounds
- Protect personnel and/or equipment therein
- Patrol designated areas/routes/perimeters
- Inspect and survev
- Perform vehicle/mobile patrol

Ensure that guard services satisfy the General Orders in the Task Order and the COR-approved, Contractor-prepared Post Orders.

Ensure that the guard force personnel meet the requirements in Appendixes B, C, and D.

Ensure that the guard force personnel maintain the following logs and records:
- Operational Records. The Contractor shall provide a log for each post, consisting of a bound ledger, with lined paper and numbered pages. Post Orders will provide instructions for the posting of each log. The Contractor shall provide incident report forms for recording information regarding any incident at a post. The Contractor shall submit the design of this form in draft for approval by the COR.
- Administrative Records. The Contractor shall maintain administrative files, which shall at a minimum include personnel records, investigation records, and training records on all employees working under the contract. The COR is authorized to examine the Contractor's administrative files. The Contractor shall maintain daily time and attendance records, which may be reviewed by the COR as required.
- Explosive Detectors and/or X-Ray Inspection Records. The Contractor shall keep Explosive Detector maintenance logs on a daily, weekly, and monthly basis following the Maintenance Log Book procedures provided by the manufacturer. X-ray repair maintenance records shall be maintained.

Ensure that:
- Guards' weapons are properly maintained, including:
  - All weapons shall be cleaned weekly at a designated location.
  - Providing all cleaning supplies.
  - Weekly cleaning logs shall be maintained, listing each weapon by make, model, serial number, and the date on which it was cleaned.
  - Ensure that no weapons are misused, mishandled, or fired negligently.

Note: Misuse, mishandling, negligent discharge of a firearm may result in the Contractor being required by the COR to immediately remove the individual from any further service under this contract.

Ensure that:
Guards assigned to positions requiring the use of closed circuit TV (CCTV) displays operate the monitoring equipment following the guidance contained in the post orders. Operators shall pay particular attention to suspicious activity. Any malfunctioning or broken equipment will be noted in the Post Log and immediately reported to the AIC.

All personnel assigned to a CCTV post have been properly trained before being assigned to the post.

Examples of where such guard services may be required are:

- Support of intelligence analyst facilities
- PRS detail offices and housing compounds
- Government facilities as directed by the Task Order(s)

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% guard services provided as required by Task Orders*</td>
</tr>
<tr>
<td></td>
<td>100% in accordance with approved contractor prepared post orders</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% of guard services provided when required and at designated times</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.7.2 EXPLOSIVE ORDNANCE DETECTION TECHNICIAN (EOD/DOG HANDLER) SERVICES

Note: All references made to EOD shall be understood to mean the Explosive Ordnance Detection Technician/Dog Handler and dog.

Required Condition 4.3.7.2 - The Contractor shall:

- Provide explosive ordnance detection technician/dog handler services.
- Provide a replacement EOD on all occasions when the present dog and/or handler is not able to perform the duties described in this contract and/or Task Orders.
- Provide management, supervision, equipment, and veterinarian services, including kennels, grooming, food and other related equipment.
- Maintain the cleanliness of the kennel and assigned canine areas.
- Ensure that EOD meets qualification standards in Appendixes B, C, and D.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality of EOD services</td>
<td>100% in accordance with Task Orders*</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% within the schedules in the task orders</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.7.3 GUARD TRAINING

Performance Objective No. 4.3.7.3 - The Contractor shall:

- Establish and maintain the necessary guard training capability, including basic, weapons, and refresher training, in accordance with the specifications in Appendix L.
- Develop and submit completed Guard Training Plans to DS for approval within 90 days of contract award.
- Conduct training in accordance with the DS approved Contractor Guard Training Plans.
- Ensure that only those trainees who have successfully completed the DS approved Contractor training are employed on guard details.
- Ensure that all refresher training of Contractor guard personnel is accomplished in-country, e.g., in the location in which the Contractor was tasked to provide the guard detail, unless otherwise directed by the COR.

Ensure that all refresher training is conducted by Contractor-provided, DSTC-certified trainers.
UNCLASSIFIED

Performance Measures | Performance Standards
---|---
a) Meet training requirement above and in Appendix L | 100% Conformance

C.4.3.7.4 GUARD ELECTRONIC MONITORING SYSTEM (GEMS)

Note: The Guard Posts requiring the use of GEMS will be designated in the Task Orders.

C.4.3.7.4.1 GEMS System Requirements

Necessary Condition 4.3.7.4.1 - If required by Task Order, the Contractor shall:

- Provide a complete GEMS which shall include: the system and reporting software; hand-held data collection devices; data points such as bar code labels, data strips, touch tags or electronic buttons; batteries or recharging stations; computer; and printer(s).
- Provide training to the employees who will be using the system.
- Maintain, replace, and support the system to ensure continuous operation.
- Use the GEMS for monitoring and quality control of guard services.
- Ensure that the GEMS system meets the following requirements:
  - Utilizes a portable hand-held data collection device that scans designated data points, the scanner may use a variety of technologies including bar code strips, electronic data strips, touch tags or electronic buttons.
  - Has the ability to transfer collected data from the portable device to a computer.
  - Can create and print computer-generated reports designed to document guard activities and supervisor oversight.
  - Includes an archival capability allowing access to historical information by computer.
  - Integrity of the system ensures that information, once collected, cannot be altered or modified.
  - Separate codes shall be assigned to individual guards, supervisors, guard posts, and certain defined incidents or events to be contained on an incident card.

C.4.3.7.4.2 Designated GEMS Posts

Necessary Condition 4.3.7.4.2 - The Contractor shall:

- Ensure that designated guard posts receive a hand-held data collection device at the beginning of each shift.
- Ensure that guard posts that are assigned scanners, guards scan checkpoints at each post along the designated route and complete the required number of visits to each post throughout the daily/nightly tour.
- Ensure that during rounds, the guard reports all incidents using the Incident Card and follows up with written reports as necessary.
- Ensure the correct use of the hand-held data collection device.
- Shall maintain the integrity of the system.
- Ensure data are properly entered into the computer.
- Obtain COR approval before making software changes/ revisions.

C.4.3.7.4.3 GEMS Reports

Necessary Condition 4.3.7.4.3 - The Contractor shall:

- Use data collected in the system to generate reports for use by the COR. At a minimum, the Contractor shall prepare and furnish to the COR daily, weekly and monthly reports. The daily report shall include as a minimum:
  - Incident reports — including the date, time, location, and type of incident
  - Patrol summary — includes verification of supervisor rounds by checkpoint, noting time and date
  - Exception reports that display, for example, the failure to log checkpoint or completion of the route in the allotted time
- Ensure that the system has additional reporting capabilities to include summarizing the daily reports on weekly, monthly or annual basis. The software system shall have flexibility to develop custom reports and for the modifications of standard report formats.

Performance Measures | Performance Standards
---|---
a) GEMS Capability/Availability | System meets all requirements
C.4.3.7.5 MANAGEMENT OF GUARD FORCE

Necessary Condition 4.3.7.5 - For the topics underlined below, the Contractor shall:

Schedules

Prepare and maintain a Weekly Guard Post Schedule for all guard posts that lists the name of each previously approved guard to be assigned to each post and for each shift.
Provide the COR a copy of the Weekly Guard Post Schedule for all employees by 12:00 noon of the last day of the work-week for the upcoming work week.
Ensure that the Weekly Guard Post Schedule shows the post number and location, the name of the guard assigned (approved by the COR), and the shift assigned in terms of hours of the day.
Provide a copy of this schedule to the COR and each Contractor employee affected.
Notify the COR three days before any change of a permanent guard (specific individual) to a post.

Guard Duty Hour Limits

Ensure that no Contractor personnel are on duty for more than 12 consecutive hours in a 24 hour period, except under emergency conditions as authorized by the Contracting Officer (CO) or the COR.
Ensure that the individual guard work-week does not exceed 72 hours.

Relief Guards

Provide the security personnel at the posts identified in the Task Order fully trained and qualified relief personnel to allow for comfort, personal needs, stress, meals, or other required or requested absences from the assigned post.
Ensure that relief personnel are on the same category of labor as those being relieved.
Provide this relief service to the Government at no additional charge.
Relief personnel are not required for some posts. The AIC will determine and direct the Contractor as to which post requires relief personnel. For example, Guard Force Commander, Surveillance Detection Specialist, mobile patrol posts.
Ensure that specific guidance pertaining to administrative details, including supervisory responsibilities for scheduling and monitoring breaks and meals, are included in Post Orders.

Organization Chart

Within ten (10) days after the effective date of a Task Order, provide in writing to the COR an organizational chart to include the names of supervisors, shift organization for each post, and the number and names of guard force employees.

Supervision

Provide adequate on-site supervision of employees at all times a post is manned.
Ensure that a Contractor provided supervisor inspects each post during daylight hours at least twice, and three times during night hours.
Ensure that supervisor inspections assure that:
The post is properly manned.
The assigned guard is fully familiar with the General Orders and Post Orders.
The post log is properly maintained.

Guard Muster

Conduct a muster of guards going on duty for purposes of inspection for proper uniform, equipment, review of current security problems, special instructions, and training, unless waived by the COR. The time required for this muster is in addition to that required to provide a timely relief for guards on post. The Contractor shall provide this muster at no additional charge.
C.4.3.8 LOGISTICAL SUPPORT
C.4.3.8.1 PRS DETAIL LOGISTICAL SUPPORT
C.4.3.8.1.1 Contractor-Provided Logistics

The Contractor shall provide all logistical support required to successfully complete the assigned tasks.

The Contractor may be required to procure armored vehicles. In those instances, the vehicles shall meet DS armored vehicle standards.

Logistical support for Contractor provided protective service personnel shall incorporate everything necessary to subsist and perform protection duties in the region of the world specified in Task Orders, including, but not be limited to:

- All clothing designated in the Task Orders
- Weapons vaults and or ammunition storage facilities meeting DS standards
- Cellular telephones
- Handheld radios and chargers (similar to Motorola Model XTS3000) if required in the Task Order
- Laptop computers
- Miscellaneous specialized equipment such as, flashlights, batons, etc., as designated in the Task Orders
- Vehicles for transporting Contractor provided protective service personnel (e.g., for shift changes, commuting to and from work, airport arrivals/departures, etc.), and for other uses as directed by the CO or COR
- One vehicle per team
- Rental or leased
- All supplies
- All services, including, but not limited to, telephone and telephone services
- All shelter
- All food
- All water
- Physical safety
- Health needs
- Morale needs
- All laundry services
- All housekeeping
- All sanitary solid waste management
- All maintenance or repair required for the foregoing.

Notes:

1. U.S. Embassy support personnel at the city/region of assignment may be asked to assist Contractor personnel in locating housing, but the cost of such housing shall be borne by the Contractor and shall be a contract billable item.

2. In those instances where there is no local housing available, the Contractor shall construct housing for Contractor furnished protective service detail personnel. The design and cost of such housing shall be addressed in the logistics section of the Management Plan submitted in the proposal in response to the Task Order.

3. If Government furnished vehicles are not available for official operational requirements, the Contractor may be authorized by the Task Order for the rental or purchase of vehicles.

4. U.S. Government personnel may be needed to assist the Contractor in obtaining permission for personnel and certain equipment to enter the country.

Necessary Condition 4.3.8.1.1 – The Contractor shall:

Find, arrange for, procure, pay for, and maintain all logistical support required for the Contractor provided PRS details.

If directed by the CO or COR, arrange for rental of vehicles necessary for operational use.

Conduct inventories and support Government conducted inventories.
### Performance Measures and Standards

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Conduct and support of Government inventories</td>
<td>100% compliance</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% provide logistics within the schedules specified in the approved logistics management plan submitted in response to each Task Order</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

#### C.4.3.8.1.2 Equipment Maintenance

**a. Vehicle Maintenance**

1. **General.** The vehicles furnished by the Government for each detail shall be provided preventive and corrective maintenance. The Logistics Management Plan section of the Task Order Management Plan (TOMP) (see Section 4.3.8.4) shall address how the Contractor plans on efficiently and effectively employing maintenance personnel.

2. **Vehicle Mechanic.** The Contractor shall employ a factory-certified vehicle mechanic(s) to maintain the PRS detail vehicles.

3. **Vehicle Armor and Ballistic Glass.** Repairs to the armor and ballistic glass on Government furnished vehicles require special attention. To ensure that such repairs are completed satisfactorily, the Contractor shall send ballistic glass and armor technicians to DS classes to learn the approved methods for repairing the ballistic glass and armor. These trained on-site technicians shall be responsible for vehicle armor and ballistic glass maintenance.

   Note: The DS armor/ballistic glass instructors or technicians may visit the PRS posts periodically (target is three (3) months) to ensure that the on-site technicians have maintained their proficiency in ballistic glass and armor repair, and to spot check their work.

4. **Armorers.** PRS weapons must be maintained in operable condition. The Contractor shall employ armorers on-site to perform this maintenance. The armorers shall attend a DS class before being assigned to post. Prior to starting DS training, the Contractor-provided armorers shall be factory-certified for each weapon furnished to the PRS details by the Government or Contractor.

5. **Armory.** The Contractor shall provide a DS approved armory for the secure storage of PRS detail weapons when not assigned to PRS detail members.

6. **Special Equipment Maintenance.** The Contractor shall provide all of the technicians necessary to support the PRS details, such as vehicle mechanics, generator mechanics, security field technicians, electricians, etc.

### Necessary Condition 4.3.8.1.2

The Contractor shall:

- Ensure that all Contractor furnished equipment and all Government furnished equipment provided to the Contractor for performance of work under this contract is maintained in fully operable condition, such that it shall be available for unrestricted service within the contract availability standards.
- Ensure that all repairs to ballistic glass or opaque armor return the glass or armor to DS approved specifications, using DS approved technicians.
- Ensure that ballistic glass is procured from DS approved manufacturers.
- Ensure that weapons are maintained by Contractor furnished, factory-certified, DS approved armorers.
- Maintain adequate spares and parts to ensure that all equipment can be maintained and repaired in a time-frame consistent with the support of the mission.

### Note:

The following notes are provided to assist Contractors in their logistics planning. Plans for maintenance of vehicles must take the following information into account to preclude loss of protective service coverage:

1. The Government will reimburse the Contractor for repairs resulting from fair wear and tear to equipment/vehicles and damage sustained during protective service operations. All other maintenance/repair resulting from unauthorized use and abuse shall be at the Contractor's expense.

2. On average, it takes about forty-five (45) days from the issuance of a purchase order for ballistic glass, for the glass manufacturer to complete the order. The Contractor shall make the necessary delivery arrangements to transport the manufactured glass to the posts.
(3) All ballistic glass will eventually delaminate. The Contractor must inspect the ballistic glass frequently. Once inspection detects any de-lamination, the vehicle most likely will still be usable (not necessarily dead-lined) for up to six (6) more months. The Contractor should closely monitor and take this slow degradation of the laminate into account when ordering ballistic glass.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Availability of Equipment</td>
<td>100% at the availability standard established in the approved Logistics Management Plans*</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.8.2 GUARD LOGISTICAL SUPPORT

Logistical support for the Contractor-provided guard force shall provide everything necessary to subsist and perform guard duties in the region of the world specified in Task Orders, including, but not limited to:

Uniforms - Duty clothing shall include summer and winter (cold weather) gear. Due to the possibility of weather extremes, the clothing issue should cover a variety of temperatures common to the area identified in the specific Task Order.

- Load bearing vests
- Helmets
- Protective gear
- Utility belts, etc.
- Holsters, magazine pouches, etc.
- Accessories for Government furnished weapons
- Pepper spray
- Weapons vault
- Cell phones
- Handheld radios and chargers, if specified in the Task Order
- Laptop computers
- Miscellaneous specialized equipment, such as, flashlights, batons, etc.
- Guard Electronic Monitoring Systems (GEMS)
- Medical REACT equipment
- Surveillance kits for portable radios
- Vehicles for mobile patrols, and other uses as directed by the CO or COR (e.g., REACT teams, administrative support, transporting Contractor provided guard personnel, shift changes, commuting to and from work, airport arrivals/departures, etc.)
- All office equipment and supplies
- All services, including, but not limited to telephone and telephone service
- All shelter
- All food
- All water
- Physical safety
- Health needs
- Morale needs
- All laundry services
- All housekeeping
- All sanitary solid waste management
- All maintenance or repair required for the foregoing

Notes:

(1) U.S. Embassy support personnel at the city/region of assignment may be asked to assist Contractor personnel in locating guard housing, but the cost of such housing shall be borne by the Contractor and shall be a contract billable item.

(2) In those instances where there is no local housing available, the Contractor shall construct housing for Contractor furnished guard personnel. The design and cost of such housing shall be addressed in the logistics section of the TOM submitted in the proposal in response to the DS Task Order.

Necessary Condition 4.3.8.2 - The Contractor shall:

UNCLASSIFIED
Find, arrange, procure, pay for, and maintain all logistics support required for the Contractor provided Guard Force
If requested by CO or COR, arrange for rental of vehicles necessary for operational use

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Timeliness</td>
<td>100% in conformance with schedules specified in the approved Logistics Management Plan submitted in response to each Task Order*</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the CO or COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.8.3 INVENTORIES

Performance Objective No. 4.3.8.3 - Upon acquiring any logistics asset, the Contractor shall place the asset under Contractor accounting and inventory control. The Contractor shall:

Conduct an inventory check of all assets on a quarterly basis.
Submit a written report accounting for all assets on a quarterly basis to the AIC, with a copy to the COR.
Immediately upon discovery of the loss, submit a report on the loss of asset(s) to the COR and AIC.

Note: The Government reserves the right to conduct an inventory of all PRS and Guard Force weapons on an annual basis and more frequently if so desired.

C.4.3.8.4 TASK ORDER MANAGEMENT PLANS

Upon receipt of each Task Order, the Contractor shall complete a Task Order Management Plan (TOMP) in accordance with the requirements in Appendix M. The goal of these planning efforts is to ensure that the Contractor has reviewed and understands all aspects of the personnel protection service assignments and planned all of the activities and support needed to successfully start-up complete the assignment.

If the Contractor is going to subcontract any portion of the work to another company, the Contractor must submit the Sub-Contractor’s TOMP for the subcontracted portion of the work, as an integrated section of the overall TOMP submitted by the prime Contractor. The Sub-Contractor’s TOMP shall meet the TOMP requirements in Appendix (M).

 Necessary Condition 4.3.8.4 - The Contractor shall:

Develop a unique and innovative TOMP in accordance with the requirements of Appendix M in response to each Task Order.
Submit the TOMP as part of the proposal required in response to each Task Order.
Submit plans, as required, in the time specified in each Task Order.
Modify the TOMP in accordance with CO or COR requirements.
Implement the TOMP as approved by CO or COR.

Note: Deviations from approved TOMPs will require approval from the CO or COR or designated point of contact.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) TOMPs are prepared and submitted as shown in Appendix M</td>
<td>100% complete and in accordance with Appendix M</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% on time</td>
</tr>
<tr>
<td>c) TOMPs implemented as approved</td>
<td>100% implemented</td>
</tr>
</tbody>
</table>

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

1.4 SERVICE AREA – SPECIAL DOMESTIC SECURITY ASSIGNMENT

Special domestic security situations, such as, the annual United Nations General Assembly (UNGA) meetings held in New York City, or for long-term visits of heads of state or other foreign dignitaries, the Contractor may be required to provide protective personnel to augment the assigned Diplomatic Security Service detail. In those instances, American Contractor PSS personnel shall work with and respond to the general direction of DS Project Manager or DS designated AIC for the length of time and at the locations specified in the Task Order.
Performance Objective No. 4.4 – The Contractor shall:

Provide qualified/trained protective security personnel to augment DS details for special domestic security assignments. Ensure that the PRS personnel are screened and trained in accordance with the requirements in Service Areas 4.3.1 and 4.3.2, above.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% qualified and trained</td>
</tr>
<tr>
<td></td>
<td>100% as specified in the Task Order</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% on time and for the length of time specified in the Task Order</td>
</tr>
</tbody>
</table>

C.4.5 TRANSITION

The ability of DS to successfully complete its mission is dependent on many factors. One of the primary factors is continuity of service. Any break or disruption in service, that is, the ability to effectively protect US diplomats and other VIPs, is unacceptable. In the past, when an incumbent Contractor had to turn over services, facilities, and/or equipment to an incoming Contractor, there have been many cases of breaks or disruption in services. DS cannot afford for such situations in the case of Personal Protective Services.

Necessary Condition 4.5 - To preclude breakdowns or disruptions in service, the Contractor shall, upon receipt of a Task Order that requires either a transition from an incumbent Contractor to a new Contractor, or a transition from an old Task Order to a new Task Order:

- Develop and implement a plan for transition to the new Task Order and include it as a part of the TOMP required for the new Task Order.
- Ensure that the transition plans address the following:
  - Plan for meeting with outgoing/incoming parties to:
    - Assess existing PRS and Guard Force arrangements, including site situation and environment, procedures, facilities, equipment, local government relationships, etc.
    - Co-develop a plan for smooth transition of assets
    - Identify transition activities and schedule of transition milestones
    - Set a date for complete assumption of responsibilities
  - Plan for implementation of transition effort, including organization, roles and responsibilities, and necessary interfaces.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality of transition (for items under the Contractor’s control) including completion of comprehensive transition plan</td>
<td>100%</td>
</tr>
<tr>
<td>b) Cooperation and coordination with other contractors (based on Government observation)</td>
<td>100%</td>
</tr>
<tr>
<td>c) Timeliness of transition activities</td>
<td>100% meets milestones Completion of transition by scheduled date</td>
</tr>
</tbody>
</table>

C.4.6 REPORTS

Necessary Condition 4.6 – The Contractor shall prepare and submit the following reports, to the COR, and AICs as directed by the COR, in the content, numbers of copies, and in compliance with the schedules specified.

Format, style, and numbering shall be at the discretion of the Contractor. Once accepted, the same, format, style, and numbering shall be used for the duration of the contract, unless change is approved by COR. At a minimum, the report shall address the following:

- Identification of the Task Order
- Identification of the PSS detail(s)
- Period of report
- Names of PSS personnel, starting with the project manager
- Average hours worked per week, per individual
- Significant events, activities, problems during the month
Forecast for the next month, including ongoing or planned projects, personnel rotations, average hours projected to be worked per week, significant events, and activities, and training projections (initial training and re-qualifications)
### Report Title

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Format/Content</th>
<th>Schedule</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.6.a – Weekly Status Report</td>
<td>Status of operation relative to all Task Orders.</td>
<td>NLT 2\textsuperscript{nd} working day after &quot;as of&quot; date. Submit to the HTPD Program Office</td>
<td>Electronic</td>
</tr>
<tr>
<td></td>
<td>&quot;As of&quot; date shall be last working day of each week. Report shall be broken down by Task Order. Report shall include: Identification of office Period of report Protective operations PRS training Logistics, communications, supplies, and contract administration Manning levels, R&amp;R, deployments Reporting and administrative matters such as assisting in clearance processing for overseas-bound contractor personnel Diplomatic and/or Official passports for contractor personnel Names of personnel on board Significant events, activities, problems, and progress during the week Forecast for next week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6.b – Monthly Total Contract Performance</td>
<td>Assessment of performance against all requirements in active Task Orders. &quot;As of&quot; date shall be last day of the month. Report shall be broken down by Task Order</td>
<td>NLT 10\textsuperscript{th} working day after &quot;as of&quot; date</td>
<td>3</td>
</tr>
<tr>
<td>4.6.c Six Month Performance Report</td>
<td>For fee determination purposes, a rolled-up assessment of performance against all completed and active task orders</td>
<td>NLT 15\textsuperscript{th} working day after end of six month performance period</td>
<td>3</td>
</tr>
<tr>
<td>4.6.d Lessons Learned Report</td>
<td>Identification of all positive and negative aspects of all on-going or completed protective security details, with recommendations for future action (mods to procedures, equipment, etc)</td>
<td>30 days after end of six month performance period</td>
<td>3</td>
</tr>
<tr>
<td>4.6.e Adverse Information Reports</td>
<td>The contractor shall submit an adverse information report identifying and describing any issue or incident that involves failure by any contractor personnel to satisfactorily complete their mission, or any action that would reflect negatively on the United States or the Department of State</td>
<td>Immediately upon discovery or observance of the occurrence</td>
<td>4</td>
</tr>
<tr>
<td>4.6.f Quarterly Inventory Report</td>
<td>The contractor shall submit the inventory report described in Section 4.3.8.3</td>
<td>The report shall be submitted by the first Friday after the last day of the last month of the reporting period</td>
<td>3</td>
</tr>
</tbody>
</table>

### Performance Measures

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality - reports are prepared and submitted as directed</td>
<td>100%</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% on time</td>
</tr>
</tbody>
</table>
NOTES/GUIDANCE

Note 1: Complements of PRS Details

Complements of details will be based on criticality of the threat conditions in the area in which protection is to be provided. Experience has shown that most situations involving the protection of one principal in an imminently dangerous locality can be handled by a twelve-person detail that provides a portal-to-portal security operation. Reduced coverage may be adequate when a principal is in quarters or working in the office. In lesser risk areas, smaller details may fulfill the requirement. Extremely high-risk areas of high/critical political violence or high crime activity may require that the principal be covered 24 hours per day.

Note 2: Suggested Physical Fitness Standards

All Contractor employees working under this contract should:

- Be well-proportioned in height and weight
- Be in good general health, without physical disabilities that would interfere with acceptable performance of their duties, including standing for prolonged periods in performance of guard duty
- Be free from communicable disease
- Possess binocular vision, correctable to 20/30 (Snellen) and shall not be color blind
- Be capable of hearing ordinary conversation
- Be capable of satisfying the P.E. Battery Scores, or better, as identified below

### PHYSICAL EFFICIENCY BATTERY SCORES

<table>
<thead>
<tr>
<th>Age</th>
<th>Flexibility</th>
<th>% Body Weight</th>
<th>Pushed</th>
<th>1.5 Mile Run</th>
<th>Agility</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-under</td>
<td>21.25</td>
<td>122.4</td>
<td>11.04</td>
<td>16.43</td>
<td>12.28</td>
</tr>
<tr>
<td>25-29</td>
<td>22.4</td>
<td>62.5</td>
<td>14.03</td>
<td>18.95</td>
<td>20.8</td>
</tr>
<tr>
<td>30-34</td>
<td>21.9</td>
<td>59.8</td>
<td>15.21</td>
<td>19.55</td>
<td>21.57</td>
</tr>
<tr>
<td>35-39</td>
<td>21.6</td>
<td>58.37</td>
<td>15.42</td>
<td>20</td>
<td>22.72</td>
</tr>
<tr>
<td>40-44</td>
<td>21.05</td>
<td>52.95</td>
<td>16.54</td>
<td>20.8</td>
<td>24.18</td>
</tr>
<tr>
<td>45-49</td>
<td>20.4</td>
<td>50.24</td>
<td>17.34</td>
<td>22.24</td>
<td>25.01</td>
</tr>
</tbody>
</table>

|= UNCLASSIFIED |
### GLOSSARY

#### C.6.1 ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIC</td>
<td>Agent in Charge (Designated in Task Order for each PRS detail. May be DS Program Manager, RSO, or DS Special Agent)</td>
</tr>
<tr>
<td>CAT</td>
<td>Counter Assault Team</td>
</tr>
<tr>
<td>CO</td>
<td>Contracting Officer</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officer's Representative</td>
</tr>
<tr>
<td>DEAV</td>
<td>DS Equipment and Armored Vehicles</td>
</tr>
<tr>
<td>DOS</td>
<td>U.S. Department of State</td>
</tr>
<tr>
<td>DSTC</td>
<td>DS Training Center</td>
</tr>
<tr>
<td>DS</td>
<td>Bureau of Diplomatic Security</td>
</tr>
<tr>
<td>DS/IS/IND</td>
<td>Industrial Security Division</td>
</tr>
<tr>
<td>EOD</td>
<td>Explosive Ordnance Detection</td>
</tr>
<tr>
<td>FAV</td>
<td>Full Armored Vehicle</td>
</tr>
<tr>
<td>FSN</td>
<td>Foreign Service National</td>
</tr>
<tr>
<td>FSO</td>
<td>Facility Security Officer (Contractor position)</td>
</tr>
<tr>
<td>GEMS</td>
<td>Guard Electronic Monitoring System</td>
</tr>
<tr>
<td>GFE</td>
<td>Government Furnished Equipment</td>
</tr>
<tr>
<td>GPS</td>
<td>Global Positioning System</td>
</tr>
<tr>
<td>HCN</td>
<td>Host Country National</td>
</tr>
<tr>
<td>HDPT</td>
<td>High Risk Public Trust</td>
</tr>
<tr>
<td>ISAF</td>
<td>International Security Assistance Forces</td>
</tr>
<tr>
<td>LAC</td>
<td>Local Agency Check</td>
</tr>
<tr>
<td>LAV</td>
<td>Light Armored Vehicle</td>
</tr>
<tr>
<td>LN</td>
<td>Local National</td>
</tr>
<tr>
<td>MRPT</td>
<td>Moderate Risk Public Trust</td>
</tr>
<tr>
<td>NAC</td>
<td>National Agency Check</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>OSS</td>
<td>Operations Security Specialist</td>
</tr>
<tr>
<td>PPS</td>
<td>Personal Protection Specialist</td>
</tr>
<tr>
<td>PRS</td>
<td>Protective Service</td>
</tr>
<tr>
<td>QRF</td>
<td>Quick Reaction Force</td>
</tr>
<tr>
<td>PSS</td>
<td>Personal Security Specialist</td>
</tr>
<tr>
<td>REACT</td>
<td>Reactionary Team</td>
</tr>
<tr>
<td>RSO</td>
<td>Regional Security Officer</td>
</tr>
<tr>
<td>SPE</td>
<td>Special Protective Equipment</td>
</tr>
<tr>
<td>TCN</td>
<td>Third Country National</td>
</tr>
<tr>
<td>TIC</td>
<td>Tactical Intelligence Center</td>
</tr>
<tr>
<td>TOC</td>
<td>Tactical Operations Center</td>
</tr>
<tr>
<td>TOMP</td>
<td>Task Order Management Plan</td>
</tr>
<tr>
<td>UNGA</td>
<td>United Nations General Assembly</td>
</tr>
<tr>
<td>USG</td>
<td>United States Government</td>
</tr>
<tr>
<td>WPPS</td>
<td>Worldwide Personal Protective Services</td>
</tr>
</tbody>
</table>

**UNCLASSIFIED**
.6.2 WORDS/PHRASES

Circulars
Short documents, usually informal, issued as needed to focus attention on a specific topic or event. Circulars may be issued by the COR or Agent in Charge, or by the Contractor after clearance by the Agent in Charge, pertaining to conditions or practices that require a clear and definitive understanding.

General Orders
Permanent directives of policy and procedures that apply to all employees identified in the contract. General Orders are issued by the DS Regional Security Office.

General and Post Orders
The basic procedures for the operation, maintenance, and protection of facilities and properties. General and Post Orders are issued by the DS Regional Security Office.

Post Orders
Permanent directives of policy and procedures that apply to specific fixed posts or patrols identified in Task Orders. Post Orders are issued by the DS Regional Security Office.

Principal
Person to be protected by security detail.

PRS Applicant/Person
A person actually performing a close-in personnel protective service detail function. This generally includes, but is not limited to the Project manager, Detail Leader, Asst. Detail Leader, Shift Supervisor, Shift Leader and PRS Specialist.

PRS Detail
Unless otherwise stated in a Task Order, this term refers to the PRS personnel and all PRS support personnel, including the Guard Force.

S Support Applicant/Person
A person other than a PRS person, who performs direct support function to PSS units. Generally that includes people supporting the PSS intelligence units, medical personnel, interpreters/translator, etc.

Special Orders
Temporary orders that pertain to a special or unusual event, e.g., a visit by a foreign official or dignitary, an inaugural ceremony, or potentially high-threat situation involving the principal. Special Orders are issued by the DS Regional Security Office.

Supervisory Orders
Permanent directives concerning policy or procedure that apply to PRS supervisors. Supervisory Orders are issued by the DS Regional Security Office.
C.2 FILE APPENDIX A - GOVERNMENT FURNISHED RESOURCES.DOC

APPENDIX A
(TO SECTION C)
GOVERNMENT FURNISHED RESOURCES

1. General

Weapons
Ammunition
Vehicles, including armored vehicles for Official/Operational Requirements — This includes gasoline for official vehicular movements. If the Government vehicles are not available, the contractor may be authorized by CO or COR to make arrangements for the purchase or rental of vehicles on a cost-reimbursement basis.

Tactical, ballistic body armor
Communications equipment — hand-held radios pre-set to desired frequencies.

Replacement Costs
Maintenance/Repair Costs

2. Intelligence Unit

Workspace
Furnishings
Computer equipment
Telephones
Other equipment and material appropriate to the performance of the intelligence unit task

Notes:

(1) The contractor is required to provide transportation for contractor-provided WPPS personnel — residence to workplace and return, and non-official transportation.

(2) Non-expendable supplies or equipment purchased for use under this contract shall be considered as Government furnished equipment and shall be entered into appropriate inventory lists and shall be disposed of in accordance with Government direction, prior to final payment. The Contractor shall request and obtain written authorization from the Contracting Officer or COR prior to making any expenditures with the intent of claiming reimbursement. (See Section H.)
C.3 FILE

APPENDIX B - LABOR CATEGORY ROLES AND QUALIFICATIONS.DOC

APPENDIX B
(TO SECTION C)

PROTECTIVE SERVICE DETAILS - LABOR CATEGORIES
ROLES, RESPONSIBILITIES, AND QUALIFICATIONS

Note: Security clearance requirements for all of the positions identified in this appendix are provided in Appendix J.

1 Management

1.1 Project Manager

a. Roles: Operating in-country, acts as overall manager and focal point for all contractor-provided PRS details, including all support personnel (e.g., guard force, intelligence unit, medical personnel, vehicle and equipment technicians/mechanics, etc.), with the general advice and guidance of the DS AIC. The Project Manager shall be designated as Key Personnel.

b. Responsibilities: Responsible for all aspects of planning, scheduling, organizing, managing, and assessing performance of assigned PRS details under this contract, including, but not limited to the following:

Ensuring that contractor provided personnel selected for PRS leadership positions are executing their responsibilities efficiently and effectively. Items of primary concern include assessing performance of PRS details and ensuring proper behavior of all contractor provided personnel, whether on or off duty.

Ensuring that all necessary contractor support of PRS details is planned, provided, and maintained to allow PRS details to perform without a decrease in required performance. Items of particular concern include:

- On-time delivery of PRS detail support (personnel or equipment).
- Provision of adequate off-duty needs of PRS personnel (housing, meals, activities) to enable personnel to perform PRS detail assignments without distraction.
- Preclude any behavior that would reflect poorly on the USG, the Department of State, or the focal Government that requested PRS support.

c. Qualifications:

U.S. Citizen.

For PRS operations to be successful, the people selected for these positions must be highly PRS experienced individuals, possessing exceptional leadership skills.

Fifteen years of general experience in project support.

10 years specialized experience in physical/personnel security-related programs. Specialized experience is defined as progressively more responsible professional work assignments or managerial experience administering security-related programs in the Government or public sector environment. This experience and background may have been gained in any of the following organizations:

- U.S. Department of State Diplomatic Security Service
- U.S. Secret Service
- U.S. Federal Agencies, e.g., FBI (Former special agents with protective security background)
- U.S. Special Forces, Special Operations
- U.S. Military Infantry (Army or USMC)
- Commercial executive protection services with military or police background
- Law enforcement experience (U.S. Military police/Criminal Investigation Division; local and state law enforcement agencies, with Emergency Services Unit, Special Weapons and Tactical training

It is desirable that Project Managers have Bachelor's Degrees. Four (4) additional years of specialized experience (see above) may be substituted for the Bachelor's Degree requirement.

Generalized experience in planning, evaluating, analyzing, and implementing governmental security type programs.

Demonstrated experience in development of plans, policies, and procedures, interpretation of government regulations.

Written and verbal communications skills, including ability to communicate solutions effectively to both technical and non-technical audiences.

Capable of solving complex problems.

Ability to function effectively in adverse situations.
No impediments to traveling overseas to and within countries that are considered dangerous or unhealthy. 
Knowledge of foreign languages is desirable, but not essential.

1.2 Deputy Project Manager
   a. Role: On a short-term basis, and only in the absence of the Project Manager, assume the on-site role and responsibilities of the Project Manager. The Deputy Project Manager shall be designated as Key Personnel (see Section H of this contract).
   b. Responsibilities: See above.
   c. Qualifications: Same as Project Manager except for the following:
      - Citizenship Directed by Task Order
      - Generalized Experience: 12 years
      - Specialized Experience: 8 years

2 PRS Personnel
2.1 Detail Leader
   a. Role: Conducts protective service operations under the direction of the DS Agent in Charge (AIC) named in the Task Order. (See Section 6 Glossary, Sub-Section 6.1 Acronyms.) The Detail Leader shall be designated as Key Personnel (see Section H).
   b. Responsibilities: Responsible for all aspects of organizing, managing, supervising and scheduling of PRS detail personnel to ensure that protective security requirements of the contract and task order are met. This includes, but is not limited to the following type of service:
      - Ensuring that all protective security specialists are properly trained, equipped, briefed, and mentally and physically prepared, each time they are dispatched on protective services assignments.
      - Developing and implementing plans for the following:
        - Route surveys
        - Alternate routes
        - Safe havens
        - Contingency plans
        - Evacuation
   c. Qualifications:
      - U.S. Citizen
      - Must have a minimum of 10 years experience in protective security assignments. This experience and background may have been gained in any of the following organizations:
        - U.S. Department of State Diplomatic Security Service
        - U.S. Secret Service
        - U.S. Federal Agencies, e.g., FBI (Former special agents with protective security background)
        - U.S. Special Forces, Special Operations
        - U.S. Military Infantry (Army or USMC)
        - Commercial executive protection services with military or police background
        - Law enforcement experience (U.S. Military Police/Criminal Investigation Division; local and state law enforcement agencies, with Emergency Services Unit, Special Weapons, and Tactical training
        - At least three (3) of the above years of experience must have been in a supervisory or in-charge capacity

2.2 Assistant Detail Leader
   a. Role: Assumes all of the responsibilities of the Detail Leader in his/her absence or when he/she is off duty. The Assistant Detail Leader shall be designated as Key Personnel (see Section H).
   b. Responsibilities: Responsible for administrative functions, such as, work schedules, post assignments, personnel, matters,
   c. Qualifications:
      - U.S. Citizen
Must have a minimum of eight (8) years experience in protective security assignments. This experience and background may have been gained in any of the following organizations:
- U.S. Department of State Diplomatic Security Service
- U.S. Secret Service
- U.S. Federal Agencies, e.g., FBI (former special agents with protective security background)
- U.S. Special Forces, Special Operations
- U.S. Military Infantry (Army or USMC)
- Commercial executive protection services with military or police background
- Law enforcement experience (U.S. Military police/Criminal Investigation Division; local and state law enforcement agencies, with Emergency Services Unit, Special Weapons, and Tactical training)
At least three (3) of the above years of experience must have been in a supervisory or in-charge capacity

2.3 Shift Leader
a. Role: Manages and directs protective security operations on a day-to-day basis.

c. Responsibilities: Directly supervises protective security specialists by:
- Ensuring that all posts and detail positions are properly covered and that the detail is operating smoothly in accordance with schedule and preset plans.
- Directing and controlling response actions, if required, through radio communications during motorcades and all ground, air, or water movements.

c. Qualifications:
- U.S. Citizen
- Must have a minimum of seven (7) years experience in protective security assignments. This experience and background may have been gained in any of the following organizations:
  - U.S. Department of State Diplomatic Security Service
  - U.S. Secret Service
  - U.S. Federal Agencies, e.g., FBI (former special agents with protective security background)
  - U.S. Special Forces, Special Operations
  - U.S. Military Infantry (Army or USMC)
  - Commercial executive protection services with military or police background
  - Law enforcement experience (U.S. Military police/Criminal Investigation Division; local and state law enforcement agencies, with Emergency Services Unit, Special Weapons, and Tactical training)
At least two (2) of the above years of experience must have been as a shift leader or special operations team leader

d. For LN/TCN. Protective service experience and background may be gained in foreign military or foreign law enforcement organizations equivalent to the: U.S. Military Special Forces or Special Operations units, U.S. Secret Service, Department of State Diplomatic Security Service, Infantry Units (Army or USMC), or commercial personal protection services.

2.4 Protective Security Specialist (PSS)

a. Role: Perform personal protective service detail assignments

b. Responsibilities:
- Perform the day-to-day protective security functions as specified in daily post and detail orders.
- Driving the lead vehicle (auto, aircraft, boat), principal’s vehicle, or follow-vehicle, whenever required in motorcade or similar operations.
- Driving follow-vehicle and/or acting as response agent. Carries and operates weapons as specified in daily post and detail orders, or upon orders from the detail leader or shift leader.
- Maintaining protective formation position during principal’s walking movements.
- Participating in advance security preparations.
- Manning the security post at principal’s residence or manning the Command Post, as required.

c. Qualifications:
(1) For U.S. Citizen. Must have a minimum of three (3) years experience in protective security assignments. This experience and background may have been gained in any of the following organizations:
  - U.S. Department of State Diplomatic Security Service
U.S. Secret Service
U.S. Federal Agencies, e.g., FBI (Former special agents with protective security background)
U.S. Special Forces, Special Operations
U.S. Military Infantry (Army or USMC)
Commercial executive protection services with military or police background
Law enforcement experience (U.S. Military Police/Criminal Investigation Division; local and state law enforcement agencies, with Emergency Services Unit, Special Weapons, and Tactical training.

(2) For LN/TCN:
Protective service experience and background for Third Country Nationals may be gained in foreign military or foreign law enforcement organizations equivalent to the:
U.S. Military Special Forces or Special Operations units,
U.S. Secret Service,
Department of State Diplomatic Security Service,
Infantry Units (Army or USMC)
Commercial personal protection services.

2.5 LONG RANGE DEFENSIVE MARKSMAN
a. Role: Perform as long-range defensive marksman (LRDM)
b. Responsibility: Provide services as assigned
c. Qualifications:
(1) For U.S. Citizen:
Must have a minimum three (3) years experience as LRDM. This experience and background may have been gained in any of the following organizations:
U.S. Department of State Diplomatic Security Service
U.S. Secret Service
U.S. Federal Agencies, e.g., FBI (Former special agents with protective security background)
U.S. Special Forces, Special Operations
U.S. Military Infantry (Army or USMC)
Commercial executive protection services with military or police background
Law enforcement experience (U.S. Military Police/Criminal Investigation Division; local and state law enforcement agencies, with Emergency Services Unit, Special Weapons, and Tactical training

(2) For LN:
Protective service experience and background for Third Country Nationals may be gained in foreign military or foreign law enforcement organizations equivalent to the:
U.S. Military special forces or special operations units
U.S. Secret Service
Department of State Diplomatic Security Service
Infantry Units (Army or USMC)
Commercial personal protection services.

3. PRS Support Positions
3.1 Intelligence Analysts
a. Role: Operate the Intelligence Unit in support of the PRS Detail(s)
b. Responsibilities:
Monitor and analyze threat intelligence and assess this information for credibility, urgency, and specific target information
Access pertinent intelligence information from an intelligence processing computer system
Write daily Intelligence Summary Report for applicable PSS detail(s)
Write assessments and spot reports as needed
Brief special Agent in Charge (AIC) on security concerns pertaining to the personnel protective detail on a daily or weekly basis
Deliver daily Intelligence Summary to locations designated in Task Order
Notify/communicate urgent threat information to the AIC
Perform liaison work with U.S. officials and military units on site and long distance with counterparts in DS on a daily basis

c. Qualifications:
- Shall be a U.S. Citizen
- Shall have a minimum of 2-4 years of intelligence analytical experience
- Shall be able to accurately and concisely communicate threat and security information via written products/assessments
- Shall be able to accurately and concisely communicate threat and security information via verbal briefings
- Shall possess a strong ability to analyze intelligence information and disseminate the information to the protective detail and other security personnel
- Shall be willing to perform shift work
- Shall be willing and able to travel to hostile regions
- Shall be willing and able to live in high-threat environments

3.2 Intelligence Data Systems Engineer
a. Role: Provide systems engineering support for intelligence data analysis.
b. Responsibilities: See Section 4.3.4.3 of this statement of work.
c. Qualifications:
- Shall be a U.S. Citizen
- Shall have a minimum of 2-4 years of intelligence computer and communications systems experience
- Possess maintenance experience in military electronic systems, computer systems, communication systems, communications security, and satellite systems
- Experience in training others in areas of expertise

3.3 Interpreter/Translator
a. Role: Act as PPS detail interpreter/translator.
b. Responsibilities: Perform interpreter/translator duties as required.
c. Qualifications:
- U.S. Citizen, LN, or TCN
- Fluency in English and local language or dialects

3.4 Armorer
a. Role: Maintain PRS detail and Guard Detail weapons.
b. Responsibilities:
- Perform all necessary preventive maintenance such that weapons meet Original Equipment Manufacturers (OEM) standards
- Perform any required corrective maintenance to return weapons to OEM standards
- Accounting for all weapons while in his/her custody

c. Qualifications:
- U.S. Citizen, LN, or TCN
- All armorer shall be factory certified for all weapons placed under their maintenance responsibility
Medical Personnel

5.1 Medical Officer

a. Role: Manage the medical support function.

b. Responsibilities:

- Plan and implement a medical support program, preventive and corrective, to maintain the health of PRS detail, PRS support personnel, and Guard Force while at post.
- Plan and implement a program for the treatment of minor injuries suffered during PRS or Guard details, or the stabilization and preparation for transport of injured personnel, or personnel with sickness that warrants transfer to a higher level medical facility.

- Qualifications:
  - U.S. Citizen/LN/TCN
  - Trained and certified to current, U.S.-recognized, acceptable standards
  - Three (3) years of experience

5.2 Physician's Assistant

a. Role: On-site physician's assistant.

b. Responsibilities: Provide physician's assistant services at post, including treatment of illnesses or minor injuries suffered during PRS or Guard details, or the stabilization and preparation for transport of injured personnel, or personnel with sickness that warrants transfer to a higher level medical facility.

- Qualifications:
  - U.S. Citizen/LN/TCN
  - Trained and certified to current, U.S.-recognized, acceptable standards
  - Three (3) years of experience

5.3 Emergency Medical Technicians

a. Role: EMT support to principal and PRS detail.

b. Responsibilities: Accompany PRS details and provide EMT support as required.

c. Qualifications:
  - U.S. Citizen/LN/TCN
  - Trained and certified to current, U.S.-recognized, acceptable standards
  - Three (3) years of experience

5.4 Special Forces Medics

a. Role: Medic support to principal and PRS detail members.

b. Responsibilities: Accompany PRS details and provide medic support as required.

c. Qualifications:
  - U.S. Citizen
  - Trained and certified as U.S. Special Forces/ Special Operations Medic standards
  - Three (3) years of U.S. Military Special Forces/Operations Medic experience

4. Guard Force

4.1 Guard Force Commander

- Role: The Guard Force Commander shall be designated as Key Personnel.

a. Role: Manages and directs guard operations on a day to day basis.

b. Responsibilities:
Planning, managing, evaluating guard force operations
Takes direction from DS Agent in Charge; responsible to the contractor-provided Project Manager
Coordinates with IPRS Leadership

c. Qualifications:

U.S. Citizen/LN/TCN
Completion of University, Senior Non-Commissioned Officer (NCO), Military or Senior/Mid-Grade Police service
Be an expert in physical security and access control matters
Prior military experience such as that obtained by a Third Country National British Military Officer or British Military Senior NCO
Minimum ten (10) years of military, similar police, or local guard force supervisory experience
Qualified and current in government issued weapons, including handgun, semi-automatic rifle/carbine, PR 24 or other DS approved baton, shotgun, and other pertinent weapons
Level 4 English language proficiency

4.2 Guard Supervisor

a. Role: Next level of supervision below Guard Force Commander
b. Responsibilities: Responsible for on-site supervision of large groups of guards or specific sectors or functions of the guard program.
c. Qualifications:

U.S. Citizen/LN/TCN
Completion of University, Senior Non-Commissioned Officer (NCO), Military or Senior/Mid-Grade Police service
Be an expert in physical security and access control matters
Prior military experience such as that obtained by a Third Country National Senior NCO
Minimum ten (10) years of military, similar police, or local guard force supervisory experience
Qualified and current in government issued weapons, including handgun, semi-automatic rifle/carbine, PR 24 or other DS approved baton, shotgun, and other pertinent weapons
Level 3 English language proficiency

4.3 Senior Guard Supervisor

a. Role: Mid-level Guard.
b. Responsibilities: Supervise small groups or assume positions requiring greater responsibility.
c. Qualifications:

U.S. Citizen/LN/TCN
Completion of Non-Commissioned Officer (NCO), Military or Mid-Grade Police service
Be able to demonstrate expertise in physical security and access control matters
Prior military experience such as that obtained by a Third Country National NCO
Minimum ten (5) years of military, similar police, or local guard force supervisory experience
Qualified and current in government issued weapons, including handgun, semi-automatic rifle/carbine, long SPE, shotgun, and other pertinent weapons
Level 2 English language proficiency

4.4 Guard (Male/Female)

a. Role: Perform routine guard services.
b. Responsibilities: Perform guard services as assigned.
c. Qualifications:

U.S. Citizen/LN/TCN
Prior military experience (U.S., Local, or third country national)
Minimum of three (3) years of military, similar police or local guard force experience
Familiarity with physical security and access control matters

UNCLASSIFIED
Qualified and current in government issued weapons, including handgun, semi-automatic rifle/carbine, long SPE, shotgun, and other pertinent weapons
Level I English proficiency

4.5 Explosive Ordnance Detection Technician (EOD)/Dog Handler

Note: All references made to EOT shall be understood to mean the Explosive Ordnance Detection Technician/Dog Handler and dog.

a. Role:

(1) Primary:
Explosive ordnance detection
Inspection of all incoming packages, parcels, boxes, containers, vehicles or other items as deemed appropriate by
the Agent in Charge for the presence of explosives or explosive devices

(2) Secondary:
Protect and enforce rules and regulations at controlled areas
Performs tasks as outlined in this contract
Be posted at or patrol specified areas to prevent:
The unauthorized introduction of explosive devices or matter
Unauthorized access
Maintain order
Deter criminal activity, in and around all controlled facilities as described in General, Post and Special Orders

b. Responsibilities:
Provide emergency response in situations such as security alerts, civil disturbances, suspected or actual criminal
violations and/or other life threatening situations
Provide facility patrols for security, fire, and safety as described in General Orders
Perform package and vehicle inspection and limited searches of individuals, as described in General Orders
Receive, issue, and/or account for all keys to DOS buildings, offices, gates, etc., under the care and control of DS
Monitor and operate building security, detection, fire and other protection systems
Observe building occupants and visitors for compliance with rules and regulations
Discover, prevent, and detain, when authorized by law, persons attempting or having gained unauthorized access to
DOS controlled property
Report potentially hazardous conditions and items in need of repair, to include, but not limited to, inoperative lights,
leaky faucets, toilet stoppages, and broken or slippery floor surfaces, etc., and prepare necessary reports
Summon professional assistance and render First Responder First Aid to individuals who become injured or ill while
in buildings, or on property under control
Maintain a 24-hour duty log of all unusual activity, incidents, or any thing that requires action by the Guard Force.
Event or Offense Reports shall be prepared on accidents, injuries, fires, bomb threats, unusual incidents, unlawful acts,
security violations. He/she shall prepare other reports required by the COR in order to carry out the mission of
security, fire and safety. Copies of these reports shall be distributed in accordance with General and Post Orders
Perform such other functions as may be directed by competent authority
Maintain the Guard Force image in accordance with written policy and guidance
Know, understand and comply with all General, Post and Special Orders
Prepare all DS Forms 139, and individual inventory reports
Process visitors into controlled facilities

UNCLASSIFIED
d. Specialized Requirements:

The handler shall be trained to recognize canine diseases, be familiar with hygiene requirements, and the physical condition of his/her dog.

The detection reliability of the dog shall be in excess of 95% and the contractor shall present supporting documentation for verification.

The canine handler shall be responsible for maintaining the training records for the canine unit to meet contract requirements.

The dog shall be trained to disregard artificial detractors (substance(s) purposely placed in the article to confuse the dog).

The dog shall be trained not to paw or retrieve an explosive or chemical device once it has been trained; it must be trained to sit to alert his handler that he has located explosive materials.

The dog must be intelligent, healthy, possess a stable temperament and be anxious to please his handler.

The dog must be continuously trained daily to maintain peak performance; a minimum of two hours a day training is required.

The dog shall be capable of recognizing the scents of the following explosives:

- [Redacted]

   6 7 E

   B7(E)

d. Qualifications:

   (1) Explosive Ordnance Detection (EOD) Technicians

      Graduated from a major state, city, county (population 100,000, plus) law enforcement academy (or military equivalent).

      A minimum of:

      One (1) year of successful service, and

      One (1) year of security related experience equal to this contract, or three (3) years of security experience.

      All experience must be at the same level as required by this contract and must possess effective management and communication skills.

      U.S. Citizen/LNLTCN

      All EOD personnel shall meet the minimum qualifications for UP-PR-T-011, or equivalent Level 2 English proficiency.

   (2) Dog

      The dog shall meet the Odor Proficiency Standards in Attachment 1 to this appendix.

      The dog shall be physically able to conduct searches regardless of the physical size or method of packaging of deliveries, the size of the vehicles used for delivery (e.g., long beds of trucks, tractor trailers, etc.)

      The dog shall:

      Have been trained by competent professionals

      Maintain a calm temperament at all times

      Possess certificates of training equal to that of the Department of the Treasury Odor Recognition Proficiency standard for Explosive Detection canines.

Note: All certificates of completion/training and a written description of the training content (for EODs and dogs) shall be provided to the COR as part of the Management Plan submitted by the contractor in response to a Task Order.

5. PRS Maintenance Personnel

   PRS Maintenance Personnel, e.g., vehicle mechanic, equipment technicians, plumbers, vehicle armor and ballistic glass technicians, cks/security devices, etc.

   a. Role:

      Maintain (preventive and corrective maintenance) all assigned vehicles, systems, and equipment.
b. Responsibilities:
   - Establish maintenance plans
   - Implement maintenance plans
   - Repair
   - Report

c. Qualifications:
   - U.S. Citizen/LN/TCN
   - Certified by recognized organization (e.g., factory-certified) for the equipment/system or vehicle assigned
   - Approved by DS when required, e.g., vehicle armor, ballistic glass

6. Instructors – Contractor’s Training Facility
   a. Role: Develop and provide required instruction
   b. Responsibilities:
      - Set up and maintain training facility (ranges, driving courses, equipment, etc)
      - Develop and maintain training plans
      - Conduct training and evaluate trainees
      - Report on trainees
   c. Qualifications:
      - U.S. Citizen
      - See Appendix G for other Instructor Qualifications

Operations Security Specialists
   a. Role: Operate within the Tactical Operations Center
   b. Responsibilities:
      - Perform duties within the Tactical Operations Center (TOC), evaluate threatening situations, and appropriately call for deployment of the Quick Reaction Force (QRF) and/or Explosive Ordnance Disposal (EOD) teams
      - Operate Communications Equipment – Monitor and relay radio traffic, effectively controlling the IPD Net.
      - Communicate with entities outside of IPD with a variety of voice- and text-based communications technology including local cell phone, regional and global satellite phone, tactical military radio, and UHF/VHF radio
      - Prepare weekly and/or daily reports as requested by supervisory chain-of-command
      - Maintain a watch record
   c. Qualifications:
      - Level 2 English proficiency
      - U.S. Citizen/LN/TCN
      - Operations Security Specialists are required to quickly evaluate potentially threatening scenarios and decisively advise others in the use of deadly force. They will have consistently demonstrated superlative judgment skills throughout a minimum of 2 years of experience within the past 5 years related to work in any of the following:
        - Tactical Operations Center
        - Intelligence/Analysis
        - Watch Center
        - Command Post Shift Work
Introduction

The Secretary of the Treasury was authorized to establish scientific certification standards for explosives detection canines pursuant to the Omnibus Consolidated Appropriations Act of 1997. Section 653(a) of the act provides the following:

"Sec. 653. (a) Authorization. — The Secretary of the Treasury is authorized to establish a scientific certification standard for explosives detection canines, and shall provide, on a reimbursable basis, for the certification of explosives detection canines employed by Federal agencies, or other agencies providing explosives detection services at airports in the United States."

Explosives detection canine training is a two-phase process. In phase one the canine learns to recognize and alert to various explosives odors. The ability of a canine to recognize explosives odors is the foundation for any explosives detection canine program. It is essential that the canine be able to demonstrate its ability to recognize explosives odors before leaving phase one and becoming a fully operational canine. The Department of the Treasury’s Odor Recognition Proficiency Standard was developed to meet this need.

In phase two, the canine is trained to use this ability operationally in the environment where it will work. Each agency is responsible for its own operational training and final certification of a canine’s effectiveness in an operational environment. The Department of the Treasury recognizes that agencies with explosives detection canine programs have different training methods and standards, and that the operational environments in which explosives detection canines are used vary among agencies and are related to their specific missions. This Odor Recognition Proficiency Standard should be used to verify the canine’s ability to recognize explosives odors in phase one. It does not replace an agency’s operational certification process and does not “certify” a canine for operational deployment.

1.1 Purpose

This minimum Odor Recognition Proficiency Standard (the Standard), which employs an odor recognition proficiency test (the test), is established to determine whether or not a canine can successfully recognize explosives odors.

The test is intended to be used in conjunction with any training methodology and to provide a standardized method for assessing a canine’s ability to recognize explosives odors.

Successful completion of this test does not indicate proficiency in operational environments. Odor recognition, operational training, and testing using varying amounts of explosives odors are the responsibility of each agency.

1.2 Scope

This test is only designed to assess a canine’s ability to successfully recognize explosives odors.

1.3 Overview of the Test

This test involves simple recognition of explosives odors. A blind test method is used. For the purposes of this test, blind testing means the handler will not know where the explosives samples are placed. This will help verify that the canine is actually recognizing explosives odors and not responding to any external cues.

An independent test administrator will be responsible for selecting and recording the placement of all sample containers (distraction odors and explosives odor samples) and evaluating the test results.

This test by an agency is voluntary. At a minimum, agencies that do not validate the canine’s ability to recognize and alert to all relevant explosives odors during their recurring operational validation should administer the test annually.
Materials

...contaminated distraction samples and explosives samples will be utilized. (See Distraction Odor Samples in Appendix A and Proper Handling of Explosives Samples in Appendix B.)

The quantity of explosives used for each test sample will measure from 15 grams up to one-quarter of a pound, with the exception of dynamite, which shall not exceed one-half of a pound. Detonating cord, time fuse, or safety fuse will not exceed 5 feet in length.

Preparation of Sample Containers:

In order to avoid cross contamination, proper handling and storage procedures must be strictly followed. (See Proper Handling and Storage Procedures in Appendix B.)

Each test sample (explosive or distraction) will be placed in a clean, unused container, with a perforated top (e.g., unused cardboard box, metal paint can, etc.). All perforated sample containers must be identical. Each perforated container will be placed in a larger external container. All external containers must be identical. External containers do not have to be sealed or have lids. All containers will be absent of external markings and all perforations will be small enough to eliminate the presence of visual cues.

1.5 Test Method

Ten different explosives will be utilized, including six mandatory explosives and four elective explosives. (See Explosives Categories to be Used for Testing in Appendix A.) Each agency will select four elective explosives from the list of electives, based on its assessment of the threats it is most likely to encounter.

Thirty sample containers will be prepared as described. Ten of these sample containers will contain the six mandatory and four elective explosives samples. Fifteen of the remaining sample containers will be filled with different distracters and the remaining five sample containers will be empty.

The sample containers will be spaced a minimum of 4 feet apart. The 10 explosives samples will be placed randomly among the 20 other containers. The test administrator will select the overall arrangement of the sample containers. Examples of arrangements include individual lines of 10 or fewer containers or circular configurations of 10 or fewer containers.

...low for sufficient odor availability, the sample containers must be in place for a minimum of 15 minutes prior to testing.

Certain environmental factors (e.g., temperature and humidity) influence the vapor pressure of explosives. Therefore, the test should be administered in an area where the ventilation and conditions are consistent with the normal working environment of the canine.

Additionally, it is recommended that the following parameters for each test be recorded: time of day, temperature, weather conditions, quantity of each explosives sample, and amount of time between the placement of the last test sample and the start of the testing process (set time).

1.6 Procedure

Prior to starting the test, the following will be explained to the canine handler:

- The canine team will be allowed to search each sample container twice.
- The handler will identify when the canine has made an alerting response and report it to the test administrator.
- The test administrator will record the placement of the container where each alerting response is identified.
- The canine will only be rewarded for correct alerts made on positive samples identified by the handler, and confirmed by the test administrator, during this test phase.

The test administrator will evaluate the test results.

2. Evaluation of Test Results

PASS: To successfully pass the Odor Recognition Proficiency Test, the canine must make positive responses on all 10 explosives odors used in the test. The canine is allowed two responses on non-explosives samples.

FAIL: The canine will fail the test if ANY explosives sample is missed or if more than two responses are made on non-explosives samples.

The canine fails the test, the agency's training staff should evaluate the reason for the failure and schedule the canine for further testing. The test, in its entirety, should then be re-administered.

Annual Odor Recognition Testing:
If a canine has successfully passed this initial Odor Recognition Proficiency Test, it is recommended that this test be administered, at a minimum, on an annual basis. At a minimum, agencies that do not validate their canine’s ability to detect all required explosives odors during their recurring operational validation should administer the test annually.

ATTACHMENT 2
(TO APPENDIX B, SECTION C)
EXPLOSIVES CATEGORIES TO BE USED FOR TESTING

Explosives detection canines should be able to recognize common explosives used by bombers today. The six mandatory explosives cover a range of common explosives encountered today, including propellants (low explosives) and high explosives. The selection of these explosives odors is based on statistical use and availability data (i.e., actual bombings, thefts, recoveries, and commercial availability). The electives represent additional commercial, military, and improvised explosives, which may be used for this test.

Some explosives are available in a variety of chemical formulations. For example, cast boosters could contain TN1, Composition B, PETN and TNT, etc. It is imperative that the manufacturer’s product literature, to include the Material Safety Data Sheet, be reviewed to ensure that the specific explosives content of each test sample used is known.

The Antiterrorism and Effective Death Penalty Act of 1996 (Section 842 of Title 18, United States Code) mandated that as of April 24, 1997, all plastic explosives manufactured in the United States be marked with a chemical detection agent. The handler should be aware of whether or not the plastic explosives used in training and testing contain the detection agent. It is recommended that canines be exposed to marked and unmarked plastic explosives, if available.

Explosives are listed in alphabetical order. This list does not signify order of relative importance.

Six Mandatory Explosives for Testing

Four Elective Explosives for Testing

Each agency will select the remaining four explosives odors from the following list. Selections should be based on an assessment of the threats most likely to be encountered in the agency’s working environment.

Commercial and Military Explosives (examples):

Improvised Explosives (examples)
Traction Odor Samples

The purpose of this standard is to define a distraction odor as any non-explosives odor that a canine may encounter in its operational environment. For example, if the canine routinely searches luggage, items commonly found in a suitcase, such as clothing, cosmetics, and various toiletries, would be suitable distraction odors for this test. If the work environment for the operational canine varies, a selection of items from various categories, such as food (human and pet), health and beauty aids, and textiles would suffice.

ATTACHMENT 3
(TO APPENDIX B, SECTION C)
INFORMATION ON PROPER HANDLING AND STORAGE OF EXPLOSIVES SAMPLES

Fresh explosives samples should be obtained for each testing session. These explosives must never have been used in any previous canine training or testing exercises. It is desirable that explosives samples used in the test be stored separately from the explosives used in training.

In order to guarantee accuracy and proficiency in explosives detection, safeguards must be in place to ensure that the canines are detecting explosives and not a contaminated sample. For example, if a training aid has been used for some time and is reused in the canine's proficiency test, the canine may actually be alerting to its own scent or the scent of the handler on the aid.

Care should be taken to avoid the cross-contamination of one explosives sample with the prevalent odor of another. This situation can occur when different explosives have been stored together for any amount of time in a common bunker without individual containment. The handler may have a false sense that the canine is training on several distinct odors, while in fact, the canine is training only on one or two odors.

It is critically important that every effort be made to keep the explosives used in training and testing uncontaminated from other odors, whether from other explosives or from other materials with distinct odors that could be picked up by the explosives.

Proper Handling

All explosives samples used during this test must only be handled by one designated person. The person handling the explosives samples must not handle any of the distraction odors. Explosives must not be handled with bare hands; disposable gloves must be used. The gloves must be used with only one explosives sample and then discarded.

The individual assigned to handle the distraction odors will also wear the same type of disposable gloves when handling the distraction odor samples.

The canine handler must not participate in the handling or placement of the explosives or distraction odors.

Explosives Storage Facility

Existing bunkers that have contained multiple explosives are most likely already contaminated. It is preferable to obtain pristine storage facilities that have never previously contained explosives. Other explosives should never be stored where dynamite, TNI, ammonium nitrate, or ANFO are, or have ever been, stored because these compounds tend to readily cross-contaminate the other explosives.

The best storage method is to have separate dedicated storage facilities for each explosive. If this is not possible, the dynamite, TNI, and ammonium nitrate or ANFO should still be stored in individual dedicated facilities, with the other explosives properly contained in another facility.

Additionally, every effort should be made to separate plastic explosives marked with a detection agent from unmarked plastic explosives.

Regulatory Requirements

All industry and manufacturer safety requirements must be strictly followed. All handling, storage, and transportation of explosives must be in compliance with all Federal, State, and local laws.

For additional information on this standard, please send a written request from the agency supervisor, on official agency letterhead, to Bureau of Alcohol, Tobacco and Firearms, Canine Operations Branch, 650 Massachusetts Avenue, Room 5100, Washington, DC 20226.
Bureau of Alcohol, Tobacco, and Firearms would like to acknowledge and formally thank the following agencies for their service, technical expertise, and recommendations; all of which contributed to the development of the Department of the Treasury.

Department Of Defense Military Working Dog Group

Federal Aviation Administration

United States Capitol Police

United States Secret Service

APPENDIX C

GENERAL QUALIFICATIONS FOR AMERICAN CONTRACTOR PERSONNEL

Must be an American citizen at least 21 years of age
Must have valid, current U.S. driver's license and U.S. tourist passport
Must have a personal and, if appropriate, military record without blemish
In the case of specific human intelligence threat post, the person must meet the minimum requirements as identified in Appendix E
Must be in good physical condition with no health deficiencies, either temporary or long-lasting, that would impair performance of duties. The contractor must submit evidence that employees have passed an equivalent physical fitness test prior to, and within 30 days of deployment. (See Section 5.0 of the statement of work for suggested specific fitness requirements.)
Must have up-to-date inoculations and a physical examination by a medical doctor for international travel in areas in which protective services are to be performed
Must be proficient in defensive driving techniques
Must be familiar with and have had formal training in first aid procedures
Must be able to obtain and maintain either a Personnel Security clearance or High Risk/Moderate Public Trust as stated in Appendix J
Meet minimum firearms proficiency pre-requisites, including formal training on:
- Familiarity with every weapon used by a PRS detail
- Familiarity with weapons safety concerns and procedures
- Have fired each weapon at an acceptable level of proficiency
The weapons training may have been at:
- A federal, state, or local police weapons training facility
- A military weapons training facility
- An NRA certified or equivalent weapons training program
APPENDIX D

(TO SECTION C)

GENERAL QUALIFICATIONS FOR LOCAL (HOST COUNTRY) AND
THIRD-COUNTRY FOREIGN NATIONALS

Must be at least 21 years of age
Must have, or be able to obtain a valid, current local (in country where detail is to perform) or international driver's license
Third-country foreign nationals must have a current passport from country of origin
Must have a personal and, if appropriate, military record without blemish
Based upon information identified in security reports, the U.S. Government reserves the right of refusal on all foreign
national contractor employees proposed to perform or performing protective or guard services under this contract
Must be in good physical condition with no health deficiencies, either temporary or long-lasting, that would impair
performance of duties under this contract. The contractor must submit evidence that employees have passed an equivalent
physical fitness test prior to, and within 30 days of deployment. (See Section 5.0 of the statement of work for suggested
specific fitness requirements.)
Must have the required, up-to-date inoculations for international travel in areas in which protective or guard services are to be
performed
Must be qualified and current in weapons normally carried by law enforcement officers, e.g., semi-automatic pistol, sub-
machine guns, and police riot guns. Firearms currency shall be certified by contractor prior to use of foreign nationals on
protective or guard details
Must be proficient in defensive driving techniques
Must be familiar with and have had some formal training in first aid procedures
Must be able to obtain and maintain a High Risk/Moderate Public Trust as stated in Appendix J
Must meet minimum firearms proficiency pre-requisites, including formal training on:
  Familiarity with every weapon used by a PRS detail
  Familiarity with weapons safety concerns and procedures
  Have fired each weapon at an acceptable level of proficiency

The weapons training may have been at:

A federal, state, or local police weapons training facility
A military weapons training facility
An NRA certified or equivalent weapons training program
APPENDIX E

REQUIREMENTS AND PROCEDURES FOR PROCESSING SECURITY CLEARANCES

1. Contractor Facility Clearance

The Offerors/Contractors must currently possess or be able to obtain a TOP SECRET facility security clearances issued by the Defense Security Service in accordance with the National Industrial Security Program Operating Manual (DOD 5220.22-M).

2. Personnel Security Clearance/Background Investigations

Personnel Security clearance investigations as well as High and Moderate Risk Public Trust investigations will be conducted by Diplomatic Security for all U.S. citizens/local nationals or third country nationals performing on this contract and subsequent Task Orders.

All contractor personnel performing on this contract must possess one of the following:

- Personnel Security clearance issued by Diplomatic Security Service (DS/SI/PSS)
- Diplomatic Security Service's determination of eligibility for moderate risk public trust position or high risk public trust position
- Investigative checks conducted by regional security officers (RSOs) of local nationals or third country nationals shall be equivalent to the required Public Trust position being filled by the employee

Specific requirements are cited in Appendix J.

2.1 Investigations to be Conducted by the Diplomatic Security Service

All requests for personal security clearances should be submitted at least 30 days prior to the start of the person's training to improve the chances of the clearance being approved by class graduation. The following are the requirements and procedures for initiating action for the Diplomatic Security Service to conduct investigations of the contractor personnel:

- Complete contractor screening of all personnel prior to submission to DS
- Delete unacceptable applicants from the rest of the clearance process
- All personnel will be required to have a personnel security clearance or be approved for a high/moderate risk public trust position—see Appendix J

Prior to assignment to this contract, the contractor must submit the following forms:

- Standard Form 86 (Questionnaire for National Security) via the Electronic Personnel Security Questionnaire (EPSQ) or its equivalent. (See Attachment 1 to this appendix for instructions pertaining to SF 86)
- Standard Form 83-P - (Questionnaire for Public Trust Positions) - Public Trust Investigations (see Attachment 2 to this appendix for instructions pertaining to SF 85-P)
- Standard Form 83-PS - (Supplemental Questionnaire for Selected Positions) - Public Trust Investigations
- FD-258 Fingerprint Cards - All investigations (Provided by Department of State)
- DS;Form 4002, (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) - All investigations
- DD Form 214 (Certificate of Release or Discharge from Active Duty) for former military personnel (copy), all investigations
- DS Form 7601 (Authorization to Conduct Criminal History Inquiry for Spouse or Cohabitant) - Required for employees requiring a TOP SECRET Security Clearance
- Foreign Relatives, Friends, and Associates Form (see Attachment 3 to this appendix)
- Proof of location and date of birth including, but not limited to, certified birth certificate, notarized hospital record, etc.

The Government reserves the right to require the use of different forms.

These forms should be hand-carried or sent by courier to the...
A preliminary background check will be conducted in conjunction with security clearance processing or investigation for determining high/moderate public trust.

Those personnel who require security clearances may not perform on this contract until their security clearance has been issued. An interim clearance is acceptable for contract performance.

Those personnel who require a Public Trust determination, may be eligible for assignment to this contract upon completion of a favorable preliminary investigation.

Those who require a Public Trust determination whose preliminary investigation is unfavorable, will not be approved for contract assignment until their investigation is favorably adjudicated. A personal interview will be conducted if deemed necessary by the Bureau of Diplomatic Security.

If the contractor employee does not pass the investigation to determine public trust, or if issues are raised during the personal interview or investigation, he/she must be removed from the contract at no cost to the government.

Public trust investigations are valid for five years. All personnel performing on a contract requiring the public trust investigation will need to re-submit necessary paperwork prior to the investigation’s expiration date to ensure continuous uninterrupted performance on the contract. At this time, another preliminary background check will be conducted prior to submitting paperwork for the investigation.

If an unfavorable result of this check is returned the contractor employee must be removed from their position pending re-adjudication of the investigation.

2.2 Visit Request/Visit Terminations/Resignations

An employee is terminated or resigns and is no longer performing on the contract, the contractor must notify DS/IS/IND so their access can be terminated and, if an investigation is still pending, the investigation can be cancelled.

2.3 Non-US Citizens

Non-U.S. citizens performing on the contract/task order must be investigated and approved by the Agent in Charge/Regional Security Officer at the location where the individual is assigned.

As an exception to the paragraph above, non-US Citizens will not be approved for contract assignment until the Public Trust determination is completed and favorably adjudicated by DS/IS/PSS, unless an exception is granted by DS/IS/IND.

2.4 Adverse Information

The contractor shall report any adverse information pertaining to contractors assigned to the contract, in any capacity, to DS/IS/IND immediately.

2.5 Prior Security Clearances

Department of State will not accept security clearances granted by other U.S. Government Agencies for this contract. All employees to perform on this contract must submit the appropriate security clearance documents to DS/IS/IND for security clearance processing.

3. Minimum Personnel Security Requirements for Specific Human Intelligence Threat Posts

3.1 HUMINT Threat Post – In Excess of Sixty Days

The security requirements in Appendix I are applicable to all assignments, though assignments to specific human intelligence threat posts must also meet additional criteria.

Specifically designated cleared contractor personnel who will perform tasks at specific human intelligence (HUMINT) threat posts for a period in excess of sixty (60) days or who will make cumulative visits in excess of sixty (60) days during a one-year period must possess a final TOP SECRET personnel security clearance and undergo a favorable DS review. (The COR will provide the list in the Order of specific HUMINT threat posts.) Note: The 60-day period is cumulative within one year.

3.2 Approval by DS

All assignment to designated intelligence threat posts must be approved by DS.
ATTACHMENT 1
(TO APPENDIX E, SECTION C)

PLEASE READ ALL THE FOLLOWING BEFORE COMPLETING YOUR SF-86
SECRET & TOP SECRET PROCESSING

To facilitate the processing of your security clearance background investigation, which is a requirement of the position for which you have applied, please complete the forms and/or submit the following information with your package. Completion of the Standard Form 86 (Questionnaire for National Security Position) and other appropriate documentation for security clearance processing is imperative.

Although you may have to do some research to obtain the required needed information, it will help Diplomatic Security (DS) tremendously in expediting your security clearance background investigation. The following guidance is provided for your assistance in completing your package:

STANDARD FORM 86 (SF-86): Every section of this form must be completed in detail and all signature pages with an original signature (where requested). Failure to complete the form properly or having the required signatures will result in your clearance not being initiated until all information is received.

Form must be completed going back 10 years. If you do not go back 10 years, it will slow down the processing time of your background investigation. The SF-86 form requests information back 7 years for employment and residence; however, to comply with the investigative standards, 10 years is required.

Citizenship of yourself and "immediate" family members (spouse, children, mother, father, brothers and sisters). If you or any of your "immediate" family members were born outside the United States, please ensure you annotate on the form, or separate sheet of paper, the appropriate manner of how U.S. citizenship was obtained (i.e., naturalization, derived or born abroad of U.S. parents). Please provide copies of naturalization certificates, citizenship certificate or report of birth abroad for your parents, yourself, your children, brothers and sisters, if at all possible. A copy of a U.S. passport will suffice to show proof of U.S. citizenship. Which ever is available will be accepted. If family members are not U.S. citizens and have an alien registration number from the INS, please provide that number. Your U.S. citizenship and that of your immediate family members have to be verified by DS.

Under question 8d, please annotate whether you are a dual citizen with another country or annotate "none" instead of N/A for question 8d.

If you are a dual citizen, please complete the enclosed memorandum concerning exercising your rights of a citizen of another country while holding a security clearance. (See Section J, Attachment D).

All residences (the actual physical address — no P.O. Box number or APO address) need to be annotated. There should be no gaps in the months/years. If you were traveling for a couple of months, fully explain where you went and how long you were there. Annotate who can corroborate your travel and activities during these periods. Provide name, address and contact phone number. All housing at colleges and universities should be listed separately by year. The specific building and room number should be annotated.

All employments should be listed in appropriate order and in detail. If there were periods of unemployment, those periods must also be annotated appropriately under code "7." A listed verifier will also be listed with their name, address, and contact phone number. Periods as a full-time student do not need to be annotated in the employment section because that is listed under question 10 (where you went to school). Remember no gaps between listed employments, unemployment, and school.

All current and all former spouses will be annotated. If the location of a former spouse is unknown, provide the names and address of your former in-laws in the remarks section so they may be located.

Selective service numbers are required for males born after December 31, 1959 in question 20. If you do not know your selective service number, you can obtain it by calling 1-847-688-6888 and obtain the number from the automated system or by going to the website https://www4.sss.gov/regver/verif Response.asp. Not registering for the Selective Service is a felony.

SIGNED CREDIT RELEASE: The DS 4002 is required to obtain a copy of your Credit Bureau Report. Credit check is required under the investigative standards.

One of the biggest problems with applicant is adverse credit. If you have or had adverse credit, please try to locate any documentation to support your claims during your interview. This could include letters sent to or received from creditors and copies of canceled checks etc.
SIGNED DS 7601: If married to a U.S. citizen and applying for a Top Secret clearance, the spouse must sign the DS Form 7601 for appropriate checks.

COPY OF BIRTH CERTIFICATE: A copy of your birth certificate should be sent in with the package. Do not send in the original.

COPY OF PASSPORT: A copy of your U.S. passport is requested to assist in corroborating citizenship. If you possess a copy of a foreign passport (current or expired), provide a copy.

COLLEGE TRANSCRIPTS: Please provide a copy of your college transcripts, if you have a copy.

U.S. CITIZENSHIP: Reiterated again here, for any "immediate" family members who were born abroad, please annotate the manner in which they obtained their U.S. citizenship. All U.S. citizenship needs to be verified and your assistance will greatly speed up this process. Copies of citizenship forms or U.S. passport would enhance the process, but if you can not obtain them, it will not stop your package from being processed. We are only asking for full FOREIGN RELATIVES: If you or your spouse have any foreign relatives whether residing in the U.S. or abroad, please provide a separate listing that includes the following: (a) their full names, dates and place of birth; (b) current address; (c) country of citizenship; (d) occupation; (e) current employer; (f) whether they now or in the past have worked for a government agency, police, security or intelligence organization, if so what; (g) types of contact you have with them (i.e., phone, email, none etc), how often and date of last contact. (See Attachment (3))

FOREIGN SPOUSES AND THOSE IN A "SPOUSE-LIKE" RELATIONSHIP WITH A FOREIGN NATIONAL: The Department requires that a SF-85 and SF-85P be completed on all foreign spouses and foreign national individuals that are in a "spouse-like" relationship with a Department applicant that requires a security clearance (secret or top secret). This does not apply to individuals who are foreign born and now an U.S. citizen. This only applies to non-U.S. citizens. Please complete it in detail and provide it with your package. The SF-85P should also be completed back 10 years.

FINGERPRINT CARDS (PD253): Provide two completed cards. Ensure you fill in all the required sections and you and the person fingerprinting you sign the card. Please ensure the prints are rolled and you can see the "ridges" otherwise the cards will be rejected and another set obtained.

The objective of these instructions is to assist you in processing your package. A little time invested in obtaining all the required information will greatly enhance the subsequent processing of your clearance.
ATTACHMENT 2
(TO APPENDIX E, SECTION C)

PLEASE READ ALL THE FOLLOWING BEFORE COMPLETING YOUR SF-85P
MODERATE & HIGH RISK PUBLIC TRUST PROCESSING

To facilitate the processing of your public trust background investigation which is a requirement of the position for which you have applied, please complete the forms and/or submit the following information with your package. Standard Form 85P (Questionnaire for Public Trust Positions) and other appropriate documentation for public trust processing to include the SF-85PS, is imperative.

Although you may have to do some research to obtain the required needed information, it will help Diplomatic Security (DS) tremendously in expediting your security clearance background investigation. The following guidance is provided for your assistance in completing your package:

STANDARD FORM 85P (SF-85P): Every section of this form must be completed in detail and all signature pages with an original signature (where requested). Failure to complete the form properly or having the required signatures will result in your processing not being initiated until all information is received.

Form must be completed going back 5 years for MODERATE RISK. If you do not go back the appropriate number of years, it will slow down the processing time of your background investigation.

Form must be completed going back 10 years for HIGH RISK. If you do not go back the appropriate number of years, it will slow down the processing time of your background investigation.

Citizenship of yourself and “immediate” family members (spouse, children, mother, father, brothers and sisters). If you or any of your “immediate” family members were born outside the United States, please ensure you annotate on the form, or separate sheet of paper, the appropriate manner of how U.S. citizenship was obtained (i.e., naturalization, derived or born abroad of U.S. parents). Please provide copies of naturalization certificates, citizenship certificate or report of birth abroad for your parents, yourself, your children, brothers and sisters (if at all possible).

A copy of a U.S. passport will suffice to show proof of U.S. citizenship. Which ever is available will be accepted. If you or your family members are not U.S. citizens and have an alien registration number from the INS, please provide that number. Your U.S. citizenship or legal status for you and your immediate family members has to be verified by DS.

All residences (the actual physical address — no P.O. Box number or APO address) need to be annotated. There should be no gaps in the months/years. If you were traveling for a couple of months, fully explain where you went and how long you were there. Annotate who can corroborate your travel and activities during these periods. Provide name, address and contact phone number. All housing at colleges and universities should be listed separately by year. The specific building and room number should be annotated.

All employments should be listed in appropriate order and in detail. If there were periods of unemployment, those periods must also be annotated appropriately under code “7.” A listed verifier will also be listed with their name, address and contact phone number. Periods as a full-time student do not need to be annotated in the employment section because that is listed under question 10 (where you went to school). Remember no gaps between listed employments, unemployment, and school.

All former spouses will be annotated on a separate sheet of paper as there is an investigative requirement if you are processing for a High Risk Public Trust position. If the location of a former spouse is unknown, provide the name(s) and address(es) of your former in-laws too.

Selective service numbers are required for males born after December 31, 1959. If you do not know your selective service number, you can obtain it by calling 1-847-688-6888 and obtain the number from the automated system. Not registering for the Selective Service is a felony.

SIGNED CREDIT RELEASE: The DS 4002 is required to obtain a copy of your Credit Bureau Report. Credit check is required under the investigative standards.

One of the biggest problems with applicants is adverse credit. If you have or had adverse credit, please try to locate any documentation to support your claims during your interview. This could include letters sent to or received from creditors and copies of canceled checks etc.

COLLEGE TRANSCRIPTS: Please provide a copy of your college transcripts, if you have a copy.

FOREIGN RELATIVES: If you or your spouse have any foreign relatives whether residing in the U.S. or abroad, please provide a separate listing that includes the following: (a) their full names, dates and place of birth; (b) current address; (c)
country of citizenship; (d) occupation; (e) current employer; (f) whether they now or in the past have worked for a government agency, police, security or intelligence organization, if so what types of contact(s) you have with them (i.e., phone, email, none etc), how often and date of last contact. (See Attachment (3) above.)

FINGERPRINT CARDS (FD258): Provide two completed cards. Ensure you fill in all the required sections and that you and the person fingerprinting you sign the card. Please ensure the prints are rolled and you can see the “ridges” otherwise the cards will be rejected and another set obtained.

The objective of these instructions is to assist you in processing your package. A little time invested in obtaining all the required information will greatly enhance the subsequent processing of your clearance.
ATTACHMENT 3  
(TO APPENDIX E, SECTION C)  

FOREIGN RELATIVES, FRIENDS, AND ASSOCIATES (NON-U.S. CITIZENS)

<table>
<thead>
<tr>
<th>Full Name (First Middle Last)</th>
<th>Relationship (Mother etc.)</th>
<th>DOB</th>
<th>POB</th>
<th>Current Address</th>
<th>Country Citizenship</th>
<th>Occupation</th>
<th>Employer</th>
</tr>
</thead>
</table>

The Contractor shall complete the actions and steps in the following process in connection with the screening of PRS and PRS support applicants.
Pre-screening

The Contractor shall submit the resumes of all individuals being considered for jobs under this contract to the COR. The COR will conduct an initial screening for acceptability into the Contractor's screening process. The COR will notify the Contractor of the results of this pre-screening.

Contractor Screening

Note: The screening accomplished by the Contractor is intended to determine whether or not the applicant can satisfy the following:

- Ability to obtain the appropriate security clearance/public trust determination
- Ability to satisfactorily pass the DS training curriculum
- Ability to physically and mentally perform the duties of the position for which the applicant is applying
- Suitability to represent the US Department of State in on-duty and off-duty situations

The Contractor shall conduct a thorough screening of individuals accepted by the COR for the screening process. The Contractor's screening process shall include, but not be limited to:

- Available past work history
- Police records check, if available
- Review of DD 214, if applicant is ex-military
- Credit Check
- Psychological screening
- Physical fitness determination
- Medical check-up, including stress test

Selection of Candidates and Submission to COR

The Contractor shall review the results of the applicant screening and select those that pass the Contractor's screening criteria (Part of approved Contractor Screening Process, Sub-Service Area 4.3.1.2). Upon selection, the Contractor shall submit the list of candidates along with the results of the Contractor's screening process for each submitted individual, to the COR.

C.9 FILE APPENDIX H FIREARMS QUALIFICATION RECORD FORM.DOC

APPENDIX H
(TO SECTION C)
FIREARMS QUALIFICATION RECORD FORM

UNITED STATES DEPARTMENT OF STATE
BUREAU OF DIPLOMATIC SECURITY
FIREARMS TRAINING UNIT
FIREARMS QUALIFICATION RECORD FORM

DATE / / LOCATION

NAME HANDGUN QUAL SCORE
ISSUED HANDGUN TYPE RIFLE QUAL SCORE
SIG ( ) GLOCK ( ) SHOTGUN QUAL SCORE
SERIAL# SMG QUAL SCORE
SSN / / OFFICE OTHER

UNCLASSIFIED
<table>
<thead>
<tr>
<th>NAME</th>
<th>ISSUED HANDGUN TYPE</th>
<th>SIG ( )</th>
<th>GLOCK ( )</th>
<th>SERIAL#</th>
<th>SSN / / OFFICE</th>
<th>HANDGUN QUAL SCORE</th>
<th>RIGLE QUAL SCORE</th>
<th>SHOTGUN QUAL SCORE</th>
<th>SMG QUAL SCORE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ISSUED HANDGUN TYPE</th>
<th>SIG ( )</th>
<th>GLOCK ( )</th>
<th>SERIAL#</th>
<th>SSN / / OFFICE</th>
<th>HANDGUN QUAL SCORE</th>
<th>RIGLE QUAL SCORE</th>
<th>SHOTGUN QUAL SCORE</th>
<th>SMG QUAL SCORE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ISSUED HANDGUN TYPE</th>
<th>SIG ( )</th>
<th>GLOCK ( )</th>
<th>SERIAL#</th>
<th>SSN / / OFFICE</th>
<th>HANDGUN QUAL SCORE</th>
<th>RIGLE QUAL SCORE</th>
<th>SHOTGUN QUAL SCORE</th>
<th>SMG QUAL SCORE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C.10 FILE  APPENDIX I SAMPLE PRS DETAIL OPERATING PROCEDURE.DOC

APPENDIX I
(TO SECTION C)
SAMPLE DS PRS DETAIL STANDARD OPERATING PROCEDURE

1. (Country) PRS OPERATIONS/TRAINING
1.1 DAILY SCOPE OF OPERATIONS
# APPENDIX J

## (TO SECTION C)

### WPPS SECURITY REQUIREMENTS

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Security Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>1. Project Manager</td>
<td>Up to TOP SECRET</td>
</tr>
<tr>
<td>2. Deputy Project Manager</td>
<td>Up to TOP SECRET</td>
</tr>
<tr>
<td>B. PRS Personnel</td>
<td></td>
</tr>
<tr>
<td>1. Detail Leader</td>
<td>Up to TOP SECRET</td>
</tr>
<tr>
<td>2. Assistant Detail Leader</td>
<td>Up to TOP SECRET</td>
</tr>
<tr>
<td>3. Shift Leader</td>
<td></td>
</tr>
<tr>
<td>a. U.S. Citizen</td>
<td>Up to TOP SECRET</td>
</tr>
<tr>
<td>b. Third Country National (TCN)/LN</td>
<td>High Risk Public Trust (HRPT) - SSBI</td>
</tr>
<tr>
<td>4. Protective Security Specialist</td>
<td></td>
</tr>
<tr>
<td>a. U.S. Citizen</td>
<td>Up to TOP SECRET</td>
</tr>
<tr>
<td>b. Third Country National (TCN)/LN</td>
<td>High Risk Public Trust (HRPT) - SSBI</td>
</tr>
<tr>
<td>5. Long Range Defensive Marksman</td>
<td></td>
</tr>
</tbody>
</table>
### C. PRS Support Positions

**1. Intelligence Analyst**  
- U.S. Citizen: Up to TOP SECRET  
- TCN/LN: HRPT/RSO check

**2. Intelligence Technician**  
- U.S. Citizen: TOP SECRET/SCI  
- TCN/LN: TOP SECRET/SCI

**3. Systems Engineer**  
- U.S. Citizen: TOP SECRET/SCI  
- TCN/LN: TOP SECRET/SCI

**4. Security Field Technician**  
- U.S. Citizen: SECRET  
- TCN/LN: SECRET

**5. Interpreter/Translator**  
- U.S. Citizen: SECRET  
- TCN/LN: MRPT/RSO check

**6. Armorer**  
- U.S. Citizen: MRPT  
- TCN/LN: MRPT

**7. Medical Support**  
**a. Medical Officer**  
- (1) U.S. Citizen: MRPT  
- (2) TCN/LN: MRPT

**b. Physician's Assistants**  
- (1) U.S. Citizen: MRPT  
- (2) TCN/LN: MRPT

**c. Emergency Medical Technicians**  
- (1) U.S. Citizen: HRPT  
- (2) TCN/LN: HRPT

**d. Special Forces Medics**  
- (1) U.S. Citizen: HRPT  
- (2) TCN/LN: HRPT

**8. Other**  
- To be determined in Task Order
C.12 FILE

APPENDIX K SAMPLE GUARD GENERAL ORDER.DOC

APPENDIX K
(TO SECTION C)
EXAMPLE OF GUARD GENERAL ORDER FOR DS OVERSEAS GUARD FORCE

1. Purpose

General Orders: General Orders for the guard force provide directions and instructions of general application to all members of the Guard Force. Each member of the guard force is responsible for being fully familiar with and responsive to the General Orders. These orders will not be modified or revised without the written authority of the DS Agent in Charge (AIC).

2. Mission

The primary mission of the guard force is to provide protection for United States personnel and U.S. Government employees and to protect U.S. facilities and equipment from damage or loss due to violent attack and theft. The guard force act as an early warning signal to the Security Control Center and the PSO. The guard force also will carry out specific actions as described in these orders and individual Guard Post Orders in case of emergencies.

Manner of Performance of Duty and Uniform

a. Guard personnel will be firm yet courteous, efficient, and tactful at all times while in the performance of their duties. They will never engage in arguments with any person, and will refer disagreements and misunderstandings to their Supervisor and the DS AIC. They must read, fully understand, and comply with all General and Post Orders.
b. Guard personnel will, at all times, maintain a neat and clean appearance and, while on duty, be fully dressed in the prescribed guard uniform and equipment. Guards will be subject to inspection at any time.

c. The guards must not participate in or support any activities, which would be disruptive to the performance of their duties or would decrease the efficiency of the guard force operation.

d. Guard personnel will perform only those security duties identified by the guard portion of the WPFS contract, applicable Task Orders, and the AIC. Guards will not perform any other non-security related or unauthorized functions during duty hours, i.e., gardening, housekeeping chores, maintenance duties, or any other duty or act which distracts the guard from his/her intended purpose.

e. Where appropriate, guards will maintain in a neat, orderly, legible fashion, all log books, ledgers, record books, incident reports, or any other written record of duties performed or of any security event.

f. Guard personnel will not offer or divulge any information about Facility operations or personnel to anyone. Report immediately to their Supervisor and the AIC any attempt by individuals to solicit information regarding U.S. Government personnel or facilities.

g. The relief guard will take complete charge of duties from the guard he/she relieves, including the Post Log Books and all other equipment maintained at the post.

h. Guards will brief and pass on any special instructions to their relief guard concerning outstanding or significant events that occurred during the previous shift.

i. Guards will be alert to their surrounding area and report to the Senior Guard, Shift Commander or Supervisor any vehicles or individuals acting in a suspicious manner.

j. Guard personnel will control access to U.S. Government facilities and properties, protect life, maintain order, resist criminal attacks against Mission personnel, visitors, dependents and property, and resist any other form of violent attacks against same to include terrorist attacks all in accordance with Departmental and Mission policies.

k. Guard personnel will intercept, identify, and make the proper log entries for visitors and other appropriate persons to U.S. Government facilities. Further, guards will conduct inspections of persons, property, or vehicles, confiscate unauthorized items, and use appropriate access control identification badges according to Departmental and Mission policies.

l. Guards will ensure that only authorized persons displaying a valid form of identification and legitimate visitors enter the area they are assigned to protect. Guards will not hesitate to challenge persons who do not have proper identification or who attempt to avoid specified access control procedures or policies.

m. Guard personnel will conduct periodic, non-routine inspections of their areas of responsibility and immediately report any unusual incident or circumstances to the Senior Guard, Supervisor, or Guard Force Commander, and the AIC.

n. Guards will not leave their assigned post until a relief guard properly relieves them.

o. Guard personnel will maintain a high standard of professionalism while on duty. Guards will be polite and courteous in the performance of their duties. They will not use abusive language, be late for work, or be inattentive. Guard personnel will not act in any manner detrimental to the reputation of their company or the United States Government.

p. Guard personnel at U.S. Government facilities must be able to demonstrate a working knowledge of Post's emergency action plans (fire, bomb, intruder, etc.). Basic training in emergency action response will be the responsibility of the Contractor.

q. Guard personnel will comply with all orders or instructions given to them by the Senior Guard, Shift Commander, Supervisor and the AIC.

r. Guard personnel will not abuse their authority for personal or monetary gain.

s. Guard personnel will not gamble or engage in any illegal activity while on duty or while in uniform.

t. Guard personnel will not provide information about U.S. Government personnel or facilities to anyone without the specific approval of the AIC.

u. All guards will get a 15-minute break once every 4 hours during the tour of duty to allow for comfort, personal needs, rest, or other required or requested absences from the Exhibit A assigned post. Meal breaks shall be scheduled at an appropriate time during tour of duty and shall be at a minimum 30 minutes in length. The guard on duty is responsible for ensuring a proper post relief takes place including passing all pertinent information and the turn over all post property prior to departing post. Guards who leave with post property will be responsible for returning it immediately.
Guard Conduct

a. General and Post Orders: The local guards will follow the General Orders and Post Orders for each guard post.

b. Report for Work: Guard personnel will be punctual in reporting for duty at least 15 minutes prior to the start of each shift. During this time, the guards will participate in Roll Call Training as directed by the Shift Commander. The oncoming relief will secure on time to insure their presence at the assigned posts.

c. Honesty: The guards will not remove any item from an office, room, or compound, except under the instructions of his or her Supervisor, or the AIC.

d. Proper Use of Official Time: Guards will remain alert and vigilant at all times. They will not nap or sleep on post, engage in personal conversations in person or on the telephone, read newspapers, watch TV or attend to any personal business during duty hours. Engaging in any of these activities may be cause for immediate dismissal. The guards will report to the Guard Supervisor when their assignments are accomplished.

e. Responsibility for Assigned Uniforms and Equipment: The guards are responsible for the uniforms and equipment assigned to them and for property and real items in their custody. The guards will wear clean, neat, and complete uniforms while on duty.

f. Support of the U.S. and Host Government Relations: The guards must not become involved in any activities which would prompt public criticism, or cause discredit or interference with U.S.-Host Government Relations.

b. Proper Use of Official Time: Guards will remain alert and vigilant at all times. They will not nap or sleep on post, engage in personal conversations in person or on the telephone, read newspapers, watch TV or attend to any other personal business during duty hours. Engaging in any of these activities may be cause for immediate dismissal. The guards will report to the Guard Supervisor when their assignments are accomplished.

g. Personal Activity on Post: The guards will not engage in any unofficial business on post; i.e., soliciting, canvassing, peddling, sales promotion of a commercial item, loan money for interest and etc.

h. Sexual Harassment: Guard personnel will not engage in any conversation or activity that may be interpreted as sexual harassment against members of the opposite sex.

i. Countermanding of Orders: Any countermanding of orders by anyone other than the AIC or his designated representatives, must be reported to the Guard Supervisor and to the PSG.

j. Guard Post Bound Logs: To maintain the Post Log upon assuming duty, during the time assigned, and at the time of relief prescribed in the General Orders.

k. Incident Reports: To prepare immediately an Incident Report after observing a security incident. The Incident Report is given to the Guard Force Commander or Supervisor during post inspection.

l. Report to the PSG: To report immediately to the AIC through the Senior Guard, Guard Force Commander or Supervisor any attempt to elicit information regarding any of the programs or personnel.

m. Surveillance Detection: Guards will be aware of and attempt to detect surveillance directed at U.S. Government facilities and personnel. If surveillance is detected, the information will be entered in the Log Book and an Incident Report will be prepared. The Supervisor and AIC will be notified immediately.

5. Alcoholic Beverages/Narcotics and Dangerous Drugs

a. The drinking of intoxicating beverages on duty, or eight hours prior to assuming duty by guard personnel, is prohibited. Any guard who is incapacitated, or who has consumed alcoholic beverages during this period, will not be posted on duty. Guards will not drink alcoholic beverages on duty or off duty while in uniform.

b. Relief by an intoxicated person is prohibited. If a guard has reason to believe that their relief is intoxicated, they will not allow themselves to be relieved and will immediately notify the Senior Guard, Guard Force Commander or Supervisor.

c. The use of illegal substances, such as narcotics, dangerous drugs, marijuana, hashish, etc., at any time, by members of the guard force, is strictly prohibited. Any guard who is observed using, or possessing an illegal substance shall be removed from the Local Guard Force immediately.

d. When a guard is required to take medication on the order of his/her physician, the Guard Supervisor must be notified. Where it is determined that such medication may adversely affect the guard's ability to perform his/her duties, the guard will be prohibited from being assigned to post.

Roll Call Training

Roll Call Training will be conducted for ten to fifteen minutes when the guards report for duty. The training will emphasize retention of learned skills. The Guard Force Commander or the Supervisor is responsible for Roll Call for his/her shift on a daily basis. Subjects for Roll Call Training may include surveillance detection, bomb search methods, baton and handcuffing training, body search methods and review of General and Post Orders.

UNCLASSIFIED
Post Logs

Each guard post is provided with a Post Log. Post Logs provide specific instructions relative to the guard service to be provided at the guard post. It is the responsibility of each guard assigned to maintain the Post Log in the following manner:

a. Upon assuming the duty, the guard must enter the time, date, and his/her name.

b. Upon assuming duties at a post, the relief guard will inspect the post to ensure that all guard equipment and supplies are present, and that all guard/security equipment is in good working condition. Such equipment may include telephones, radios, flashlights, vehicle inspection mirrors, hand-held metal detectors (HHMDs), walk-through metal detectors (WTMDs), CCTV monitors, and vehicle barriers. Any malfunctioning or broken security equipment will be noted in the Post Log and will be reported to the Guard Force Commander or Supervisor immediately, and an Incident Report prepared.

c. During the time assigned, the guard is required to note the time and make an entry as to the nature of any event considered to be of a security nature. Examples are: an attempt to enter the facility or destroy government property by an outsider; and direct attacks by force on the guard post or guard personnel.

d. Where any security event occurs, the guard:
   (1) Notifies his Supervisor and others as instructed in the Post Orders.
   (2) Makes the appropriate entry in the Post Log.
   (3) Prepares an Incident Report.
   (4) Reports orally to the Guard Force Commander or Supervisor at the time of the next post inspection and provides him/her the Incident Report.

e. During the time assigned, when the Supervisor provides specific instructions for the guard, such instructions are to be entered in the log, with the time indicated when they are received.

f. If, at any time, a guard is relieved on post for any reason, the guard assigned in relief must enter the time, his/her name, and reason for the relief.

g. At the end of the assigned tour of duty, the guard must initial the log, assuring that all entries have been made properly during his period of assignment.

h. Guards will not falsify or unlawfully conceal, remove, mutilate or destroy any official document such as Post Logs or Incident Reports.

8. Responsibility of the Shift Supervisor

The Shift Supervisor is responsible for assuring the Post Logs are properly maintained and that all appropriate entries are made in accordance with the foregoing instructions. At such time that the Shift Supervisor (or Post Inspector) visits a guard post he must:

a. Inspect the guard post
b. Examine the Post Log
c. Enter the time
d. Sign his/her name attesting to the fact that he/she has successfully completed his/her inspection and that there have been no deficiencies.

9. Official Incident Report

a. An Incident Report will be prepared in all cases where an incident arises which are not of a routine nature. The report will be available to the AIC within 24 hours of the incident.

b. An Incident Report will be prepared as a supplemental report to the required entries in the Post Log. In no case will they be utilized in lieu of an entry in the Post Log.

c. It is important that all available information be recorded. Frequently, this is the sole source of information on which a more complete investigation can be based. Accuracy is of prime importance in all cases.

d. When it appears that immediate action is required concerning any incident, which arises, the Guard Supervisor, the Guard Force Commander, the Security Control Center (SCC) and the PSG will be notified at once.

10. Salute

Guard personnel are not to salute pedestrians or vehicles.
Identification of Persons

All staff members or employees of the Facility are required to show proper identification or authorization before being permitted to enter the Compounds. Proper identification to the Facility will be one of the following:

a. U.S. Embassy ID Card
b. U.S. Department of State ID Card
c. Current U.S. Military ID Card or Department of Defense (DoD) Dependent ID Card
d. All U.S. Passports
e. Passes authorized by the PSG

12. Improper Identification Card or No Identification Card

a. In the case of a person without an ID card or a person in possession of a card which differs from those listed in Section (11), the guard shall contact SCC on duty or AIC and state the circumstances involved.

b. When notified that a visitor has arrived at the post, the guard will contact SCC on duty or AIC who will give permission for the visitor to proceed.

13. Telephone and Radio Communication

a. The guard while on duty and handling official telephone calls or inquiries, will be courteous and polite and assist the caller if possible. All official information calls and inquiries will be referred to the proper person or the SCC on duty.

b. Requests from Host Government Law Enforcement Agencies concerning personnel will be limited to acknowledging that the person is a member of the Facility staff only. If persons other than Facilities employees request telephone numbers, the caller will be referred to the SCC on duty.

c. The telephone located on guard posts and radios issued to the guards or the guard posts, will be used for official business.


The guards shall be observant of all employees or visitors departing the facility compounds to prevent unauthorized removal of any U.S. Government property. A memorandum signed by the American supervisor will properly authorize any property being removed from the official facilities by Foreign Nationals or Third Country Nationals. The memorandum shall be retained by the guard and delivered to the Guard Force Commander or Supervisor at the time of his/her next post inspection. Additionally, Guard shall document in the post logbook entry, any property being removed from the official facilities by Foreign Nationals or Third Country Nationals.

15. Safeguarding Official Information, Records, and Documents

The guards shall not disclose official information, records, and documents to unauthorized personnel. The guards shall not discuss the nature of their duties, nor repeat to others what they may have seen or heard while on duty except as necessary to conduct their duties. The guards shall provide correct and valid information and documents required in connection with their duties only to the Guard Force Commander and Guard Supervisor. Should the guards be questioned as to their duties by unauthorized personnel, they shall bring it to the attention of the AIC through the Guard Supervisor immediately.

16. The Use of Force

The use of force is defined as the physical application of violence upon or against a person in any way including the use of the baton. The baton (nightstick) serves as a defensive weapon for the guards. Its use by the guards is defined as follows:

a. The baton will only be used after all non-violent efforts are exhausted to quell a disturbance at any post manned by the guards.

b. It will only be used to protect the guard or persons on the post from actual bodily harm by another person or persons. The oral threat of bodily harm is insufficient justification for the use of the baton.

c. Abusive and/or obscene language directed at the guard or a third party is insufficient justification for the use of the baton.

d. Any person attempting to strike the guard, in the performance of duty or to forcibly detain him, causing a serious disturbance on the post by striking or assaulting the guard or another party, or in any way causing injury, constitutes sufficient justification to use the baton.
UNCLASSIFIED

There are three types of force that one may use in a guard's capacity. These are as follows:

1. Minimum Use of Force
2. Deadly Force
3. Fire Prevention and Reporting

The Use of Deadly Force

The use of deadly force is defined as the application of lethal force by use of a firearm upon a person attempting to inflict bodily harm to or threatening the life of the guard or another person.

The use of a firearm by local guards serves as a defensive weapon. The guard's use of a firearm to apply Deadly Force is justified as follows:

a. Deadly Force will only be used after all non-violent efforts are exhausted to stop a life threatening disturbance at any post manned by the guards.

b. Deadly Force will only be used to protect the life of the guard or person on the post from lethal bodily harm by another individual or individuals. The oral threat of bodily harm is insufficient justification for the use of Deadly Force.

c. Abusive and/or obscene language directed at the guard or another individual is insufficient justification for the use of Deadly Force.

d. Any person attempting to use lethal force on a guard, or lethally assaulting the guard or another individual, or in any way causing the death of another individual, constitutes sufficient justification for the use of Deadly Force.

e. The use of Deadly Force represents the last resort by a guard for the restoration of order.

The guards should frequently review the General and Post Orders in the event of an emergency. It is important that only correct and prescribed procedures are followed in order to minimize the emergency. More specific instructions, concerning emergencies, for each guard post are in the Post Orders.

General: The objectives of fire prevention and reporting, in the order of their importance are to:

1. If the guard discovers a fire, he/she should report it immediately and request assistance; inform SCC or activate the alarm, prior to attempting to extinguish the fire.

2. Prevent the fire from spreading.

3. Inform employees in the immediate vicinity of the fire and order them to evacuate the area immediately.

4. Prevent the loss of life and property in case a fire should start.

5. Confine the fire to its place of origin.

6. Secure all elevators, return to ground floor and throw "Emergency Stop" switches within the elevators.

Preventive Measures:

1. Proper fire prevention measures, coupled with common sense will prevent most fires from starting. It is imperative that the guard constantly be on the lookout for fire hazards, particularly in waste cans and electrical equipment. Overloaded electrical outlets are among the leading causes of fire. Whenever a fire hazard is discovered, it will be immediately reported to the SCC, and the AIC through the Supervisor. Appropriate entries are to be made in the Post Log and an Incident Report will be prepared.

2. Know where the various types of fire extinguishers are located, particularly those nearest to the guard's assigned post. Know which is appropriate for the type of fire being fought.

Knew Whom to Contact:

The following contacts shall be made in case of fire:

1. Fire Department:

2. The SCC and the AIC through the Guard Force Commander or Supervisor.

Sounding Alarm: Once a fire is discovered, the first thing the guard(s) must do is to sound the fire alarm. Any person liable may be instructed to sound the alarm while the guards carry out the instructions set forth in the preceding paragraphs. If an alarm system is not available, the guard(s) must shout "fire."

All guards will read and must have full knowledge of the Facility Fire Plan.
Bombs, Incendiary Devices, and Firearms

a. If a bomb or incendiary-device, or what may have the appearance of a bomb or incendiary device, is discovered, the guard(s) should immediately clear the area and notify the SCC and the AIC through the Supervisor. Under no circumstances should the guard touch or in any way disturb the suspicious article or package. DO NOT TOUCH or move any item suspected of being a bomb or incendiary device. The guard(s) should stand by to prevent its being touched or disturbed by other persons. Employees working in the area where the suspicious article or package is located should be evacuated until the cause of the danger is removed. The general rule to follow is: "Clear the immediate area and call the appropriate authorities."

b. Explosive disposal assistance can be obtained by calling the SCC.

c. Should the guard(s) on duty receive a bomb threat from any source, he/she will immediately contact the SCC and the AIC through the Shift Commander or the Supervisor. If the guard receives a bomb threat, the guard will try to determine where the bomb is located when the bomb is set to detonate, what it looks like, who placed the bomb and why the bomb was placed. The most important information is when the bomb is set to detonate and where the bomb is located. Other information like the description of the voice and background noise is important for the guard to determine. This information will be reported in the Post Log and an Incident Report prepared.

d. Should a bomb explode or near the guard post, keep the area clear of people. REMEMBER, DURING THE CONFUSION OF A BOMB BLAST, THE GUARDS MUST STILL PROVIDE SECURITY FOR EMPLOYEES OR OTHER PEOPLE IN THE AREA.

e. The guards will not allow anyone to enter the Embassy compound or other official facilities, who has an open or concealed firearm, knife, explosive or any other type of weapon in his/her possession except for authorized personnel. The guards will be especially watchful for attempted entry of firearms or explosives under cover. In the event such devices are detected, the guard will immediately report it to the SCC and the AIC through the Shift Commander or the Supervisor.

Failure to comply with any General Order will result in the permanent removal of the delinquent guard.

Chemical and/or Biological Awareness and Countermeasures

a. All guard personnel shall stay on alert for indications of Chemical and/or Biological Attack or Agent, which could include the following:

(1) Unusual liquid sprays or vapor, suspicious devices, unexplained droplets, or oily film on surfaces.

(2) Unexplained odors or low flying clouds/fog unrelated to weather, some of which would be similar in scent to bitter almonds, peach kernels, newly mown hay or green grass.

(3) Large numbers of strange or un-seasonal insects or vermin not typical for the time of day or year.

(4) Individuals displaying symptoms of nausea, difficulty breathing, convulsions, disorientation or patterns of illness inconsistent with natural disease, unexplained blisters or rashes or sudden difficulty in seeing, especially dimness of vision while in broad daylight.

(5) Unexplained casualties.

If any of the conditions identified above are discovered, the guard(s) must immediately clear the area and notify the SCC and the AIC through the Supervisor.

The guard must not touch or in any way disturb the suspicious article or package. DO NOT TOUCH or move any item suspected to be a possible chemical and/or biological device. The guard(s) should stand by to prevent its being touched or disturbed by other persons. Employees working in the area should be evacuated until the cause of the danger is removed. The general rule to follow is: "Clear the immediate area and call the appropriate authorities."

b. If the guard(s) on duty receives a chemical and/or biological threat from any source, the guard must immediately contact the SCC and the AIC through the Guard Force Commander or the Supervisor. Relay all pertinent information, including the type of chemical and/or biological agent, the location and time of the attack, if known, the description of the voice and background noise is important. This information will be reported in the Post Log and an Incident Report prepared.

c. If a chemical and/or biological threat or attack occurs, keep the area near the guard post clear of people. REMEMBER, DURING THE CONFUSION OF THIS TYPE OF ACT, THE GUARDS MUST STILL PROVIDE SECURITY FOR EMPLOYEES OR OTHER PEOPLE IN THE AREA.

d. The guards will not allow anyone to enter the Facility compound or other official facilities, who has an open concealed firearm, knife, explosive or any other type of weapon or container that could carry chemical and/or biological agents in powder, liquid,
rosolized form (i.e. aerosol cans, perfume bottles, thermos jugs, glass/plastic bottles, etc.) in his/her possession unless authorized by the SCC or AIC. The guards must be especially watchful for attempted entry of firearms or explosives or chemical/biological agents under cover. The presence of breathing devices, air filters, nose clips, hospital masks, rubber gloves, etc., must be cause for immediate concern and requires further investigation. If such devices are detected, the guard must immediately report the situation to the SCC and the AIC through the Guard Force Commander or the Supervisor.

e. All guards shall be aware when performing grounds/perimeter patrols of the following:

1) Be alert to use of any device inside or outside the building perimeter that could be used to spray a toxic cloud toward the building. This could include commercial spraying equipment, paint, insecticide or garden sprayers, air pumps, or even a crop duster-type airplane. When possible, persons conducting such spraying should be challenged and in all cases, supervisors, PSO immediately alerted.

2) When patrolling public areas look for abandoned spray devices or liquid containers. If found immediately alert the supervisors, AIC. Particular attention must be paid to insure buildings air vents cannot be approached by anyone using such devices.

3) Non-employees requiring access to or near building air intake vents or drinking water storage tanks must be authorized by the AIC and coordinated with the Facility Management. In all cases, these non-employees shall be escorted by the Guard or employee personnel.

4) At posts with wells or accessible water storage tanks, regular patrols of those areas are required.

C.13 FILE APPENDIX L SPECIFICATION FOR GUARD TRAINING.DOC

APPENDIX L
(TO SECTION C)
SPECIFICATIONS FOR GUARDS TRAINING

1. Types of Training

The types of training required for this contract are:

- Basic Training
- Firearms Qualification
- PR-24 Batons
- Explosive detection and X-ray
- Refresher Training

The training requirements identified below apply to all guards employed by the Contractor under this contract.

Records. The Contractor shall maintain employee training records to document the training each employee receives. The records shall be maintained in files accessible by DS.

1.1 Basic Training

a. General. Before an employee may be assigned to any guard duty, the Contractor shall ensure that the employee satisfactorily completes a program of basic training approved by the COR. This program shall be a minimum of 80 hours. This 80 hour program shall not include PR-24 or firearms qualification training.

b. Specifics. Basic Training for guards shall include the following topics:

- Orientation
- U.S. Government Assets
- Local Law and the Power of Arrest
- Terrorism and Criminality
- Fires and Explosions
- Mission Emergency Plans
- Physical Security Measures Employed by the Mission
- Basic Guard Duties
- Guard Force Communications
General and Post Orders
Unarmed Defense and Restraint of Disorderly Persons
The Use of Personal Equipment
Access Control Equipment Use and Procedures
Observation Techniques
Chemical and/or Biological Awareness and Countermeasures Briefing
Vehicle Inspection
Use of Force/Force Continuum

1.2 Weapons Qualification Training

Note: The Government reserves the right to observe all firearms training conducted by the Contractor.

Certified Firearm Instructor. The Contractor shall ensure that all firearm training conducted by the Contractor is performed under the instruction of a Certified Firearms Instructor(s). Firearms instructors shall be qualified at a level necessary to provide firearms instruction for the weapons identified in the contract and each individual Task Order. The Contractor shall provide proof of the firearms instructor’s certification to the COR prior to conducting firearms training.

a. General. The Contractor shall:

- Ensure that all guards shall demonstrate acceptable proficiency in the use and handling of handguns, semi-automatic rifle/carbine, shotgun (Weapons legally permitted by the host country).
- Ensure that guards assigned to specific posts demonstrate acceptable proficiency in the use and handling of the specialized weapons and firearms specific to those assignments, as specified in the Task Orders.
- Ensure that weapons training meets the DS qualification standards or Contractor standards, whichever is the higher standard, as determined by the COR.

b. Specified. The Contractor shall:

- Ensure that weapons training is a minimum of twenty four (24) hours.
- Ensure that training is conducted both in a classroom environment and at a suitable firing range.
- Furnish all materials necessary for the training, including:
  - Classrooms
  - Firing range
  - Targets
  - Target holders/stands
  - Hearing and eye protection, etc.
  - Ammunition
  - Weapons
- Ensure that training includes the following:
  - Classroom
  - Weapon nomenclature
  - Weapon safety features
  - Safe weapon handling
  - Proper weapon stowage
  - Proper marksmanship techniques
  - Host country laws and regulations that pertain to carrying and use of the weapon
  - Elements of General and Post Orders covering weapons
- Firing Range
  - Hands on familiarization with the proper use of the weapon
  - Firing positions
  - Firing (this shall the firing of a minimum of sixty (60) rounds of ammunition per each weapon being trained)
  - Speed loading
  - Firearm safety
- Cleaning and maintaining the firearm

1.3 PR-24 Training

The Contractor shall provide training in the use of the PR-24 Baton, or other long baton acceptable to DS. At a minimum, this training shall be sufficient to satisfy any governmental regulations or requirements of the Host country.
Explosives Detection and X-Ray Inspection Training

The Government will conduct explosive detection system and X-Ray system training.

The Contractor shall notify the government 14 days in advance of the need for the Government provided explosive detection and X-Ray training.

1.5 Refresher Training

The Contractor shall ensure that each employee successfully completes at least sixteen (16) hours of annual refresher training. The Contractor shall ensure that all guard employees are assigned to posts under this contract until they have been certified as completing all required refresher training. Refresher training shall include any new material affecting the performance of assigned guard functions/duties.

2. Instructors

The Contractor shall:

- Ensure that all guards weapons training is conducted by certified instructors
- Ensure that the instructors are qualified to a level necessary to provide weapons instruction for the weapons identified in a) above and in the Task Orders
- Provide proof of instructor's certification to the COR prior to conducting any training

C.14 FILE: APPENDIX M TASK ORDER MANAGEMENT PLAN REQUIREMENT.DOC

APPENDIX M

(TO SECTION C)

TASK ORDER MANAGEMENT PLAN REQUIREMENTS

The Task Order Management Plan (TOMP) required by Performance Objective No. 4.13 shall address the following:

Note: All planning shall be focused on satisfying the applicable Task Order, DS standard operating procedures and DS training curriculum.

Management approach (Project management concept, organization, project control technique(s), key personnel, roles, responsibilities, lines of authority, lines of communication, etc.)
Personnel screening plan (see Section 4.2.2 of this statement of work)
Training management plan
Training analysis (e.g., review of Task Order, identification of types of personnel required, numbers of personnel, support required, etc.)
Training plans to be implemented (identification of DS approved, Contractor training plans to be implemented)
Instructors (Plan for recruitment, screening, training of necessary instructors; plan for continuous evaluation and improvement of instructors)
Training logistics (Plan for acquisition, maintenance and implementation of training logistics support)
Conduct of training (Plan, with major milestones, for start-up through completion of training)
Plan for evaluation of training (Plan for everyday and final evaluation of students)
Plan for overall evaluation of training (Plan to address overall facility, training plans, instructors, equipment, materials, etc.)
Development of Training Improvement Report (How continuous improvement will be conducted at facility)
Operations plan in response to a specific Task Order (Plan and schedule for recruiting, screening, training, deploying and evaluating PRS details, including support personnel and equipment)
Logistics Management Plan
Logistics Support Analysis - A review of all facilities, equipment, supplies, and materials needed to support the Task Order
Maintenance Analysis - A review of each logistics asset required to support the Task Order, that requires maintenance, i.e., description of maintenance, frequency of maintenance, maintenance manuals, maintenance facility(ies), test equipment, etc. needed, spare parts requirements, technicians needed, etc.
Maintenance Plan - How maintenance will be accomplished
Repairs Parts - What spare and repair parts will be needed to maintain availability of reparables

UNCLASSIFIED
Special Equipment Needed — What critical items, long lead time items, specially licensed/permitted items, etc. must be addressed
Transportation Plans — Any special transportation needs
Permits/Licenses, or Other Documents Required by Local National
Acquisition of All Required Logistics Assets
Arrival of Logistics Assets
Standup/Ready for Operations

C.15 FILE

APPENDIX N FIREARMS QUALIFICATION STANDARDS.DOC

APPENDIX N
(TO SECTION C)
FIREARMS QUALIFICATIONS STANDARDS
BUREAU OF DIPLOMATIC SECURITY

CURRENT SEMI-AUTOMATIC PISTOL QUALIFICATION COURSE OF FIRE

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>#Rounds</th>
<th>Time</th>
<th>Position/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25 Yards</td>
<td>2</td>
<td>6 Sec.</td>
<td>Standing, Strong Side Barricade. On command/target facing, shooters will engage target with 2 rounds, coming from the holster.</td>
</tr>
<tr>
<td>2</td>
<td>15 Yards</td>
<td>6</td>
<td>10 Sec.</td>
<td>Standing. On command/target facing, shooters will engage target with 6 rounds, coming from the holster.</td>
</tr>
<tr>
<td>3</td>
<td>7 Yards</td>
<td>12 (6+6)</td>
<td>14 Sec.</td>
<td>Standing. On command/target facing, shooters will engage target with 6 rounds, combat reload, and fire 6 more rounds, coming from the holster.</td>
</tr>
<tr>
<td>4</td>
<td>3 Yards</td>
<td>7</td>
<td>4 Sec.</td>
<td>Standing. On command/target facing, shooters will draw and fire 7 rounds, using two hands.</td>
</tr>
<tr>
<td>5</td>
<td>3 Yards</td>
<td>6 (2 x 3)</td>
<td>2 Sec. (Each Facing)</td>
<td>Standing. On command/target facing, shooters will draw and fire 2 rounds. Targets will be exposed/faced for 2 seconds. Fired three times for a total of six rounds.</td>
</tr>
<tr>
<td>6</td>
<td>3 Yards</td>
<td>7</td>
<td>4 Sec.</td>
<td>Standing, Strong Hand Only. On command/target facing, shooters will draw and fire 7 rounds using the strong hand only. Non-firing hand will be held behind the back. Upon completion, make all weapons safe, holster a safe and empty weapon.</td>
</tr>
</tbody>
</table>

THREE MAGAZINES OF 13 ROUNDS EACH (40 ROUNDS TOTAL)/FIRED ON THE DSQ-1A ("Izzy")

SCORING: Five points for each hit within the "Vital Area", four points for each hit on the silhouette outside the "Vital Area" // 200 points maximum / 160 points (80%) is minimum passing/qualifying score.

UNCLASSIFIED
Shooter must wear jacket or suit coat — which covers holster when firing this course.
Use this same Course of Fire for "Drop Holster" Requals also.

**NIGHT FIRE / LOW LIGHT FAM-FIRE COURSE OF FIRE**
The semi-automatic qual course (above) can be used for the low light/night familiarization-fire course. The only exceptions are the targets are back-lit and the targets are DSQ-1A cutouts (silhouettes). Scoring system is the same.
### COURSE OF FIRE

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>#Rounds</th>
<th>Time</th>
<th>Position/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7 Yards</td>
<td>5</td>
<td>15 Sec.</td>
<td>Standing, Shoulder Position. Shotgun loaded to the DS Carry Condition (Four rounds in the magazine tube). On facing/command/whistle, Shooters will engage target with 4 rounds and combat reload the fifth. Unload, Make the Weapon Safe.</td>
</tr>
<tr>
<td>2</td>
<td>15 Yards</td>
<td>5</td>
<td>25 Sec.</td>
<td>Standing, Shoulder Position. Shotgun loaded to the DS Carry Condition (Four rounds in the magazine tube). On facing/command/whistle, Shooters will engage target with 4 rounds and combat reload the fifth. Unload, Make the Weapon Safe.</td>
</tr>
</tbody>
</table>

**SCORING:** Ten rounds of #00 buckshot (90 pellets) total. One point per pellet hit anywhere on the body of the silhouette of the DSO-I A target. Minimum qualifying score for #00 buckshot (90 pellets) is 72 pellet hits.
**DS Qualification Course of Fire**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>#Rounds</th>
<th>Time</th>
<th>Position/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7 Yards (21 Feet)</td>
<td>5</td>
<td>15 Sec.</td>
<td>Standing, Shoulder Position. Shotgun loaded to the DS Carry Condition (Four rounds in the magazine tube). On facing/command/whistle, Shooters will engage target with 4 rounds and combat reload the fifth. Unload, Make the Weapon Safe</td>
</tr>
<tr>
<td>2</td>
<td>15 Yards (45 Feet)</td>
<td>5</td>
<td>25 Sec.</td>
<td>Standing, Shoulder Position. Shotgun loaded to the DS Carry Condition (Four rounds in the magazine tube). On facing/command/whistle, Shooters will engage target with 4 rounds and combat reload the fifth. Unload, Make the Weapon Safe</td>
</tr>
</tbody>
</table>

**SCORING:** Ten rounds of #00 buckshot (90 pellets) total. One point per pellet hit anywhere on the body of the silhouette of the DSQ-1A target. Minimum qualifying score for #00 buckshot (90 pellets) is 72 pellet hits.
DSQ-1A ("IZZY") TARGET

35"

23"
**UNCLASSIFIED**

**Position/Description**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>#Rounds</th>
<th>Time</th>
<th>Position/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 Meters</td>
<td>20</td>
<td>N/A (Fast as Possible)</td>
<td>From a Ground Mounted Weapons (bipod) Engage a Single Man-Sized Target (IPSC Target) Firing Bursts of Six to Eight Rounds. ALL Rounds Must Impact on the Target.</td>
</tr>
<tr>
<td>2</td>
<td>25-50 Meters</td>
<td>30</td>
<td>N/A (Fast as Possible)</td>
<td>While Walking Forward Towards the Target (IPSC), Engage a Single Man-Sized Target Firing Two to Three Rounds Bursts, While Moving. All Rounds Must be Fired Before Stopping at the Five Meter Line. ALL Rounds Must Impact on the Target.</td>
</tr>
<tr>
<td>3</td>
<td>25 Meters</td>
<td>20</td>
<td>N/A (On Command)</td>
<td>From a Static Standing Position, Engage TWO IPSC &quot;Shoot&quot; Targets (Numbered 1 &amp; 2) with All Rounds. There Shall be a &quot;No Shoot&quot; Target on Either Side of the &quot;Shoot&quot; Targets. Additionally, There Shall be a &quot;No Shoot&quot; Target between the &quot;Shoot&quot; Targets. (See Diagram Below) The &quot;No Shoot&quot; Targets shall face the same direction as, be on-line with, and be spaced within six inches of the &quot;Shoot&quot; Targets. The shooter shall be able to identify differences between &quot;Shoot&quot; and &quot;No Shoot&quot; Targets. The instructor shall call out the Target Numbers to be Engaged until all rounds have been expended. Targets will be engaged using Two to Three Round Bursts. ALL Rounds Must Impact on the &quot;Shoot&quot; Targets.</td>
</tr>
</tbody>
</table>

**SCORING:** Requires 70 out of 70 Hits anywhere on the IPSC Targets / No Hits on "No Shoot" Targets.

---

Diagram:

- "No Shoot" Target
- Shooters Position
- 25 Meters

---

**UNCLASSIFIED**
IPSC Target

All measurements are in centimeters

0.5cm non-scoring border around entire target
**UNCLASSIFIED COURSE OF FIRE**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>Rounds</th>
<th>Time</th>
<th>Position/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 Meters</td>
<td>20</td>
<td>N/A</td>
<td>From a Ground Mounted Weapons (bipod/tripod), Engage a Single Man-Sized Target (IPSC Target) Firing Bursts of Six to Eight Rounds. ALL Rounds Must Impact on the Target.</td>
</tr>
<tr>
<td>2</td>
<td>25 Meters</td>
<td>20</td>
<td>N/A</td>
<td>From a Vehicle Mounted Weapon (Top Gun or Low Gun), Engage One IPSC &quot;Shoot&quot; Target with all Rounds. There Shall be a &quot;No Shoot&quot; Target on Either Side Of the &quot;Shoot&quot; Target. (See Diagram Below) The &quot;No Shoot&quot; Targets shall face the same direction As, be on-line with, and be spaced within six inches Of the &quot;Shoot&quot; Target. The shooter shall be able to identify differences Between &quot;Shoot&quot; and &quot;No Shoot&quot; Targets. The instructor shall call out when the Target is to be Engaged And will do so until all rounds have been expended. Targets will be engaged using Two to Three Round Bursts. ALL Rounds Must Impact on the &quot;Shoot&quot; Targets.</td>
</tr>
</tbody>
</table>

**SCORING:** Requires 40 out of 40 Hits anywhere on the IPSC Targets / No Hits on "No Shoot" Targets.

---

Diagram:

```
\[ \text{Diagram of Shooters Position} \]
```

---

**UNCLASSIFIED**
### Qualification Course of Fire

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UNKNOWN 200 to 800 Meters</td>
<td>0.20</td>
<td>N/A (Fast as Possible)</td>
</tr>
<tr>
<td>2</td>
<td>UNKNOWN 200 to 800 Meters</td>
<td>0.50</td>
<td>N/A (On Command) (Fast as Possible)</td>
</tr>
</tbody>
</table>

**SCORING:**
- Stage 1 = Minimum of 14 out of 20 Hits on the Vehicle or within 5 Meters of the Vehicle.
- Stage 2 = Minimum of 32 out of 50 Hits on the 3 Vehicles or within 5 Meters of the 3 Vehicles, as Designated by the Instructor.
### Qualification Course of Fire

<table>
<thead>
<tr>
<th>Stage</th>
<th>Distance</th>
<th>Score</th>
<th>Time</th>
<th>Position/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UNKNOWN 200 to 800 Meters</td>
<td>16</td>
<td>(Fast as Possible)</td>
<td>From a Vehicle Mounted Weapons (Top Gun), Engage a Vehicle-Sized Target (Vehicle Hulk). No More than One Adjustment Burst is Allowed. ALL Remaining Rounds Must Impact the Vehicle or Impact the Immediate Area of the Vehicle-Within 10 Meters. Target Will Be Engaged using Three to Five Round Bursts.</td>
</tr>
<tr>
<td>2</td>
<td>UNKNOWN 200 to 800 Meters</td>
<td>32</td>
<td>(On Command)</td>
<td>From a Vehicle Mounted Weapon (Top Gun), Engage Three Vehicle-Sized Targets (Vehicle Hulks), Each at Different and Varying Distances. No More than One Adjustment Burst is Allowed for Each Target. The Instructor Will Call Out the Target to be Engaged (by Pre-arranged Numbers) and the Shooter will shift fire appropriately. This will be done until all rounds are expended. After the Initial Adjustment Rounds, ALL Remaining Rounds Must Impact the Vehicles or Impact the Immediate Area of the Vehicles-Within 10 Meters. Target Engagement will be Conducted using Three to Five Round Bursts.</td>
</tr>
</tbody>
</table>

**SCORING:** Stage 1 = Minimum of 11 out of 16 Hits on the Vehicle or within 10 Meters of the Vehicle. Stage 2 = Minimum of 22 out of 32 Hits on the 3 Vehicles or within 10 Meters of the 3 Vehicles, as Designated by the Instructor.
BUREAU OF DIPLOMATIC SECURITY

DIPLOMATIC SECURITY QUALIFICATION COURSE OF FIRE

PRE-FIRING INSTRUCTIONS: Teams will be explained the Course of Fire then given time to set up, identify the targets, and make a range card. At the end of the preparation time - time limit, team(s) will get off of their guns / optics and stand up.

TARGETS: Five targets will be required. All targets will be the same, simulating the front of a vehicle and the position occupied by a driver. Targets will be placed at 500, 600, 800, 900, and 1000 yards. Targets will be of the following dimensions and design:

SCORING: One Point per Hit in Each of the Target "Scoring Blocks" (24 x 24 & 24 x 48). Ten points possible, minimum qualifying score is eight points.
## QUALIFICATION COURSE OF FIRE

<table>
<thead>
<tr>
<th>Stage</th>
<th># of Rounds</th>
<th>Distance in Yards</th>
<th>Time Limits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02 (1 &amp; 1)</td>
<td>500</td>
<td>Prep=30 Seconds, Fire=10 Seconds</td>
<td>On Command, Team Drops Behind Gun &amp; Optics and Will Have 30 Seconds to ID/Locate 500 Yard Target &amp; Prepare to Fire. At End of 30-Second Prep Time, Team Will Have 10-Seconds to Engage Target with One Round Each into the Two “Scoring Blocks”. Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.</td>
</tr>
<tr>
<td>2</td>
<td>02 (1 &amp; 1)</td>
<td>600</td>
<td>Prep=30 Seconds, Fire=12 Seconds</td>
<td>On Command, Team Drops Behind Gun &amp; Optics and Will Have 30 Seconds to ID/Locate 600 Yard Target &amp; Prepare to Fire. At End of 30-Second Prep Time, Team Will Have 12-Seconds to Engage Target with One Round Each into the Two “Scoring Blocks”. Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.</td>
</tr>
<tr>
<td>3</td>
<td>02 (1 &amp; 1)</td>
<td>800</td>
<td>Prep=45 Seconds, Fire=14 Seconds</td>
<td>On Command, Team Drops Behind Gun &amp; Optics and Will Have 45 Seconds to ID/Locate 800 Yard Target &amp; Prepare to Fire. At End of 45-Second Prep Time, Team Will Have 14-Seconds to Engage Target with One Round Each into the Two “Scoring Blocks”. Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.</td>
</tr>
<tr>
<td>4</td>
<td>02 (1 &amp; 1)</td>
<td>900</td>
<td>Prep=60 Seconds, Fire=16 Seconds</td>
<td>On Command, Team Drops Behind Gun &amp; Optics and Will Have 60 Seconds to ID/Locate 900 Yard Target &amp; Prepare to Fire. At End of 60-Second Prep Time, Team Will Have 16-Seconds to Engage Target with One Round Each into the Two “Scoring Blocks”. Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.</td>
</tr>
<tr>
<td>5</td>
<td>02 (1 &amp; 1)</td>
<td>1000</td>
<td>Prep=60 Seconds, Fire=18 Seconds</td>
<td>On Command, Team Drops Behind Gun &amp; Optics and Will Have 60 Seconds to ID/Locate 1000 Yard Target &amp; Prepare to Fire. At End of 60-Second Prep Time, Team Will Have 18-Seconds to Engage Target with One Round Each into the Two “Scoring Blocks”. Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.</td>
</tr>
</tbody>
</table>
### Table: Shooting Stages

<table>
<thead>
<tr>
<th>Stage</th>
<th># of Rounds</th>
<th>Range in Yards</th>
<th>Time Limits</th>
<th>Description/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>03</td>
<td>100</td>
<td>B=15 Seconds G=12 Seconds</td>
<td>On Command, shooter will drop behind the gun and engage &quot;100 Yard Stationary Target&quot; with THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>1A</td>
<td>02</td>
<td>100</td>
<td>B=12 Seconds G=10 Seconds</td>
<td>One round into each circle within the prescribed time limit. &quot;Inner Circle&quot; = 1&quot; diameter. &quot;Outer Circle&quot; = 1.5&quot; diameter. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>2</td>
<td>03</td>
<td>200</td>
<td>B=18 Seconds G=15 Seconds</td>
<td>On Command, shooter will drop behind the gun and engage &quot;200 Yard Stationary Target&quot; with THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>2A</td>
<td>02</td>
<td>200</td>
<td>B=15 Seconds G=13 Seconds</td>
<td>&quot;Multiple Targets&quot;. One round into each circle within the prescribed time limit. &quot;Inner Circle&quot; = 2&quot; diameter. &quot;Outer Circle&quot; = 3&quot; diameter. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>3</td>
<td>03</td>
<td>300</td>
<td>B=21 Seconds G=18 Seconds</td>
<td>On Command, shooter will drop behind the gun and engage &quot;300 Yard Stationary Target&quot; with THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>3A</td>
<td>02</td>
<td>300</td>
<td>B=18 Seconds G=16 Seconds</td>
<td>&quot;Multiple Targets&quot;. One round into each circle within the prescribed time limit. &quot;Inner Circle&quot; = 3&quot; diameter. &quot;Outer Circle&quot; = 4.5&quot; diameter. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>4</td>
<td>03</td>
<td>400</td>
<td>B=27 Seconds G=24 Seconds</td>
<td>On Command, shooter will drop behind the gun and engage &quot;400 Yard Stationary Target&quot; with THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>4A</td>
<td>02</td>
<td>400</td>
<td>B=24 Seconds G=22 Seconds</td>
<td>&quot;Multiple Targets&quot;. One round into each circle within the prescribed time limit. &quot;Inner Circle&quot; = 4&quot; diameter. &quot;Outer Circle&quot; = 6&quot; diameter. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>5</td>
<td>03</td>
<td>500</td>
<td>B=33 Seconds G=30 Seconds</td>
<td>On Command, shooter will drop behind the gun and engage &quot;500 Yard Stationary Target&quot; with THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.</td>
</tr>
<tr>
<td>5A</td>
<td>02</td>
<td>500</td>
<td>B=30 Seconds</td>
<td>&quot;Multiple Targets&quot;.</td>
</tr>
<tr>
<td></td>
<td>G</td>
<td>B</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>28</td>
<td>36</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>6B</td>
<td></td>
<td>28</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>6A</td>
<td></td>
<td>28</td>
<td>33</td>
<td></td>
</tr>
</tbody>
</table>

- **G=28 Seconds**: One round into each circle within the prescribed time limit.  
  - "Inner Circle" = 5" diameter.  
  - "Outer Circle" = 7.25" diameter.  
  - Scoring is 2 points inside the circle and zero points anywhere else.

- **B=36 Seconds**: On Command, shooter will drop behind the gun and engage "600 Yard Stationary Target"  
  - With THREE Rounds within prescribed time limit.  
  - Scoring is 2 points inside the circle and zero points anywhere else.

- **B=33 Seconds**: "Multiple Targets"  
  - One round into each circle within the prescribed time limit.  
  - "Scoring Circle" = 7.5" diameter.  
  - Scoring is 2 points within "scoring" circle, zero points anywhere else.

---

**Scoring**: 30 Rounds Total/60 Points Maximum/Minimum Qualifying is 48 Points.

*Confirm Zero, as Needed, Prior to Shooting Qualification Course.*
PRE-FIRE:  Teami will be given time prior to the beginning of the course to locate/identify targets and make a range card. Shooter preparation time will be given before each and every stage of fire. At the end of each shooter preparation time period, the SWS will remain in place and the Observer can remain in place behind his optics, but the Shooter will get into the “Front-Leaning-Rest” (Push-Up) Position behind his gun. On command, the shooter will drop behind his gun and engage the target with the prescribed number of rounds within the prescribed time limit.

Shooter Preparation Time will be as follows:

<table>
<thead>
<tr>
<th>Distance (Yards)</th>
<th>Time (Seconds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Yards</td>
<td>30 Seconds</td>
</tr>
<tr>
<td>200 Yards</td>
<td>30 Seconds</td>
</tr>
<tr>
<td>300 Yards</td>
<td>45 Seconds</td>
</tr>
<tr>
<td>400 Yards</td>
<td>45 Seconds</td>
</tr>
<tr>
<td>500 Yards</td>
<td>50 Seconds</td>
</tr>
<tr>
<td>600 Yards</td>
<td>60 Seconds</td>
</tr>
</tbody>
</table>

TARGETS:  Targets will be set up in lanes and off-set. Targets will be emplaced at 100, 200, 300, 400, 500, and 600 yards. Targets shall be set up in the manner illustrated on the following two pages. The actual targets (“scoring circles”) can be provided if needed.
TARGET LAY-OUT

2' x 3' Cardboard "Backers"

100 YARDS

200 YARDS

300 YARDS

400 YARDS
APPENDIX G

SPECIFICATIONS FOR CONTRACTOR FURNISHED TRAINING CAPABILITY

1. Facility
The Contractor furnished facility shall include all ranges, tracks, classrooms, and supporting equipment and materials necessary to satisfactorily complete all required training, including such considerations as the following:

- The facility shall be conducive to quality personal protection security services training.
- Training classrooms shall be properly climate controlled.
- All audio/video equipment provided, including computer-controlled projection equipment must be compatible with MS PowerPoint.
- Must include multi room, multi-building equipped facility to allow for Defensive Tactics (DT), Close Quarter Battle (CQB), Protective Security (PRS) training scenarios.
- Facility must be discrete.
- Facility equipped with document reproduction capability sufficient to support normal student throughput.

2. Location
The training facilities must be in the continental United States (CONUS). Unless specified by Task Order, there may be more than one geographical site.

3. Facility Ownership
The facility may be owned by the Contractor, leased by the Contractor, or provided to the Contractor by subcontract.

4. Training Throughput Capability
   a. The Contractor furnished training capability shall support a normal throughput of one training group per month. A training group may consist of up to thirty (30) students.
   b. The training capability shall be able to ramp up to two training groups per month (total throughput of 60 students) within 60 days of being tasked by DS. The higher rate of throughput shall be maintained throughout the rest of the contract if so requested by DS.
DS Training Curriculum/Diplomatic Security Training Center (DSTC) Lesson Plans/Contractor Training Plans

Curriculum

a. The outline of the DS training curriculum is provided in Attachment I to this appendix.

b. Only DS approved training curriculum and DSTC Lesson Plans shall be used for training in DS personal protection security procedures.

c. The Contractor shall maintain and update the training curriculum as follows:
   - Minor updates shall be at Contractor expense
   - Major updates shall be subject to negotiation between DS and the Contractor

5.2 Lesson Plans

The Contractor shall develop Training Plans that satisfy the DS Training Curriculum and (Attachment 1 to Appendix G. In the case of conflict the DSTC Training Curriculum takes precedence over the Contractor Training Plans.

5.3 Contractor Training Plans

Using the DS training curriculum as a source, the Contractor shall develop training plans for all of the courses described in this statement of work. The Contractor training plans shall satisfy the following specifications for format, and content.

5.3.1 Contractor Training Plan Format

Training Plans, prepared in accordance with Task Order instructions, shall be equal to or better than those used by DSTC. (See Attachment I to this appendix for a sample of a training schedule incorporated into training plans.) The Contractor shall develop two versions of each training plan. One version shall be the participant’s version. The other shall be the instructor’s version. The instructor’s versions of the training plans shall provide guidance to the instructors, e.g., teaching points (points to be emphasized), special instructions, safety reminders, placement of slides/viewgraphs or other material and/or equipment. These notes shall be inserted where appropriate throughout the training plans. Note: Best practice indicates that Instructor’s Notes should be inserted into boxes formatted with a border and a 10% grey shading to make them stand out and easily read.

5.3.2 Content

The Training Plans shall, at a minimum, address the following:

A. What is the subject of the instruction?

B. How will course be introduced? This section shall contain opening statements, the instructor’s background, benefits of the subject to the student, and a training overview.

C. What are the terminal and enabling performance objectives? (What must student(s) know or perform at the end of this period of instruction?)

D. What is each of the module learning objectives? (What must the student know or be able to perform at the end of each chapter, each teaching point to be covered, and schedule of activities?)

E. Who are the students?

F. What is the maximum or minimum number of students?

G. How much time is required to deliver this instruction?

H. What is the method of instruction? (This must be an explicit, step by step description of the set-up and conduct of the training)

I. Description of exercises. Each module shall indicate whether or not there are any chapter exercises. If there are any exercises, a step-by-step description of the exercises shall be provided, including practical (classroom) and/or laboratory or field exercises to be conducted. The descriptions shall include the complete exercise scenario, standards, exercise conditions, and pass/fail criteria. The enabling objectives that the exercises support must be clearly identified. If there is no practical exercise in the chapter, the word “NONE” shall be written. If there is no laboratory or field exercise in a chapter, the word “NONE” shall be written.

J. Each module must indicate whether or not there is an assignment that supports the main teaching points of the chapter. If there is a module assignment, it shall be described in detail. If there is no assignment in this section, the word “NONE” will be written.

K. What types of locations are required?

L. What equipment/logistics are needed?

M. What audio/visual media are used?

N. What audio/visual equipment is needed?

O. What kind of training aids and materials are needed?
How many instructors/assistants are needed?

What method of evaluation is used?

Does the Training Plan clearly portray a picture of the teaching events?

Examples, personal experiences, etc. the instructor uses to supplement the lesson.

Note: Instructors may personalize training plans for the following reasons:

1. Reminders to employ specific instructional techniques to enhance the lesson.
2. Relate personal experiences.
3. Add examples or analogies to clarify difficult teaching points. Personalization must be accomplished without deviating from the approved course of instruction.

5.4 Changes

The Contractor may submit in writing suggested improvements to the DSTC Lesson Plans. If the CO or COR approve the suggestions, the Contractor will be so notified in writing. The Contractor shall not change lesson plans or training plans unless approved by the CO or COR in writing.

5.4.1 DS Training Curriculum and DSTC Lesson Plans

Only DS may authorize changes to the DS curriculum and DSTC Lesson Plans.

5.4.2 Contractor Training Plans

Changes to DS approved Contractor training plans shall be made only with prior approval of the COR.

6. Training Facility Staff

6.1 Director of Training

The Contractor shall assign a person to manage the Contractor's overall training capability. This person shall:

- Be experienced in establishing and maintaining a qualified instruction staff.
- Have a minimum of five (5) years experience in managing multi-year, PARS type (firearms, defensive driving, etc.) training efforts in support of federal government contracts.
- Have a minimum of eight (8) years experience in protective security assignments. This experience and background may have been gained in any of the following organizations:
  - U.S. Department of State Diplomatic Security Service
  - U.S. Secret Service
  - U.S. Federal Agencies, e.g., FBI (Former special agents with protective security background)
  - U.S. Special Operations Forces
  - U.S. Military
  - Commercial executive protection services with military or police background
  - Law enforcement experience
  - U.S. Military Police/Criminal Investigation Division
  - Local and state law enforcement agencies with Emergency Services Unit, Special Weapons, and Tactical training

At least three (3) of the above years of experience must have been in a supervisory capacity.

6.2 Lead Instructors/Subject Matter Experts

The Contractor shall provide a cadre of lead instructors ("instructors of instructors") who are fully qualified subject matter experts (SMEs) in each of the subjects identified in the outline of the DS training curriculum in Attachment I to this appendix. Lead instructors may be a fully qualified SME in more than one subject, but as a minimum, a lead instructor must be a fully qualified SME in at least one subject.

Note: Lead Instructors may be used as instructors at the Contractor’s training facility(ies).

6.3 Training Plan Developers/Maintainers

Expected that the Contractor provided lead instructors shall be those Contractor personnel responsible for development and maintenance of the Contractor Training Plans (see 5.4.2, above.)

6.4 Support to DS and DSTC

(Not Used)
Lead Instructor Qualifications

4.1 Protection (Motorcade, PRS)

Lead Protective Instructors shall have:

- A minimum of five (5) years of instructional experience in their field of expertise and anti-terrorist techniques
- Current experience in the methods and operations of terrorist groups in conducting attacks
- Worked on a protective security detail two (2) years or more, or successfully held the position of responsibility for a detail, such as, Agent in Charge (AIC) or Shift Leader (SL)

6.5.2 Special Skills

Lead Special Skills Instructors shall have a minimum of five (5) years of instructional experience in their field of expertise, e.g.,

- firearms, vehicle dynamics, CQB, defensive tactics, medical, counter terror driving, chemical/biological, etc.

7. Instructors

**Note:** DS will observe and critique the skills of the Contractor instructors.

7.1 Instructor Qualifications

Only fully qualified instructors shall conduct training at the Contractor furnished training facility(ies). The Contractor shall submit resumes for all Contractor instructors to the designated DS contracting officer representative (COR). The resumes shall be completed using the standard resume form displayed in Attachment 2 to Appendix G.

**Note:** The Contractor shall not use any instructors until their resumes are approved by DS.

7.1.1 Minimum qualifications for instructors are as follows:

a. Can provide verifiable evidence of successful training and work experience.

b. Evidence of formal certification as an instructor in necessary areas, such as, firearms, DT, CQB, detail driver, explosives, etc.

c. Worked on other U.S. federal, state or local government personnel protection service details. Working on a detail must include full participation in the “diamond” on a detail (close in protection).

d. Successfully completed USG protection detail training.

7.2.1 Desirable qualifications include:

a. Lower level. Worked on DS detail in Bosnia, Kabul, Haiti, Iraq, Gaza, or West Bank as a Contractor for at least one (1) year.

b. Upper level. Worked on a DS detail two (2) years or more, and successfully held the position of responsibility for a detail, such as, Agent in Charge (AIC) or Shift Leader (SL).

**Note:** All Contractor-provided firearms training personnel shall demonstrate the DS firearms procedures and techniques (live fire) to the DSTC Firearms Training Unit (FTU). The firearms training instructors shall meet all DS firearms instructor qualification standards (see Appendix (N)).

7.3 Instructor to Student Ratios

For practice exercises, the Contractor shall maintain an instructor to student ratio of one to four (1 to 4) at all times. The Vehicle Dynamics and Defensive Driving Techniques require the instructor to student ratio of one to three (1 to 3) for Vehicles Dynamics and Defensive Driving Techniques must be followed.

7.4 Support Personnel

a. For Attack on Motorcade. The Contractor shall provide eight (8) training support personnel (in addition to instructors) for each training exercise. This includes those acting as terrorists, bystanders, etc.

b. For attack on Principal (e.g., walking). The Contractor shall provide twenty (20) training support personnel (in addition to instructors) for each training exercise. This includes those acting as terrorists, bystanders, etc.

8. Facility(ies)

The Contractor training capability shall include the following facility(ies):

A variety of ranges
Road Course
Explosives/pyrotechnics range
Classroom
Observation building
Storage vault
Storage building

If, two or three courses will be conducted concurrently, simultaneous use of multiple Contractor provided ranges may be required. For reasons of personnel safety, if the ranges are within close proximity (200yd radius) of each other, no other Contractor clients will use any of the vacant ranges.

The facility(ies) shall provide all of the characteristics required to demonstrate and/or practice all of the activities or techniques that will be addressed in the DS training curriculum. For instance, the facility must provide adequate places for cover and concealment by terrorists; the road course must contain a variety of hills and turns to demonstrate vehicle dynamics.

8.1 Ranges
The Contractor provided ranges shall meet the following specifications:

Firing Ranges Specifications
- A minimum 100 yard range with fifteen (15) firing points and fifteen (15) movable target stands
- A minimum 100 yard steel plate range with two (2) firing points (minimum of six steel reactive plates per firing point) and one stand-a-lane steel reactive plate placed between the two firing points
- A minimum fifteen (15) firing point 100 yard live fire range to handle up to M855 ("greentip") 5.56 ammo

Drive and Shoot Range Specifications
- A minimum of 50 yards of straight, drivable terrain to include vehicle turn-around areas at each end
- Drivable terrain shall be flat and consist of road gravel or hard paved surface
- A safe firing range, at least twenty (20) yards wide and fifteen (15) yards deep, located at the midway point of the drive area and a minimum of six (6) movable target stands with attached backers, set up on the firing range

Note: Range width measurements shall be from the side berm to side berm, and depth measurements shall be from the backstop to the front edge of the side berm.

Live Fire or Simunition Shoot House Specifications
- Minimum of three (3) separate rooms with entry doors
- Constructed in such a manner that no fired rounds can penetrate through interior walls into another room, nor penetrate through exterior walls or windows to the outside
- Minimum of two (2) pieces of furniture shall be in each room, e.g., sofa and chair in living room, chair and bed in bedroom, etc.
- All rooms shall be electrically lighted and shall operable, wall-mounted light switches that approximate the same location and height as a normal residence or office.

8.2 Road Course
The Contractor shall provide a safe (defined below), paved, two lane, asphalt, or concrete road course meeting the following specifications:

a. A minimum of 1.25 miles in length

b. To induce multi-vehicle handling situations, the course must have:

(1) Straight-aways
(2) Flat sections
(3) Uphill and downhill sections
(4) One section suitable for at least 90+ MPH emergency speeds
(5) Uphill turn
(6) Downhill turn
(7) Constant radius turn
(8) Increasing and decreasing radius turns
(9) Flat turn
(10) Negative and positive camber turns

UNCLASSIFIED
(11) S-turns
(12) Two turns which can be constantly covered with water when required

c. Shoulders of the two-lane road-course shall be of natural terrain, i.e., gravel, dirt, grass, to allow students to sense off the road surfaces and experience the loss of vehicle control due to differing conditions. This will also allow the student to employ proper off-road recovery techniques to regain control and safely re-enter the road.

d. The driving facility shall also have a separate safe skid pad capable of being completely flooded with water for instructing over and under-steer skid control.

e. The road course shall have natural foliage and/or natural terrain cover and concealment areas along straight-aways and turns to allow for realistic surprise, vehicle and on-foot attack, and ambush scenarios.

f. At multiple locations on the road course/facility, the Contractor must be able to accommodate the application of various pyrotechnic explosives used in attack scenarios.

Note: “Safe” is defined as free of hazards such as broken pavement, potholes, road-edge drop-offs of more than eight (8) inches, trees, barriers, ditches, or any dangerous obstructions too close to the road course.

8.3 Explosives/Pyrotechnics Facility

The facility must include an explosive/pyrotechnics facility that supports the use of explosives/pyrotechnics during training exercises.

Specifications

- A minimum of 75 yards from detonation point to observation building
- Capability to detonate a maximum of one-half pound of various explosive material
- One inoperable, but undamaged, vehicle provided at detonation point for explosive demonstration purpose
- A fifty (50) foot area around the detonation point cleared of all foliage or other flammable material

- The facility shall meet or exceed all 27 CFR Part 55, Federal Explosives Law and Regulations.

8.4 Classroom

The Contractor-provided facility(ies) shall include a classroom that meets the following requirements:

a. Climate-controlled.

b. Seating, with writing surfaces for 30 students (with ability to ramp up to 60 students).

c. As a minimum, equipped with the following:

   (1) One VCR/DVD
   (2) One monitor
   (3) One overhead projector
   (4) One 35mm slide projector
   (5) One projection screen
   (6) One blackboard or dry erase marker board

8.5 Observation Building for Demolition

The Contractor shall provide an explosives observation building for explosives/pyrotechnics training.

Specifications

- Allows unobstructed view for a minimum of twenty (30) students
- Front facing and roof shall be constructed so that blast fragments shall not penetrate to the inside
- Front viewing window(s) shall be blast fragmentation resistant material

8.6 Storage Vault

The Contractor shall provide a storage vault for the storage of weapons and explosives.

Specifications

Size:

- A vault or room within a vault to be partitioned off and locked with a DS-approved padlock
Minimum size is 64 square feet, with a minimum of eight (8) linear feet uninterrupted by corners or angles

Minimum height of six (6) feet

27 CFR Part 55 (Commerce in Explosives) Requirements

General Storage Para 55.201(a)(1)
Outdoor magazines shall be bullet resistant, fire resistant, weather-resistant, theft-resistant, and ventilated. The magazines shall be supported to prevent direct contact with the ground and, if less than one cubic yard in size, must be securely fastened to a fixed object. The ground around the magazine shall slope away for drainage or other adequate drainage provided. When unattended, vehicular magazines must have wheels removed or otherwise effectively immobilized by kingpin locking devices or other methods approved by DS.

Inspection (Para. 55.204)

Any person storing explosive materials shall inspect his magazine at least every seven (7) days. The inspection shall include a determination of theft or tampering.

Magazine Type

The storage vault shall be a Type 2 Magazine (Para. 55.208)
Exterior surface: Minimum thickness 1/4" steel, lined with 2" minimum hardwood
Locks: Must have two (2) mortise locks, or two (2) padlocks (five tumblers, minimum 1/4" steel hood to prevent tampering/tying)

Table of Distances for Storage of Explosive Material (Para. 55.218)

<table>
<thead>
<tr>
<th>Weight (Pounds)</th>
<th>Barricaded</th>
<th>Un-barricaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>70 feet</td>
<td>140 feet</td>
</tr>
</tbody>
</table>

Smoking and Open Flame (Para. 55.212)

No smoking within 50 feet

Note: The weapons vault shall be reserved for the exclusive use of DS.

8.7 Storage Building

The Contractor shall provide one storage building for the exclusive use of DS.

Specifications:

- Sited at a location adjacent to, or convenient to the weapons storage vault
- Constructed of wood, brick, concrete block, or metal
- A minimum of 144 square feet, with a minimum of twelve (12) linear feet uninterrupted by corners or angles, and a minimum depth of twelve (12) linear feet uninterrupted by corners or angles
- Minimum center height of six (6) feet
- For year-round use by DS for storage of non-hazardous USG inventory/equipment, such as, targets, target stands, cleaning equipment, target backings
- Constructed and placed to prevent interior water damage
- Capable of being secured with a DS-provided padlock

8.8 Target Stands/Range Setup

Prior to each course offering, the Contractor shall:

- Ensure that all target stands are in good repair and completely usable (i.e., target stands are upright and not excessively damaged by previous firearms training).
- Set up ranges as follows:
  - 100 Yard Range
    - Fifteen (15) target stands (with cardboard backers attached, on each firing line)
    - Distances marked at 3, 7, 15, 25, 50, and 100 yard line
Five (5) spare target stands in reserve (with cardboard backers attached)
All trash and dangerous materials, such as sharp objects, removed
Grass mowed, if applicable

50 Yard Steel Plate Range
Plate stands in place
All plates in operable condition
All trash and dangerous materials, such as sharp objects, removed
Distances marked at 15, 25, and 50 yard lines
Grass mowed, if applicable

Drive and Shoot Range
Six (6) target stands, with cardboard backers attached, in place on range
Three (3) spare target stands in reserve, (with cardboard backers attached)
Road graded and in drivable condition
A serviced, operational, and ready drive and shoot vehicle

Live Fire or Simunition Shoothouse
All trash removed
Floors swept and free of debris
All unsafe/sharp objects removed from floors, walls, furniture, etc.
Required furniture in place

Explosive Range
All debris removed
Grass mowed, if applicable

9. Training Program Acceptance

a. Overall Training Program. Prior to approval for operation of the training capability, the Contractor shall successfully demonstrate the personal protection training program capability to DS. If the Contractor furnished capability involves more than one the demonstration shall be completed at each site. If the Contractor subcontracts for any part of the training capability, the demonstration shall include all parts that are subcontracted.

b. Instructors. At the beginning of performance under the Task Order, and for every new instructor proposed by the Contractor, the Contractor furnished instructors shall be evaluated by DS for the following:
   - Their knowledge of the topic(s)
   - Their skill in conducting training
   - Their conformance to the DS personal protection training curriculum

The evaluation of the initial Contractor furnished trainers (beginning of contract) may be incorporated into the demonstration of the Contractor’s overall training capability.

10. Training Logistics

10.1 Training Vehicles
All vehicles required for training shall be furnished by the Contractor

10.2 Motorcade
The Contractor shall furnish three (3) vehicles for each twelve (12) student group. The vehicles shall comfortably accommodate a maximum of three (3) students per vehicle.

The training vehicles shall be Chevrolet Suburbans. The vehicles may be new or used. They shall:
   - Not be more than three (3) years old
   - Not have been driven more than 50,000 miles
   - Have V8 engines
   - Be a two wheel or four wheel drive

Vehicles shall be kept in operable condition during the training course or replacement vehicles shall be available (no more than five (5) minutes of student downtime shall be allowed due to inoperable vehicles.

10.3 Vehicle Dynamics/Defensive Driving
a. The Contractor shall furnish five (5) vehicles for each fifteen (15) student group. The vehicles shall comfortably
b. The training vehicles shall be Chevrolet Caprice or Ford Crown Victoria 4 door sedans. The vehicles may be new or used. The vehicles:
   - Shall not be more than three (3) years old
   - Shall not have been driven more than 50,000 miles
   - Shall have V8 engines
   - Shall be two wheel or four wheel drive

10.4 Driving Familiarization

a. The Contractor shall furnish five (5) vehicles for each fifteen (15) student group. The vehicles shall comfortably accommodate three (3) students per vehicle and one instructor.

b. The vehicles may be new or used. The vehicles:
   - Shall not be more than three (3) years old
   - Shall not have been driven more than 50,000 miles
   - Shall have V8 engines
   - Shall have two wheel or four wheel drive

c. Vehicles shall be kept in operable condition during the training course or replacement vehicles shall be available (no more than five (5) minutes of student downtime shall be allowed due to inoperable vehicles.

d. While these driving familiarization training vehicles are not required to be armored, the vehicles shall be weighted, and the weight distributed such that the vehicles react dynamically similar to the PPS armored Suburbans.

Decoy Training Vehicles

The Contractor shall provide all decoy training vehicles (See Attachment 1).

Decoy training vehicles shall be fully operable and safe to operate.

11. Communications

a. The Contractor shall furnish radios for all students, instructors, and training support personnel to permit inter-personnel radio communication during training exercises.

b. The Contractor shall furnish additional radios amounting to 20% of the radios required to satisfy 9.a above.

c. The Contractor shall furnish a radio base station to support the training exercises.

d. The radios shall be compatible with compatible base station and standard PRS surveillance kit.

If required by Task Order, the Contractor shall conduct training on the use and maintenance of the following radios:

Note: The Contractor may subcontract training on these radios to the Original Equipment Manufacturers (OEM).

12. Training Aids

Note: Certain training aids, e.g., weapons, ammo, explosives may require the Contractor to obtain DS authorization letters to be able to purchase the equipment/material. The procedure for obtaining such letters will be provided immediately after contract award.

12.1.1.1 Real:

<table>
<thead>
<tr>
<th>Weapon</th>
<th>Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>
12.1.2 Prop—"Red Guns" (Dummy, non-firing training weapons)

<table>
<thead>
<tr>
<th>Weapon</th>
<th>Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glock 9mm</td>
<td>30</td>
</tr>
<tr>
<td>AK47</td>
<td>10</td>
</tr>
<tr>
<td>Shotgun, 12 gauge</td>
<td>15</td>
</tr>
</tbody>
</table>

* The Contractor shall provide a 29% reserve for each kind of weapon
** Including (1) Upper sections to convert from live fire to simmunitions and (2) SOP Mod Kit for every

Note: A complete SOP Mod Kit is not required. The following will be required for each

- RAS
- Vertical fore-grip
- Detachable carrying handle with sight assembly
- ACOG TA47-2
- Sling
- 4 x 30-round magazines
- Surefire 951C

12.2 Ammunition

a. Live fire. The Contractor shall furnish all live fire ammunition required for the training exercises. Live fire ammunition shall be as follows:

<table>
<thead>
<tr>
<th>Weapon</th>
<th>Ammunition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glock 9mm</td>
<td>124 grain ball, 9mm</td>
</tr>
<tr>
<td></td>
<td>124 grain Hydrashok, 9mm</td>
</tr>
<tr>
<td>AK47</td>
<td>62 grain green tip, 5.56mm (M855)</td>
</tr>
<tr>
<td>870M</td>
<td>7.62mm x 39mm</td>
</tr>
</tbody>
</table>

a. Simmunitions or UTM. The Contractor shall furnish all simmunitions or UTM required for the training exercises.

12.3 Munitions

The Contractor shall procure, transport, receive, store and account for all pyrotechnics and explosives required for training in accordance with DS training curriculum.

The Contractor shall obtain and maintain all required facility qualifications and ratings required by statute, Federal, state and local regulations, and DS requirements for the procurement, transportation, receipt, storage, use (ignition), and cleanup of pyrotechnics and explosives.

The Contractor shall furnish masks and throat protectors for all students.

12.4 Special Facility/Rooms/Equipment

a. The Contractor shall furnish a mat room(s) sufficient to support the normal student throughput. The mat room(s) shall be furnished/equipped to support the exercises required in the DSTC Lesson Plans.

b. The Contractor shall provide a striking dummy(ies) sufficient to support the required student throughput.

13. Miscellaneous Equipment

a. Fire Extinguishing Equipment. The Contractor shall provide on-site fire suppression equipment suitable for suppressing a vehicle fire, and personnel trained in its operation.

b. Emergency Medical. The Contractor shall provide on-site emergency medical equipment and personnel trained in the treatment of injuries associated with vehicular, firearms, and explosives accidents.

c. Telephone. The Contractor shall provide an operable telephone for use by DS personnel for placing authorized long distance calls to the Washington, DC area.
d. Miscellaneous Gear. The Contractor shall provide all other miscellaneous gear, such as, but not limited to:

- Holsters
- Handcuffs
- Fanny packs
- All blank firing firearms,
ATTACHMENT 1
(TO APPENDIX G, SECTION C)

1. Outline of DS Training Curriculum

The following outline provides identification of the subject areas addressed in the DS training curriculum, what the training candidate must be able to demonstrate as a result of participating in the training, and the hours of the program of instruction.

2. Subjects

2.1 Organization of a Personal Protective Service Detail

Candidate shall demonstrate a working knowledge of the duties, organization, responsibilities, and position nomenclature within a personal protective service detail. (This includes):

2.2 Terrorist Operations

Candidate shall demonstrate general working knowledge of the terrorist attack style and specific knowledge about terrorist groups (indigenous or transnational) operating at post.

2.3 Formations

Candidate shall demonstrate:

- Functional knowledge of the following protective formations:
  - One man escort detail
  - Two man escort detail
  - Proper formations and positioning during:
    - Fence line
    - Press conference
    - Speech
    - Receiving lines
  - Proper deployment procedures during arrival and departure scenarios
  - Understand and implement basic protective doctrine of "sound off, cover, and evacuate" during attack on protective drills

2.4 Motorcade Operations

Candidate shall:

- Demonstrate knowledge of DS tactical motorcade operations terms and procedures
- Understand and implement motorcade immediate action drills, i.e.,
- Understand and demonstrate use of
- Demonstrate knowledge of anti-terrorism driving skills

2.5 Protective Security Advances

Candidate shall:

- Demonstrate an understanding of the duties and responsibilities of a site advance agent
- Demonstrate ability to
- Demonstrate ability to conduct a site advance in accordance with DS procedures (12 FAH-2)
- Demonstrate an ability to write a site survey in an approved DS format
- Demonstrate an ability to perform a hospital survey
<table>
<thead>
<tr>
<th>Radio Procedures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate shall demonstrate:</td>
<td>67E</td>
</tr>
<tr>
<td>Knowledge of DS radio procedures, terms for arrivals and departures, motorcade operations, and advances</td>
<td></td>
</tr>
<tr>
<td>Ability to correctly operate a radio</td>
<td></td>
</tr>
</tbody>
</table>

2.7 Countermeasures

Candidate shall demonstrate an understanding for protective security countermeasures and their methods of use for the following:

<table>
<thead>
<tr>
<th>Emergency Medical Training</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate shall demonstrate:</td>
<td>67E</td>
</tr>
<tr>
<td>An understanding of, and capability to, perform basic emergency life support and first aid/CPR</td>
<td></td>
</tr>
<tr>
<td>An ability to render first aid treatment to victims of a chemical or biological attack</td>
<td></td>
</tr>
</tbody>
</table>

2.8 Firearms Shooting Proficiency

Candidate shall demonstrate:

| Acceptable proficiency in the use and handling of all issued personal firearms, to include handguns and shoulder-fired weapons | B7(E) |
| Knowledge of the DS deadly force policy |  |
| Qualification to DS or Contractor standards, whichever is the higher standard, on the weapons identified in Appendix E, Section 11 |  |

Note: Proficiency with the Glock 19 pistol includes concealed carry with belt/hip, and cross-draw holsters

2.9 Driver Training

Candidate shall demonstrate acceptable proficiency in all of the following driving situations.

| Instructors shall be in the vehicles with the students during all Vehicle Dynamics, Evasive Maneuvers, and basic motorcade operations exercises. |  |
| Vehicle Dynamics |  |
| Serpentine |  |
| Braking (threshold non-ABS) |  |
| Braking (with ABS) |  |
| Braking and Turning (accident avoidance) |  |
|Turning and Braking |  |
| Skid control |  |
| Emergency and Speed Transitional driving using full road surface and then travel lane only |  |
| Drive from right front seat |  |

<table>
<thead>
<tr>
<th>Basic Motorcade Operations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DS tactical motorcade operations, terms and procedures</td>
<td>67E,F</td>
</tr>
<tr>
<td>Motorcade immediate action drills</td>
<td>67E,F</td>
</tr>
</tbody>
</table>
Defensive Tactics

- Candidate shall demonstrate functional knowledge in basic survival skills in defensive tactics, including:
  - Fundamentals of survival skills for non-lethal and lethal force situations
  - Basic strikes
  - Takedowns
  - Control techniques using pressure points and j-point manipulations
  - Weapons retention and takeaways
  - Applications of intermediate weapons using the straight baton and OC spray
  - Defense against weapon attacks

Land Navigation and Equipment

- Candidate shall demonstrate:
  - Functional knowledge and proficiency in:
    - Basic map reading
    - Terrain feature identification
    - Determining grid coordinates using military grid reference system
    - Use of lensatic compass
    - Use of GPS chart/plotting receivers
    - Ability to mark waypoints, plot routes
    - Perform basic navigation with designated handheld GPS devices
## SAMPLE TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Firearms</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700 - 0800</td>
<td>Gear issue, Overview Safety Brief, Deadly Force</td>
<td>Classroom</td>
<td>Classroom</td>
</tr>
<tr>
<td>0800 - 0900</td>
<td>Review:</td>
<td>Classroom</td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Glock 19 Pistol (Dummy Ammo)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Load/Unload/Reloads/Immediate Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concealed Carry Draw &amp; Presentation/Re-holster</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disassembly/Care &amp; Cleaning/Assembly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Handgun Marksmanship (As Needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0900-1000</td>
<td>Live Fire:</td>
<td>Range</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Glock Firing Drills (CC Belt Holster)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grouping/Slow Fire/5, 7, 15, 25 Yards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000-1100</td>
<td>Review:</td>
<td>Classroom</td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Glock Firing Drills (CC Belt Holster)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grouping/Slow Fire/5, 7, 15, 25 Yards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 - 1145</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1145 - 1230</td>
<td>Live Fire:</td>
<td>Range</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Zeroing the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Iron Sights (Tri-Fire/36 Yards)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1230 - 1330</td>
<td>Live Fire:</td>
<td>Range</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Zeroing the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Iron Sights (Tri-Fire/36 Yards)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1330 - 1400</td>
<td>Live Fire:</td>
<td>Range</td>
<td>Range/</td>
</tr>
<tr>
<td></td>
<td>Qualification Course for Practice (Not For The Record)</td>
<td></td>
<td>For The Record</td>
</tr>
<tr>
<td>1400 - 1545</td>
<td>Live Fire:</td>
<td>Range</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Post Qual &quot; Firing Drills – Iron Sights</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Burst Fire Drills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transition Drill</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multiple Target</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step and Shoot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1545 - 1600</td>
<td>Range Cleanup/Maintenance</td>
<td></td>
<td>Range</td>
</tr>
</tbody>
</table>

### Logistics:
- **Day One Weapon Requirements:**
  - 25 Glock 19 Pistols w/belt Holsters
- **Ammo Requirements:**
  - 9mm Ball = 125 Rounds per Shooter,
  - 5.6mm Ball (M855) = 500 Rounds Per Shooter
  - 100/Glock 19 and
  - 100 Dummy Ammo Rounds for 9mm Pistol
  - 100 Dummy Ammo Rounds for Rifle

---

**B7(E)**

---

**UNCLASSIFIED**
### Day 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0730 - 0745</td>
<td>Review: Firearms Safety</td>
<td>Classroom</td>
</tr>
<tr>
<td>0745 - 0830</td>
<td>Review: Glock 19 (Dummy Ammo) Lead/Unload/Reloads/Immediate Action</td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Concealed Carry Draw &amp; Presentation/Re-holster</td>
<td></td>
</tr>
<tr>
<td>0830 - 0930</td>
<td>Live Fire: Glock Firing Drills (CC Belt Holster)</td>
<td>Range</td>
</tr>
<tr>
<td>0930 - 0945</td>
<td>Live Fire: DS Pistol Qualification Course (CC Belt Holster)</td>
<td>Range (For the Record)</td>
</tr>
<tr>
<td>0945 - 1145</td>
<td>Live Fire: Glock &quot;Post Qual&quot; Firing Drills (CC Belt Holster) Point Shooting/Failure Drills/Multiple Targets/Discrimination Shooting</td>
<td>Range</td>
</tr>
<tr>
<td>1145 - 1230</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1230 - 1300</td>
<td>Review: Zeroring the gun</td>
<td>Classroom</td>
</tr>
<tr>
<td>1300 - 1345</td>
<td>Live Fire: Firing Drills</td>
<td>Range</td>
</tr>
<tr>
<td>1345 - 1515</td>
<td>Live Fire: Post Qual Firing Drills Turn &amp; Shoot/Shoot while moving - Forward &amp; Backward/Shoot while moving Lateral/Shoot while moving Diagonally</td>
<td>Range</td>
</tr>
<tr>
<td>1515 - 1545</td>
<td>Live Fire: DS Qualification Course</td>
<td>Range For the Record</td>
</tr>
<tr>
<td>1545 - 1700</td>
<td>Live Fire: &quot;Post Qual&quot; Firing Drills</td>
<td>Range</td>
</tr>
<tr>
<td>1700 - Comp</td>
<td>Range Clean-up and Maintenance</td>
<td></td>
</tr>
</tbody>
</table>

**Logistics:**
- Day Two Weapon Requirements: 25 Class 19 pistols with belt Holsters 25 with complete
- Day Two Ammo Requirements: 9mm Ball = 260 Rounds per Shooter 9mm Hydra-Shok = 50 Rounds per Shooter, .556mm Ball (M855) = 300 Rounds per Shooter 100 Dummy Ammo Rounds for .50 Cal 100 Dummy Ammo Rounds for .30-06 Flashlights for Low Light/Dark Light Fire for Pistol
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0730-0745</td>
<td>Review: Safety</td>
<td>Classroom</td>
</tr>
<tr>
<td>0745-0815</td>
<td>Review: Tactical/Drop Holster</td>
<td>Classroom</td>
</tr>
<tr>
<td>0815-0930</td>
<td>Live Fire: Refreshing Firing Drills (Drop Holster)</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Presentation and Multiple Shot Drills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stages of Qual Course Drills</td>
<td></td>
</tr>
<tr>
<td>0930-0945</td>
<td>Live Fire: DS/Pistol Qualification Course (Drop Holster)</td>
<td>Range</td>
</tr>
<tr>
<td>0945-1145</td>
<td>Live Fire: Refreshing Firing Drills (Drop Holster)</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Turn &amp; Shoot/ Shooting while moving forward &amp; Backward/Gas Mask</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shooting Drills</td>
<td></td>
</tr>
<tr>
<td>1145-1230</td>
<td>Lunch</td>
<td>Classroom</td>
</tr>
<tr>
<td>1230-1315</td>
<td>Review: Shotgun (Dummy Ammo)</td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Load/Unload/Reloads/Immediate Action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carry &amp; Presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disassembly/Care &amp; Cleaning/Assembly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shoulder Weapon Marksmanship (As Needed)</td>
<td></td>
</tr>
<tr>
<td>1315-1330</td>
<td>Live Fire: Shotgun practice Qualification Course</td>
<td>Range</td>
</tr>
<tr>
<td>1330-1345</td>
<td>Live Fire: Shotgun Qualification (For Record)</td>
<td>Range</td>
</tr>
<tr>
<td>1345-1415</td>
<td>Live Fire: Shotgun Post Qual. Drills</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Five Shot Drill with Combat Reload/Five Shot Drill with Tactical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reload/Transition Drill - Shotgun to Pistol (Drop Holster)</td>
<td></td>
</tr>
<tr>
<td>1415-1500</td>
<td>Review: AK-47 Rifle (Dummy Ammo)</td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Load/Unload/Reloads/Immediate Action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carry &amp; Presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disassembly/Care &amp; Cleaning/Assembly</td>
<td></td>
</tr>
<tr>
<td>1500-1530</td>
<td>Live Fire: AK-47 Familiarization Fire</td>
<td>Range</td>
</tr>
<tr>
<td>1530-Comp.</td>
<td>Range: Clean-up &amp; Weapon Maintenance</td>
<td>Range/Classroom</td>
</tr>
<tr>
<td></td>
<td>Clean/Inspect ALL Firearms</td>
<td></td>
</tr>
</tbody>
</table>
### Day 3

**Logistics:**
- **Day Three Weapon Requirements:**
  - 25 Glock 19 Pistols with 25 Tactical/Drop Holsters,
  - 12 AK-47 Rifles
  - 25 Remington 870 Shotguns

**Day Three Ammo Requirements:**
- 9mm Ball = 275 Rounds per Shooter
- 9mm Hydra-Shok = 50 Rounds Per Shooter
- 7.62x39 Ball (AK-47) = 20 Rounds per Shooter
- 12 Gauge 00 Buckshot = 35 Rounds per Shooter,
- 100 Dummy Ammo Rounds for AK-47 Rifle
- 100 Dummy Ammo Rounds for Remington 870 Shotgun

**Day Three Accessories:**
- 25 Gas Masks

**TOTAL AMMO REQUIREMENT:**
- 9mm Ball = 700 Rounds Per Shooter
- 9mm Hydra Shok = 100 Rounds per Shooter
- 5.56mm Ball = 600 Rounds per Shooter
- 7.62x39 Ball = 20 Rounds Per Shooter
- 12 Gauge 00 Buckshot = 35 Rounds Per Shooter

---

<table>
<thead>
<tr>
<th>Day 3</th>
<th>Firearms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logistics:</strong></td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td><strong>Day Three Weapon Requirements:</strong></td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>25 Glock 19 Pistols with 25 Tactical/Drop Holsters</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>12 AK-47 Rifles</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>25 Remington 870 Shotguns</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td><strong>Day Three Ammo Requirements:</strong></td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>9mm Ball = 275 Rounds per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>9mm Hydra-Shok = 50 Rounds Per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>7.62x39 Ball (AK-47) = 20 Rounds per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>12 Gauge 00 Buckshot = 35 Rounds per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>100 Dummy Ammo Rounds for AK-47 Rifle</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>100 Dummy Ammo Rounds for Remington 870 Shotgun</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td><strong>Day Three Accessories:</strong></td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>25 Gas Masks</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td><strong>TOTAL AMMO REQUIREMENT:</strong></td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>9mm Ball = 700 Rounds Per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>9mm Hydra Shok = 100 Rounds per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>5.56mm Ball = 600 Rounds per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>7.62x39 Ball = 20 Rounds Per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>12 Gauge 00 Buckshot = 35 Rounds Per Shooter</td>
<td><strong>Firearms</strong></td>
</tr>
</tbody>
</table>
### Day 4 - Defensive Tactics

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 - 0900</td>
<td>Principles &amp; Mindset</td>
<td>Lecture</td>
</tr>
<tr>
<td>0900 - 0930</td>
<td>Pressure Points &amp; Striking Areas</td>
<td>Lecture</td>
</tr>
<tr>
<td>0930 - 1000</td>
<td>Fence Line Crowd Movement, Non-lethal PRS Situations</td>
<td>Practical</td>
</tr>
<tr>
<td>1000 - 1100</td>
<td>Foot Movement, Strike Principles, Strikes</td>
<td>Practical</td>
</tr>
<tr>
<td>1100 - 1200</td>
<td>Front &amp; Rear Takedowns</td>
<td>Practical</td>
</tr>
<tr>
<td>1200 - 1300</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1300 - 1400</td>
<td>Handgun Retention</td>
<td>Practical</td>
</tr>
<tr>
<td>1400 - 1500</td>
<td>Long Gun Retention</td>
<td>Practical</td>
</tr>
<tr>
<td>1500 - 1600</td>
<td>Simple Weapons Disarms</td>
<td>Practical</td>
</tr>
<tr>
<td>1600 - 1700</td>
<td>Handgun &amp; Long Gun Disarms</td>
<td>Practical</td>
</tr>
</tbody>
</table>

**Logistics:**
- 25 - Red Training Pistols w/ holsters
- 25 - Red Training Rifles w/ slings
- 25 - Red Training carbines
- 30 - Training Straight Batons (Padded/foam)
- 50 - Hip Striking Pads
- 6 - Man Sized Striking Dummies

### Day 5 - Defensive Tactics

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 - 0945</td>
<td>Review Pressure Points &amp; Striking Areas</td>
<td>Practical</td>
</tr>
<tr>
<td>0945 - 1015</td>
<td>Review Strikes</td>
<td>Practical</td>
</tr>
<tr>
<td>1015 - 1030</td>
<td>Review Handgun Retention</td>
<td>Practical</td>
</tr>
<tr>
<td>1030 - 1100</td>
<td>Review Weapons Disarms</td>
<td>Practical</td>
</tr>
<tr>
<td>1100 - 1130</td>
<td>Review Takedowns</td>
<td>Practical</td>
</tr>
<tr>
<td>1130 - 1200</td>
<td>Review Non-lethal PRS Situations</td>
<td>Practical</td>
</tr>
<tr>
<td>1200 - 1300</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1300 - 1400</td>
<td>ASP Familiarization, Carry &amp; Draws</td>
<td>Practical</td>
</tr>
<tr>
<td>1400 - 1430</td>
<td>Baton Retention</td>
<td>Practical</td>
</tr>
<tr>
<td>1430 - 1500</td>
<td>Baton Strikes</td>
<td>Practical</td>
</tr>
<tr>
<td>1500 - 1530</td>
<td>Intro to OC, Delivery Systems &amp; Effects</td>
<td>Lecture</td>
</tr>
<tr>
<td>1530 - 1630</td>
<td>OC Procedures</td>
<td>Practical</td>
</tr>
<tr>
<td>1630 - 1700</td>
<td>OC Decon</td>
<td>Practical</td>
</tr>
</tbody>
</table>

**Logistics:**
- 25 - Red Training Pistols w/ holsters
- 25 - Red Training Rifles w/ slings
- 25 - Red Training carbines
- 30 - Training Straight Batons
- 50 - Hip Striking Pads
- 6 - Man Sized Striking Dummies

Sufficient active OC spray to conduct familiarization training on each student.

Sufficient inert OC spray to conduct familiarization training.

Issued Asps w/ holster.
<table>
<thead>
<tr>
<th>Day 6</th>
<th>Protective Operations</th>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>0830 - 0930</td>
<td>Organization of a Detail</td>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>0930 - 1030</td>
<td>PRS Formations</td>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>1030 - 1230</td>
<td>PRS Formations</td>
<td>Practical</td>
<td></td>
</tr>
<tr>
<td>1230 - 1330</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1330 - 1430</td>
<td>Arrivals &amp; Departures</td>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>1430 - 1700</td>
<td>Arrivals &amp; Departures</td>
<td>Practical</td>
<td></td>
</tr>
</tbody>
</table>

**Logistics:**
- 25 Red Training Pistols / holsters
- Prop Kit to include but not limited to: Dummy grenade, Dummy Syringes, Dummy Camera, Fake Media Credentials, "Red" / "Fake knives", "Red Pistol", 3 Training pistols for blank ammunition, Backpack, Dummy Suicide Vest, padded striking baton, "explosives" sound effects, etc., generic demonstrator signs, Bull Horn, podium for use in scenarios, Medical Kit, and Medical Transport vehicle.

<table>
<thead>
<tr>
<th>Day 7</th>
<th>Protective Operations</th>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>0830 - 0930</td>
<td>DSS Communication Procedures</td>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>0930 - 1030</td>
<td>DSS Command Post Operations</td>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>1030 - 1230</td>
<td>ADP Drills (walking formations, fence lines, etc.)</td>
<td>Practical</td>
<td></td>
</tr>
<tr>
<td>1230 - 1330</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1330 - 1700</td>
<td>Running the Fenders/Emergency Evacuation Drills</td>
<td>Lecture / Practical</td>
<td></td>
</tr>
</tbody>
</table>

**Logistics:**
- 25 Red Training Pistols / holsters and 25 Red Training Pistols w/ holsters
- Prop Kit to include but not limited to: Dummy grenade, Dummy Syringes, Dummy Camera, Fake Media Credentials, "Red" / "Fake knives", "Red Pistol", 3 Training pistols for blank ammunition, Blank pistol with Blanks, Backpack, Dummy Suicide Vest, padded striking baton, "explosives" sound effects, etc., generic demonstrator signs, Bull Horn, podium for use in scenarios, Medical Kit, and Medical Transport vehicle.

<table>
<thead>
<tr>
<th>Day 8</th>
<th>Protective Operations</th>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 - 1000</td>
<td>Terror Operations</td>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>1000 - 1200</td>
<td>Advances and Contingency Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200 - 1300</td>
<td>Lunch</td>
<td>Practical</td>
<td></td>
</tr>
<tr>
<td>1300 - 1500</td>
<td>Advances</td>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>1500 - 1600</td>
<td>Site Surveys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1600 - 1730</td>
<td>Logistics: 10 Role Players</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Day 9: Advanced Driver Training

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900 - 0930</td>
<td>Vehicle Dynamics I</td>
<td>Lecture</td>
</tr>
<tr>
<td>0930 - 1030</td>
<td>Vehicle Dynamics I</td>
<td>Practical</td>
</tr>
<tr>
<td>1030 - 1100</td>
<td>Vehicle Dynamics II</td>
<td>Lecture</td>
</tr>
<tr>
<td>1100 - 1200</td>
<td>Vehicle Dynamics II</td>
<td>Practical</td>
</tr>
<tr>
<td>1200 - 1300</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1300 - 1330</td>
<td>Vehicle Dynamics III</td>
<td>Lecture</td>
</tr>
<tr>
<td>1330 - 1430</td>
<td>Vehicle Dynamics III</td>
<td>Practical</td>
</tr>
<tr>
<td>1430 - 1500</td>
<td>Technical Driving/Mental Aspects</td>
<td>Lecture</td>
</tr>
<tr>
<td>1500 - 1600</td>
<td>Technical Driving</td>
<td>Practical</td>
</tr>
<tr>
<td>1600 - 1700</td>
<td>Technical Driving</td>
<td>Evaluation</td>
</tr>
<tr>
<td>1700 - 1730</td>
<td>Night Driving</td>
<td>Lecture</td>
</tr>
<tr>
<td>1730 - 1830</td>
<td>Night Driving</td>
<td>Practical</td>
</tr>
</tbody>
</table>

**Logistics:**
- 1 vehicle per 3 students
- 25 crash helmets

### Day 10: Advanced Driver Training

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900 - 1000</td>
<td>Precision Immobilization Technique (PIT)</td>
<td>Practical</td>
</tr>
<tr>
<td>1000 - 1045</td>
<td>Barricade Breaching</td>
<td>Practical</td>
</tr>
<tr>
<td>1045 - 1130</td>
<td>Evasive maneuvers</td>
<td>Practical</td>
</tr>
<tr>
<td>1130 - 1230</td>
<td>Backing and Right Front Seat Driving</td>
<td>Practical</td>
</tr>
<tr>
<td>1230 - 1330</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1330 - 1400</td>
<td>Attack Recognition</td>
<td>Lecture</td>
</tr>
<tr>
<td>1400 - 1430</td>
<td>Evasive Maneuvers Review</td>
<td>Practical</td>
</tr>
<tr>
<td>1430 - 1530</td>
<td>Barricade Confrontations</td>
<td>Practical</td>
</tr>
<tr>
<td>1530 - 1600</td>
<td>Street Line</td>
<td>Practical</td>
</tr>
<tr>
<td>1600 - 1700</td>
<td>Street Line Practical</td>
<td></td>
</tr>
</tbody>
</table>

**Logistics for PIT:**
- 1 Disposable but operable vehicle per 3 students
- 5 spare vehicles as back-ups
- 4 crash helmets per car

**Logistics for Ramming:**
- 2 Target Cars per Course
- 4 operable ramming cars per Course
- 4 crash helmets per car
### Day 11

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 - 1000</td>
<td>DSS Motorcade Operations</td>
<td>Lecture</td>
</tr>
<tr>
<td>1000 - 1300</td>
<td>DSS Motorcade Operations</td>
<td>Practical</td>
</tr>
<tr>
<td>1300 - 1400</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1400 - 2000</td>
<td>Motorcade Drills (Attacks on Motorcade, Immediate Action Drills)</td>
<td>Practical</td>
</tr>
</tbody>
</table>

**Logistics:**
- 6 vehicles for attack on motorcade and immediate action drill (IAD) scenarios.
- 6 Suburbans with one instructor for each Suburban per motorcade for DSS motorcade Ops.
- 1 instructor vehicle w/instructor.
- 3 Vehicles w/drivers and 1 spare Suburban, 25 "Red Guns" w/holster.
- 25 "Red Guns" (Glock 19 w/holster), 3 Training rds for blank ammunition, 25 Radios.
- Instructor.
- 2 Role players to act as protective, 7 crowd players for remaining cast. 12 roadside flares, 2 battery operated spotlights.

**Logistics:** (pyrotechnic shots)
- Shot (1) black powder concussion and bird scares
- Shot (2) Fireball using, 1-4oz lifter, 2 cups of gasoline, 1 black powder concussion.
- Shot (3) 38mm comet and one black powder concussion.
- Shot (4) Fireball in truck, one black powder concussion.
- Shot (5) one black powder concussion.

### Day 12

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 - 0900</td>
<td>CQB (Simunition Training Only - NO LIVE FIRE)</td>
<td>Lecture</td>
</tr>
<tr>
<td>0900 - 1000</td>
<td>CQB Principles &amp; Survival</td>
<td>Practical</td>
</tr>
<tr>
<td>1000 - 1200</td>
<td>Tactical Procedures at Initial Entry Point</td>
<td>Practical</td>
</tr>
<tr>
<td>1200 - 1230</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1230 - 1330</td>
<td>Tactical Procedures for Clearing Danger Areas</td>
<td>Practical</td>
</tr>
<tr>
<td>1330 - 1630</td>
<td>2-4 Man CQB</td>
<td>Practical</td>
</tr>
</tbody>
</table>

**Logistics:**
- 25 Simunition Kits w/ammo.
- 25 Simunition Kits w/ammo, total 3,000 Rds.
- 60 complete Simunition Protective suits (helmet, throat and groin protector and gloves).
- 10 Role players.

### Day 13

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800 - 1200</td>
<td>Chem-Bio</td>
<td>Lecture/</td>
</tr>
<tr>
<td>1200 - 1300</td>
<td>Lunch</td>
<td>Practical</td>
</tr>
<tr>
<td>1300 - 1700</td>
<td>First Responder/Chem-Bio</td>
<td>Lecture/</td>
</tr>
</tbody>
</table>
### Day 14

#### AOP Scenarios (Sim munition Only – NO LIVE FIRE)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Practical/ Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-1600</td>
<td>AOP Scenarios/AOP Debrief</td>
<td></td>
</tr>
<tr>
<td>Lunch Hour</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Intel/Brief</td>
<td>Logistics:&lt;br&gt;- 25 “Sim munitions”&lt;br&gt;- 25 “Sim munitions” (19 with holster)&lt;br&gt;- Total 200 simulation rounds per student&lt;br&gt;- Sufficient “Sim munitions” protective gear for all students, instructors, and role players&lt;br&gt;- 25 Radios (1 with holster)&lt;br&gt;- 20 Role Players&lt;br&gt;- 60 feet of Rope and Stanchion&lt;br&gt;- 6 Chevrolet Suburbans with 4WD&lt;br&gt;- Prop Kit to include but not limited to (Dummy grenade, Dummy Syringes, Dummy Camera, Fake Media Credentials, “Red”/Fake knives, “Red Pistol”, Blank pistol with Blanks, Backpack, Dummy Suicide Vest, padded striking baton, explosive sound effects, etc), Generic demonstrator signs&lt;br&gt;- Bull Horn&lt;br&gt;- Podium for use in scenarios&lt;br&gt;- Medical Kit&lt;br&gt;- Medical Transport vehicle.</td>
<td></td>
</tr>
</tbody>
</table>

#### Day 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Practical/ Demonstrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-1200</td>
<td>RED Recognition/Demonstrations</td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT 2
(TO APPENDIX G, SECTION C)

Instructor Resume Form

NAME:
ADDRESS:
TELEPHONE #'S:
DATE/PLACE OF BIRTH:
CITIZENSHIP:
CURRENT OCCUPATION:
EMPLOYER:
HEIGHT:
WEIGHT:
CLEARANCE LEVEL (if any):
SKILLS TO BE TAUGHT:
EXPERIENCE SUMMARY:

DETAILED WORK HISTORY (last ten years for all skills):

DATES:
NAME OF EMPLOYER:
ADDRESS OF EMPLOYER:
SUPERVISOR:
SUPERVISOR TELEPHONE:
SUPERVISOR E-MAIL ADDRESS:
NARRATIVE OF JOB DUTIES (id specific responsibilities):

SPECIFIC PROTECTIVE SECURITY EXPERIENCE (additional information if applying for a Protective Security Instructor position):

DATES (to-from):
NAME OF EMPLOYER:
ADDRESS OF EMPLOYER:
IMMEDIATE SUPERVISOR:
SUPERVISOR TELEPHONE:
SUPERVISOR E-MAIL ADDRESS:
FULLY IDENTIFY PROTECTEE, DUTIES AND RESPONSIBILITIES WHILE ON PROTECTIVE ASSIGNMENT:
(include size and configuration of detail and motorcade, indicate whether detail was armed or unarmed)

EDUCATION/TRAINING:

DATES:
NAME OF INSTITUTION:
ADDRESS OF INSTITUTION:
TELEPHONE OF INSTITUTION:
DIPLOMA/DEGREE OBTAINED:
TRUCTOR CERTIFICATIONS

DATE:

INSTITUTION:
ADDRESS OF INSTITUTION:
TELEPHONE NUMBER OF INSTITUTION:
COURSE:
CERTIFYING OFFICIAL:
(PROVIDE COPIES OF CERTIFICATES)
## ATTACHMENT 3
(TO APPENDIX G, SECTION C)

List of DSTC Lesson Plans and Firearms' Courses of Fire

Note: The COR will make the DSTC Lesson Plans available for review to those offerors requesting copies of the RFP. Upon contract award, the COR will provide copies of the Lesson Plans to the winning Contractors.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Lesson Plan Topics</th>
<th>Date of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms</td>
<td>WPPS/HTPRS Firearms - Training</td>
<td>24 January 2004</td>
</tr>
<tr>
<td></td>
<td>Activity Schedule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Firearms Safety/Safety Brief</td>
<td>October 2002</td>
</tr>
<tr>
<td></td>
<td>Qualification Course of Fire</td>
<td>April 2002</td>
</tr>
<tr>
<td></td>
<td>Glock 19 Pistol</td>
<td>February 2002</td>
</tr>
<tr>
<td></td>
<td>DS Current Semi-automatic Pistol Qualification Course of Fire</td>
<td>February 2002</td>
</tr>
<tr>
<td></td>
<td>Remington Model 870M Shotgun</td>
<td>November 2002</td>
</tr>
<tr>
<td></td>
<td>DS Current Shotgun Qualification Course of Fire</td>
<td>November 2001</td>
</tr>
<tr>
<td></td>
<td>AK-47 Rifle</td>
<td>October 2000</td>
</tr>
<tr>
<td></td>
<td>DS AK-47 Rifle Qualification Course of Fire</td>
<td>April 2002</td>
</tr>
<tr>
<td></td>
<td>Tactical/Drop Holster</td>
<td>April 2003</td>
</tr>
<tr>
<td></td>
<td>Handgun Marksmanship</td>
<td>January 2003</td>
</tr>
<tr>
<td></td>
<td>Firearms Dummy Ammo/Dry Training Drills, with Firearms</td>
<td>Undated</td>
</tr>
<tr>
<td></td>
<td>Live Fire Drills/Drill Sheets</td>
<td></td>
</tr>
<tr>
<td>Defensive Tactics</td>
<td>WPPS - Defensive and Room Entry Tactics, Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program, Activity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedule</td>
<td>September 2002</td>
</tr>
<tr>
<td></td>
<td>Defensive Tactics Training Program for FR5 Special Project</td>
<td>September 2002</td>
</tr>
<tr>
<td></td>
<td>Close Quarters Battle Training Program for FR5 Special Project</td>
<td>September 2002</td>
</tr>
<tr>
<td>Driving</td>
<td>Advanced Driver Training Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedule</td>
<td>January 2004</td>
</tr>
<tr>
<td></td>
<td>Evasive Driving Course Activities Schedule</td>
<td>January 2004</td>
</tr>
<tr>
<td></td>
<td>Motorcades Activities Schedule</td>
<td>January 2004</td>
</tr>
</tbody>
</table>
TION D - PACKAGING AND MARKING

D.1 D-003 PACKING OF SUPPLIES FOR DOMESTIC SHIPMENT

Supplies shall be packed for shipment in a manner that will ensure acceptance by common carriers and safe delivery at destination.

D.2 D-004 PACKING LIST(S)

A packing list or other suitable shipping document shall accompany each shipment and shall include the following information:

(a) Name and address of consignor;
(b) Name and address of consignee;
(c) Government contract number (and delivery order number, if used);
(d) Government bill of lading number covering the shipment, if any; and
(e) Description of the items shipped, including item number, quantity, number of containers, and package number, if any.
E.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

<table>
<thead>
<tr>
<th>Clause</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.246-02</td>
<td>Inspection Of Supplies—Fixed Price</td>
<td>August 1996</td>
</tr>
<tr>
<td>52.246-04</td>
<td>Inspection Of Services—Fixed Price</td>
<td>August 1996</td>
</tr>
<tr>
<td>52.246-16</td>
<td>Responsibility for Supplies</td>
<td>April 1984</td>
</tr>
</tbody>
</table>

E.2  E-002 INSPECTION AND ACCEPTANCE - F.O.B. DESTINATION MAY 1995

Inspection and acceptance shall be made at destination by an authorized representative of the Government.

E.3  E-004 INSPECTION AND ACCEPTANCE - SERVICES MAY 1995

Inspection and acceptance of the services to be provided hereunder shall be made by the Contracting Officer's Representative.

UNCLASSIFIED
TION F - DELIVERIES OR PERFORMANCE

F.1 52.252-02: CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

<table>
<thead>
<tr>
<th>Clause</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.242-15</td>
<td>Stop-Work Order</td>
<td>August 1989</td>
</tr>
<tr>
<td>52.242-17</td>
<td>Government Delay Of Work</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.247-34</td>
<td>F.O.B. Destination</td>
<td>November 1991</td>
</tr>
<tr>
<td>52.247-48</td>
<td>F.o.b. Destination—Evidence Of Shipments</td>
<td>February 1999</td>
</tr>
<tr>
<td>52.247-52</td>
<td>Clearance and Documents Requirements—Shipments to DOD Air or Water Terminal Transshipment Points</td>
<td>April 1984</td>
</tr>
</tbody>
</table>

52.211-08 TIME OF DELIVERY JUNE 1997

(a) The Government requires delivery to be made according to the following schedule:

REQUIRED DELIVERY SCHEDULE
As required in the task order statement of work.

The Government will evaluate equally, as regards time of delivery, offers that propose delivery of each quantity within the applicable delivery period specified above. Offers that propose delivery that will not clearly fall within the applicable required delivery period specified above, will be considered nonresponsive and rejected. The Government reserves the right to award under either the required delivery schedule or the proposed delivery schedule, when an offeror offers an earlier delivery schedule than required above. If the offeror proposes no other delivery schedule, the required delivery schedule above will apply.

[OFFEROR'S PROPOSED DELIVERY SCHEDULE]

(b) Attention is directed to the Contract Award provision of the solicitation that provides that a written award or acceptance of offer mailed, or otherwise furnished to the successful offeror, results in a binding contract. The Government will mail or otherwise furnish the offeror an award or notice of award not later than the day award is dated. Therefore, the offeror should compute the time for performance beginning with the actual date of award, rather than the date the written notice of award is received from the Contracting Officer through the ordinary mails. However, the Government will evaluate an offer that proposes delivery based on the Contractor's date of receipt of the contract or notice of award by adding (1) five calendar days for delivery of the award through the ordinary mails, or (2) one working day if the solicitation states that the contract or notice of award will be transmitted electronically.
term "working day" excludes weekends and U.S. Federal holidays.) If, as so computed, the offered delivery date is later than the stated delivery date, the offer will be considered nonresponsive and rejected.

F.3 F-006 PERIOD OF PERFORMANCE MAY 1995

PERIOD OF PERFORMANCE (05/95)

This contract shall be effective on the date of the Contracting Officer's signature, and shall remain in effect until one year from the Contracting Officer's signature.
G.1 G-002 CONTRACT ADMINISTRATION DATA

CONTRACT ADMINISTRATION DATA (07/01)

Contracting Officer: Raymond W. Bouford

Contract Administrator: Raymond W. Bouford

Telephone Number: 703-875-6844
Facsimile Number: 703-875-6085

First Class Mailing:
U.S. Department of State
Office of Acquisition Management
P.O. Box 9115, Rosslyn Station
Arlington, Virginia 22219

Courier or Hand Delivery:
U.S. Department of State
Office of Acquisition Management
Room 528
1701 N. Ft. Myer Drive
Arlington, Virginia 22209
(Visitor’s entrance via 17th Street)

Contracting Officer’s representative (COR):
To Be Specified at Contract Award

Telephone Number:
Facsimile Number:

G.2 G-001 ORDERING PROCEDURES

ORDERING PROCEDURES (11/96)

(a) In accordance with FAR 52.216-18 “ORDERING,” the following individuals and activities are authorized to issue delivery orders or task orders hereunder:

Department of State Contracting Officer
US Aid Contracting Officer

(b) Orders placed under this contract shall contain the following information:

1. Date of order;
2. Contract number and order number;
3. Item number and description, quantity, and unit price;
4. Delivery or performance date;
5. Place of delivery or performance (including consignee);
6. Packaging, packing, and shipping instructions, if any;
7. Accounting and appropriation data;
8. Security clearance level(s), applicable to the order, if any; and
9. Any other pertinent information.
G.3 G-007 ADDITIONAL ORDERING PROCEDURES FOR OTHER GOVERNMENT AGENCIES

ADDITIONAL ORDERING PROCEDURES FOR OTHER GOVERNMENT AGENCIES (02/96)

Contracting Officers for the other Government agencies, identified in the clause entitled "ORDERING PROCEDURES," are authorized to issue delivery orders or task orders under this contract only after obtaining prior written authorization from the designated Administrative Contracting Officer. Requests for authorization shall include: contract line item numbers, quantities, and prices for all items to be ordered. If approved, a copy of the CO's letter granting authorization shall be attached to the delivery order or task order. The Contractor shall not accept any orders from other Government agencies which do not include a copy of the CO's authorization. A copy of each delivery order or task order shall be provided to the U.S. Department of State's Contracting Officer and COR at the time the order is issued.

G.4 G-010 TASK ORDERS

(a) Task Order Requests shall be issued in writing to the Contractor by the Contracting Officer or the Contracting Officer's Representative (COR) and will describe the specific support required by the Department of State. A Task Order Request is a request for proposal; it is not a Task Order and does not authorize performance.

Each Task Order Request shall include, at a minimum:

1. A description of the work to be performed;
2. Reporting, briefings, and/or other deliverable requirements; and
3. The estimated period of performance or required completion date.

(c) The Contractor shall, within ten working days of the receipt of a Task Order Request, submit to the COR a written technical proposal and a separate detailed cost proposal. A cost proposal shall include the following, as applicable:

1. The required number of labor hours by labor classification and labor rates;
2. Overtime hours and rates by labor category;
3. Direct material, travel, subsistence, and similar costs;
4. Dollar amount and type of any proposed subcontract(s);
5. Total estimated price; and,
6. Proposed completion or delivery dates.

(d) The COR shall review the proposal and forward his written recommendations, along with a copy of the proposal, to the Contracting Officer. Following successful negotiations of the Contractor's proposal, the Contracting Officer shall issue a written Task Order to the Contractor providing the necessary funding and authorizing the Contractor to begin work.

The Government shall not be obligated to pay the Contractor any amount in excess of the total Task Order amount, and the Contractor shall not be obligated to continue performance if to do so would exceed the total Task Order amount.
DOSAR 652.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE) (ACQ STANDARD FORMAT) (09/99)

(a) General: The Government shall pay the Contractor as full compensation for all work required, performed and accepted under this contract, inclusive of all costs and expenses, the firm-fixed-price stated in Section B of this contract.

(b) RESERVED

(c) Invoice Submission. Invoices shall be submitted in an original and three copies to the office identified in Block 10 of the SF-26, Block 23 of the SF-33, or Block 18f of the SF-1449, except that invoices for services shall be submitted to the Contracting Officer’s Representative (COR) at the address referenced in Section G of this contract under “CONTRACT ADMINISTRATION DATA.” One copy of the invoice shall be concurrently submitted to the Contracting Officer at the address referenced in Section G of this contract under “CONTRACT ADMINISTRATION DATA.” To constitute a proper invoice, the invoice must include all items per FAR 52.232-25, “PROMPT PAYMENT.”

(d) Contractor Remittance Address: Payment shall be made to the Contractor’s address as specified on the cover page of this contract, unless a separate remittance address is specified below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

G.6 G-006 PURCHASE CARD ORDERS JUNE 1999

(a) Definitions. “Purchase Card,” as used in this clause, means the Government-wide commercial credit card currently identified as the SmartPay Purchase Card. This is the only credit card authorized to be used for the placement and payment of oral delivery orders under this contract.

“Purchase Card Order,” as used in this clause, means an oral delivery order placed under this contract using a Purchase Card.

“Cardholder,” as used in this clause, means a Federal employee to whom a Purchase Card has been issued.

(b) Purchase Card Orders in the amount of $2,500 or less may be placed by Department of State Cardholders for the supplies or services stated in SECTION C of this contract at the prices specified in SECTION B. Purchase Card Orders may be comprised of multiple items, however, the total amount of each Purchase Card Order shall not exceed $2,500. All Purchase Card Orders must have prior written approval by the designated Contracting Officer’s Representative (COR). Requirements may not be split in order to remain under the established Purchase Card threshold of $2,500 per order.

(c) Notwithstanding FAR 52.216-19 “DELIVERY ORDER LIMITATIONS,” the Contractor shall honor Purchase Card Orders if the aggregate amount of the transaction is $2,500 or less and the supplies or services requested have been approved in writing by the

(d) Payments for Purchase Card Orders will be processed by:

Citibank Government Card Services
P.O. Box 6575

UNCLASSIFIED
The Contractor shall not process a transaction for payment until the purchased supplies have been shipped or services performed. Unless the Cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a Cardholder's account for items returned as defective or faulty.

In addition to the packing and marking requirements stated in SECTION D of this contract, the Contractor shall provide the following on the packing list or shipping document:

1. The Cardholder’s name, office symbol, and telephone number; and
2. The term “Purchase Card Order” (DO NOT WRITE the Purchase Card ACCOUNT NUMBER).

The Contractor shall submit a quarterly report of Purchase Card Orders to the Contracting Officer. The report at a minimum shall include requiring office’s symbol, name of cardholder, date of order, description of supplies or services, and the total dollar amount of the transaction.

(a) The Contracting Officer may designate in writing one or more Government employees, by name and position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer’s Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR is identified in Section G of this contract under “CONTRACT ADMINISTRATION DATA.”
H.1 H-005 CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

Any written commitment by the Contractor within the scope of this contract shall be binding upon the Contractor. Failure of the Contractor to fulfill any such commitment shall render the Contractor liable for liquidated or other damages due to the Government under the terms of this contract. For the purpose of this clause, a written commitment by the Contractor is limited to the proposal submitted by the Contractor, and to specific written modifications to the proposal. Written commitments by the Contractor are further defined as including (1) any warranty or representation made by the Contractor in a proposal as to hardware or software performance, total systems performance, and other physical, design, or functional characteristics of equipment, software package or system, or installation date; (2) any warranty or representation made by the Contractor concerning the characteristics or items described in (1), above, made in any publications, drawings, or specifications accompanying or referred to in a proposal; and (3) any modification of or affirmation or representation as to the above which is made by the Contractor in or during the course of negotiations, whether or not incorporated into a formal amendment to the proposal.

H.2 H-006 GOVERNMENT-FURNISHED EQUIPMENT AND SPCE (ON-SITE)

For Contractor personnel performing work on Government premises, the Government shall provide: on-site office space, furniture, telephone service, and any other necessary supplies and equipment.

H-007 INSURANCE REQUIREMENTS

In accordance with FAR 52.228-5 "INSURANCE—WORK ON A GOVERNMENT INSTALLATION," the Contractor shall, at no additional expense to this contract, provide and maintain, in addition to any other insurance coverage required elsewhere in this contract, the following types of insurance in the amounts specified. Before commencing work under this contract, the Contractor shall certify to the Contracting Officer in writing, that at least the kinds and minimum amounts of insurance required below have been obtained. On specific task orders, higher insurance limits may be required.

(a) Workers' Compensation and Employer's Liability—The Contractor is required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least $100,000 is required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) General Liability—The Contractor shall provide bodily injury liability insurance coverage written on the comprehensive form policy of at least $300,000 per occurrence.

(c) Automobile Liability—The Contractor shall provide automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least $200,000 per person and $500,000 per occurrence for bodily injury and $20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Aircraft Public and Passenger Liability—When aircraft are used in connection with performing the contract, the Contractor shall provide aircraft public and passenger liability insurance. Coverage shall be at least $200,000 per occurrence for property damage. Coverage of passenger liability—bodily injury shall be at least $200,000 multiplied by the number of seats or passengers, whichever is greater.
Vessel Liability—When contract performance involves use of vessels, the Contractor shall provide vessel collision liability protection and indemnity liability insurance.

H.4 H-014 GOVERNMENT-FURNISHED MATERIAL

GOVERNMENT-FURNISHED MATERIAL (05/95)

(a) “Material,” as used in this clause, means property that may be incorporated into or attached to a deliverable end item, or that may be consumed or expended in performing this contract.

(b) Notwithstanding any term or condition of this contract to the contrary, the Government will provide only that material set forth below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETERMINED AT TIME OF TASK ORDER AWARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or upon written request after this date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H.5 H-015 GOVERNMENT-FURNISHED PROPERTY

GOVERNMENT-FURNISHED PROPERTY (05/95)

Notwithstanding any term or condition of this contract to the contrary, the Government will provide only that property set forth below for use in the performance of this contract.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETERMINED AT TIME OF TASK ORDER AWARD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H.6 H-016 KEY PERSONNEL

KEY PERSONNEL (02/96)

(a) The Contractor shall assign to this contract the following key personnel:

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM MANAGER</td>
<td></td>
</tr>
<tr>
<td>DEPUTY PROGRAM MANAGER</td>
<td></td>
</tr>
<tr>
<td>DETAIL LEADERS</td>
<td></td>
</tr>
<tr>
<td>SHIFT LEADERS</td>
<td></td>
</tr>
</tbody>
</table>

THESE ARE TO BE EVALUATED AT TASK ORDER AWARD

[Names to be inserted by Offeror at time of task order proposal submission.]

(b) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the
removal of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer.

The first ninety days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment.

(c) All proposed substitutes shall meet or exceed the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five days, or ninety days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

H.7 H-020 SAFEGUARDING OF INFORMATION MAY 1995

The Contractor and its employees shall exercise the utmost discretion in regard to all matters relating to their duties and functions. They shall not communicate to any person any information known to them by reason of their performance of services under this contract which has not been made public, except in the necessary performance of their duties or upon written authorization of the Contracting Officer. All documents and records (including photographs) generated during the performance of work under this contract shall be for the sole use of and become the exclusive property of the U.S. Government. Furthermore, no article, book, pamphlet, recording, broadcast, speech, television appearance, film or photograph concerning any aspect of work performed under this contract shall be published or disseminated through any media without the prior written authorization of the Contracting Officer. These obligations do not cease upon the expiration or termination of this contract. The Contractor shall include the substance of this provision in all contracts of employment and in all subcontracts hereunder.

H.8 H-024 NONPAYMENT FOR UNAUTHORIZED WORK MAY 1995

No payments will be made for any unauthorized supplies or services, or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of his own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and/or conditions of this contract.

H.9 H-025 TECHNICAL DIRECTION MAY 1995

TECHNICAL DIRECTION (05/95)

(a) Performance of the work hereunder shall be subject to technical instructions, whether oral or written, issued by the Contracting Officer's Representative specified in SECTION G of this contract. As used herein, technical instructions are defined to include the following:

1. Directions to the Contractor which suggest pursuit of certain lines of inquiry, change work emphasis, fill in details or otherwise serve to assist in the Contractor's accomplishment of the Statement of Work.

2. Guidance to the Contractor which assists in the interpretation of drawings, specifications or technical portions of work description.

Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "Changes" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.
If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within five working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraphs shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

H.10 H-027 WARRANTY MAY 1995

WARRANTY (05/95)

At a minimum, the Contractor shall warrant supplies provided under this contract to the extent that the manufacturer’s warranty for these items. This warranty shall in no way impair or diminish the rights of the Government under any other clause of this contract.

H.11 H-029 SMOKE-FREE WORKPLACE NOTICE MAY 1995

(a) The Department of State has been designated a smoke-free workplace.

(b) Definitions. “Smoking” means a lighted cigar, cigarette, pipe or other tobacco product. “Smoking Areas” means those granted exterior spaces where the smoking of tobacco products is permitted.

(c) Applicability. The Smoke-Free Workplace policy applies to all occupants of the Main State Complex; as well as all Department of State occupied space in other domestic buildings, whether owned, rented or leased, and to all Department of State owned, rented, or leased vehicles.

(d) Policy. It is the policy of the Department of State to promote a healthy environment. Accordingly, the Department has adopted a policy prohibiting smoking in the interior of all domestic buildings and facilities effective August 1, 1993.

H.12 H-031 SECURITY REQUIREMENTS SEPTEMBER R. 1999

SECURITY REQUIREMENTS (09/99)

(a) A facility security clearance at the TOP SECRET level is required for contract performance in accordance with the DD Form 254, Department of Defense Contract Security Classification Specification, attached to this contract.

(b) Since it will be necessary for some Contractor personnel to have access to classified material and/or to enter into areas requiring a security clearance, each Contractor employee requiring such access must have an individual security clearance commensurate with the required level of access prior to contract performance. Individual clearances shall be maintained for the duration of employment under this contract, or until access requirements change.

(c) The Contractor shall obtain a Department of State building pass for all employees performing under this contract who require "frequent and continuing access to Department of State facilities in accordance with DOSAR 652.237-71 IDENTIFICATION/BUILDING PASS."

(d) Performance of this contract shall be in accordance with the attached DD Form 254, Department of Defense Contract Security Classification Specification and FAR 52.204-2 "SECURITY REQUIREMENTS."
.3 H-032 ORGANIZATIONAL CONFLICT OF INTEREST - GENERAL

(a) The Contractor warrants that, to the best of its knowledge and belief, there are no relevant facts or circumstances which would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) The Contractor agrees that if an actual or potential organizational conflict of interest is discovered after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take to avoid or mitigate the actual or potential conflict.

(c) If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts.

H.14 H-033 ORGANIZATIONAL CONFLICT OF INTEREST SPECIAL CLAUSE

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the Contractor (1) is not biased because of its past, present, or currently planned interests (financial, contractual, organizational, or otherwise) which relate to the work under this contract, and (2) not obtain any unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the Contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "Contractor") in the activities covered by this clause as a prime contractor, subcontractor, co-sponsor, joint venturer, consultant, or in any similar capacity.

(1) Technical consulting and management support services.

(i) The Contractor shall be ineligible to participate in any capacity in Department contracts, subcontracts, or proposals thereafter solicited or unsolicited which stem directly from the Contractor's performance of work under this contract for a period of three years after completion of this contract. Furthermore, unless so directed in writing by the Contracting Officer, the Contractor shall not perform any technical consulting or management support services work under this contract or relating to any of its products or services or the products or services of another firm if the Contractor is or has been substantially involved in their development or marketing.

(ii) If the Contractor under this contract prepares a complete or essentially complete statement of work or specifications to be used in a competitive acquisition, the Contractor shall be ineligible to participate in any capacity in any contractual effort which is based on such statement of work or specifications for a period of three years after completion of this contract. The Contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restriction in this subparagraph shall not apply.

(2) Access to and use of information.

(i) If the Contractor, in the performance of this contract, obtains access to information such as Department plans; policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or data which has not been released or otherwise made available to the public, the Contractor agrees that without prior written approval from the Contracting Officer it shall not: (a) use such information for any private purpose unless the information has been released or otherwise made available to the public; (b) compete for work for the Department based on such information for a period of six months after either the completion of this contract or until such information is released or otherwise made available to the public, whichever occurs first; (c) submit an unsolicited proposal to the Government which is based on such information until one year after such information is released or otherwise made available to the public; or (d) release such information unless such information has previously been released or otherwise made available to the public by the Department.
UNCLASSIFIED

(ii). In addition, the Contractor agrees that to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974, or other confidential or privileged technical, business, or financial information under this contract, it shall protect this information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished.

(iii) The Contractor shall have, subject to patent, data, and security provisions of this contract; the right to use technical data it first produces under this contract.

c) Disclosure after award. (1) The Contractor agrees that if an actual or potential organizational conflict of interest is discovered after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take to avoid or mitigate the actual or potential conflict.

(2) If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default.

(d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in all subcontracts of any tier which involve performance or work of the type specified in subparagraph (b)(1) of this clause or access to information of the type covered in subparagraph (b)(2) of this clause. The Contractor shall obtain for the Department an Organizational Conflict of Interest Disclosure Statement of Representation from each intended subcontractor or consultant. The Contractor shall not enter into any subcontract nor engage any consultant unless the Contracting Officer shall have first notified the Contractor that there is little or no likelihood that an organizational conflict of interest exists or that despite the existence of a conflict of interest the award is in the best interest of the Government.

e) Remedies. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government may terminate the contract for default, disqualify the Contractor for subsequent contractual efforts and pursue such other remedies as may be permitted by law or this contract.

(f) Waiver. Requests for waiver under this clause shall be directed in writing to the Contracting Officer and shall include a full description of the requested waiver and the reasons in support thereof. If it is determined to be in the best interests of the Government, the Contracting Officer shall grant such a waiver in writing.

g) Modifications. Prior to any contract modification (except for the exercise of options) which (1) modifies the statement of work to add new work, (2) significantly increases the period of performance, or (3) changes the parties to the contract, the Contractor shall submit a current Organizational Conflict of Interest Certification and Disclosure.

H.15 FILE  DEDUCTION_CLAUSE.DOC

PRICE DEDUCTION FOR LESS THAN 100% MANNING

The full manning of protective details is extremely important to the safety of the principal being protected as well as the remainder of the protection detail. Manning shortfalls have been a major problem based on past experience with protective details by the High Threat Protection Office. Therefore, this contract will have strong incentives to man details by the proposed deployment date and retain high staffing levels on all task orders.

If deployments are made on time and staff is retained 100% of the time no deductions to the award price will be made. If manning falls below a minimum of the correct number of personnel are not deployed on time, a large reduction in the award price will be made in addition to not being able to invoice the hours/days not worked. The deduct for FRS members is $1,800 per day and the deduct for support personnel is $1,200 per day. The deduct is based on the extra labor that is levied upon the Regional Security Officer at the time by the manning shortages.

Deployment

Each task order request will provide a deployment date the contractor will be expected to meet. This date shall be met unless the contractor can negotiate a different date before task order award. The matrix below applies to any detail members not deployed by the
Rotation

There are two aspects of retention with respect to the WPPS contract. The first is the situation where contractor employees are being replaced through "normal" rotation. The second is those situations where the contractor must replace an employee because of "emergency" reasons, such as:

- The employee quits
- The employee's performance is unsatisfactory (whether on or off the job)
- The employee is incapacitated (sickness, injury, etc.)

Each of those two situations requires a slightly different incentive arrangement.

Normal Rotation

This situation is one that must be addressed in the contractor's Management Plan for each Task Order. The goal is that there should be no breaks in service. But, both Government and industry experience suggests that some level of performance below 100% should be used as the dividing line between positive and negative incentives for WPPS.

After due consideration, it is concluded that the WPPS contract establishes a matrix for the thresholds where negative incentives apply below the fill rate. Since rotations are supposed to be planned without a break in service, the incentive arrangement would be as follows:

At the end of each six-month performance period, the government will determine the contractor's compliance with the matrix for each detail completed (completed in that six-month period) Task Order. If the number of days exceeds the amount allotted for the breaks in service or if the fill level falls below the minimum fill rate for that period, contractor's award price will be adjusted based on the deduct table below.

Emergency Replacement

The same deduction arrangement would be applied to emergency replacements except that the clock would not start ticking until after eight days (i.e., the time allowed for the contractor to make replacement from their replacement cadre (the personnel pipeline provided for in the contract).

The incentive arrangement in this contract is focused on motivating the contractor to retain his employees and therefore not fall below the minimum fill rate established for each detail and to expedite the fill rate to be at 100% within the allowed times established for each detail. This matrix is reflected below:

<table>
<thead>
<tr>
<th>NUMBER OF FRS IN DETAIL</th>
<th>MAXIMUM VACANCIES</th>
<th>ALLOWABLE DAYS TO BE &lt; 100% ON NORMAL ROTATIONS</th>
<th>ALLOWABLE DAYS FOR EMERGENCY REQUIREMENT TO BE LESS THAN 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TO 15</td>
<td>1</td>
<td>2 days</td>
<td>10 days</td>
</tr>
<tr>
<td>16 TO 30</td>
<td>2</td>
<td>2 days</td>
<td>10 days</td>
</tr>
<tr>
<td>31 TO 50</td>
<td>3</td>
<td>3 days</td>
<td>11 days</td>
</tr>
<tr>
<td>51 TO 65</td>
<td>4</td>
<td>3 days</td>
<td>11 days</td>
</tr>
<tr>
<td>66 TO 80</td>
<td>5</td>
<td>3 days</td>
<td>11 days</td>
</tr>
<tr>
<td>81+</td>
<td>6+ 1 for every 15 additional</td>
<td>3 days</td>
<td>11 days</td>
</tr>
</tbody>
</table>

Deduction examples:

Sample 1: Detail size 8. Contractor may have 1 person missing on a normal rotation for 2 days without penalty. Contractor may have one person missing for 10 days without penalty if there is an unplanned emergency vacancy. Penalties will be assessed beginning the third day of a normal rotation and the 11th day of an emergency vacancy. If two positions become vacant the penalty would start immediately upon getting the second vacancy for one position and upon expiration of the grace period on the other.
on. Penalty for being over the maximum number of vacancies will end as soon as the vacancies are reduced to acceptable level. Penalty for each position vacant will end upon filling the position.

Example 2: Detail size 35 — Contractor may have 3 personnel missing on a normal rotation for 3 days without penalty. Contractor may have 3 personnel missing for 11 days without penalty if there is an unplanned emergency vacancy. Penalties will be assessed beginning the fourth day of a normal rotation and the 12th day of an emergency vacancy. If 4 positions become vacant the penalty will start immediately for the forth vacancy and upon expiration of the grace period on the other positions. Penalty for being over the maximum number of vacancies will end as soon as the vacancies are reduced to acceptable level. Penalty for each position vacant will end upon filling the position.

H.16 FILE TASK ORDER AWARD PROCESS.DOC

TASK ORDER AWARD PROCESS

All offerors awarded a contract will be given the opportunity to make a proposal on each task order request/statement of work. The offeror will have 7 days to provide a proposal unless a time extension is warranted and given to all awardees. All proposals will provide a technical volume for accomplishing the task and a price volume with a fixed price. The fixed price must be itemized by the sub-CLINs in section B. Award may be made without discussions so all prices should be considered "best and final".

A panel of personnel from DS and AQM will make the task order award selection based on the criteria below. A summary report will document the reasons for the selection and debriefings provided the non-successful offerors if requested.

Evaluation and selection will be made on a best value basis with a tradeoff between technical plan, past performance on previous task orders and price. But since all awardees will have similar technical capability, past performance on previous task orders and price are more important in the task order selection than in the contract award.
TION I - CONTRACT CLAUSES

I.1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

<table>
<thead>
<tr>
<th>Clause</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.202-01</td>
<td>Definitions</td>
<td>July 2004</td>
</tr>
<tr>
<td>52.203-03</td>
<td>Giftspits</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.203-05</td>
<td>Covenant Against Contingent Fees</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.203-06</td>
<td>Restrictions On Subcontractor Sales To The Government</td>
<td>July 1995</td>
</tr>
<tr>
<td>52.203-07</td>
<td>Anti-Kickback Procedures</td>
<td>July 1995</td>
</tr>
<tr>
<td>52.203-08</td>
<td>Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity</td>
<td>January 1997</td>
</tr>
<tr>
<td>52.203-10</td>
<td>Price Or Fee Adjustment For Illegal Or Improper Activity</td>
<td>January 1997</td>
</tr>
<tr>
<td>52.203-12</td>
<td>Limitation On Payments To Influence Certain Federal Transactions</td>
<td>June 2003</td>
</tr>
<tr>
<td>52.204-02</td>
<td>Security Requirements</td>
<td>August 1996</td>
</tr>
<tr>
<td>52.204-04</td>
<td>Printed or Copied Double-Sided on Recycled Paper.</td>
<td>August 2000</td>
</tr>
<tr>
<td>52.204-07</td>
<td>Central Contractor Registration</td>
<td>October 2003</td>
</tr>
<tr>
<td>52.207-05</td>
<td>Option To Purchase Equipment</td>
<td>February 1995</td>
</tr>
<tr>
<td>52.208-04</td>
<td>Vehicle Lease Payments</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.208-05</td>
<td>Condition of Leased Vehicles</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.208-06</td>
<td>Marking of Leased Vehicles</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.208-07</td>
<td>Tagging of Leased Vehicles</td>
<td>May 1986</td>
</tr>
<tr>
<td>52.209-06</td>
<td>Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment</td>
<td>January 2005</td>
</tr>
<tr>
<td>52.211-05</td>
<td>Material Requirements</td>
<td>August 2000</td>
</tr>
<tr>
<td>52.211-15</td>
<td>Defense Priority And Allocation Requirements</td>
<td>September 1990</td>
</tr>
<tr>
<td>52.215-02</td>
<td>Audit and Records—Negotiation</td>
<td>June 1999</td>
</tr>
<tr>
<td>52.215-08</td>
<td>Order of Precedence—Uniform Contract Format</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-10</td>
<td>Price Reduction for Defective Cost or Pricing Data</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-11</td>
<td>Price Reduction for Defective Cost or Pricing Data—Modifications</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-12</td>
<td>Subcontractor Cost or Pricing Data</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-13</td>
<td>Subcontractor Cost or Pricing Data—Modifications</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-14</td>
<td>Integrity of Unit Prices</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-15</td>
<td>Pension Adjustments and Asset Reversions</td>
<td>October 2004</td>
</tr>
<tr>
<td>52.215-17</td>
<td>Waiver of Facilities Capital Cost of Money</td>
<td>October 1997</td>
</tr>
<tr>
<td>215-18</td>
<td>Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions</td>
<td>October 1997</td>
</tr>
<tr>
<td>52.215-21 Alt IV</td>
<td>Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data—Modifications (Oct 1997) - Alternate IV</td>
<td>October 1997</td>
</tr>
</tbody>
</table>

UNCLASSIFIED
<table>
<thead>
<tr>
<th>Document No.</th>
<th>Document Title</th>
<th>Page 137 of 187</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAQMPD-05-D1100</td>
<td>TRIPLE CANOPY INC</td>
<td></td>
</tr>
<tr>
<td>52.219-08</td>
<td>Option To Extend Services</td>
<td>November 1999</td>
</tr>
<tr>
<td>52.219-09 Alt II</td>
<td>Utilization of Small Business Concerns</td>
<td>May 2004</td>
</tr>
<tr>
<td>52.219-23</td>
<td>Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns</td>
<td>October 2001</td>
</tr>
<tr>
<td>52.22-01</td>
<td>Notice To The Government Of Labor Disputes</td>
<td>February 1997</td>
</tr>
<tr>
<td>52.22-03</td>
<td>Convict Labor</td>
<td>June 2003</td>
</tr>
<tr>
<td>52.22-04</td>
<td>Contract Work Hours and Safety Standards Act - Overtime Compensation</td>
<td>September 2000</td>
</tr>
<tr>
<td>52.22-19</td>
<td>Child Labor - Cooperation with Authorities and Remedies</td>
<td>June 2004</td>
</tr>
<tr>
<td>52.22-20</td>
<td>Walsh-Healy Public Contracts Act</td>
<td>December 1996</td>
</tr>
<tr>
<td>52.22-21</td>
<td>Prohibition of Segregated Facilities</td>
<td>February 1999</td>
</tr>
<tr>
<td>52.22-26</td>
<td>Equal Opportunity</td>
<td>April 2002</td>
</tr>
<tr>
<td>52.22-29</td>
<td>Notification of Visa Denial</td>
<td>June 2003</td>
</tr>
<tr>
<td>52.22-35</td>
<td>Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans</td>
<td>December 2001</td>
</tr>
<tr>
<td>52.22-36</td>
<td>Affirmative Action For Workers with Disabilities</td>
<td>June 1998</td>
</tr>
<tr>
<td>52.22-37</td>
<td>Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans</td>
<td>December 2001</td>
</tr>
<tr>
<td>52.22-41</td>
<td>Service Contract Act Of 1965, As Amended</td>
<td>May 1989</td>
</tr>
<tr>
<td>52.22-43</td>
<td>Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option Contracts)</td>
<td>May 1989</td>
</tr>
<tr>
<td>52.22-3/Alt I</td>
<td>Hazardous Material Identification and Material Safety Data (Jan 1997) - Alternate I</td>
<td>July 1995</td>
</tr>
<tr>
<td>52.22-05</td>
<td>Pollution Prevention and Right-to-Know Information</td>
<td>August 2003</td>
</tr>
<tr>
<td>52.22-10</td>
<td>Waste Reduction Program</td>
<td>May 2001</td>
</tr>
<tr>
<td>52.22-12</td>
<td>Refrigeration Equipment and Air Conditioners</td>
<td>August 2000</td>
</tr>
<tr>
<td>52.22-14</td>
<td>Toxic Chemical Release Reporting</td>
<td>May 1995</td>
</tr>
<tr>
<td>52.22-01</td>
<td>Privacy Act Notification</td>
<td>August 2003</td>
</tr>
<tr>
<td>52.22-02</td>
<td>Privacy Act</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.22-01</td>
<td>Buy American Act - Supplies</td>
<td>June 2003</td>
</tr>
<tr>
<td>52.22-05</td>
<td>Trade Agreements</td>
<td>January 2005</td>
</tr>
<tr>
<td>52.22-08</td>
<td>Duty- Free Entry</td>
<td>February 2000</td>
</tr>
<tr>
<td>52.22-13</td>
<td>Restrictions on Certain Foreign Purchases</td>
<td>March 2005</td>
</tr>
<tr>
<td>52.22-14</td>
<td>Inconsistency Between English Version And Translation Of Contract</td>
<td>February 2000</td>
</tr>
<tr>
<td>52.22-01</td>
<td>Authorization and Consent</td>
<td>July 1995</td>
</tr>
<tr>
<td>52.22-02</td>
<td>Notice And Assistance Regarding Patent And Copy Infringement</td>
<td>August 1996</td>
</tr>
<tr>
<td>52.22-03</td>
<td>Patent Indemnity</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.22-03</td>
<td>Worker's Compensation Insurance (Defense Base Act)</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.22-04</td>
<td>Workers' Compensation and War-Hazard Insurance Overseas</td>
<td>April 1984</td>
</tr>
<tr>
<td>52.22-05</td>
<td>Insurance - Work On A Government Installation</td>
<td>January 1997</td>
</tr>
<tr>
<td>52.22-07</td>
<td>Insurance - Liability To Third Persons</td>
<td>March 1996</td>
</tr>
<tr>
<td>52.22-08</td>
<td>Liability and Insurance - Leased Motor Vehicles</td>
<td>May 1999</td>
</tr>
<tr>
<td>52.22-03</td>
<td>Federal, State And Local Taxes</td>
<td>April 2003</td>
</tr>
<tr>
<td>52.22-06</td>
<td>Taxes - Foreign Fixed-Price Contracts</td>
<td>June 2003</td>
</tr>
<tr>
<td>230-02</td>
<td>Cost Accounting Standards</td>
<td>April 1998</td>
</tr>
<tr>
<td>230-03</td>
<td>Disclosure And Consistency Of Cost Accounting Practices</td>
<td>April 1998</td>
</tr>
<tr>
<td>230-06</td>
<td>Administration of Cost Accounting Standards</td>
<td>November 1999</td>
</tr>
<tr>
<td>223-02</td>
<td>Payments</td>
<td>April 1998</td>
</tr>
<tr>
<td>223-04</td>
<td>Discounts For Prompt Payment</td>
<td>February 2002</td>
</tr>
</tbody>
</table>


(a) The use of overtime is authorized under this contract if the overtime premium does not exceed $0.00 or the overtime premium is paid for work—

1. Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

2. By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

3. To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

4. That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—

UNCLASSIFIED
Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

* Insert either "zero" or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in subparagraph (a)(1) through (a)(4) of the clause.

L3 52.227-23 RIGHTS TO PROPOSAL DATA (TECHNICAL) JUNE 1987

Except for data contained on pages (None), it is agreed that as a condition of award of this contract, and notwithstanding the conditions of any notice appearing thereon, the Government shall have unlimited rights (as defined in the "Rights in Data—General" clause contained in this contract) in and to the technical data contained in the proposal dated (None), upon which this contract is based.

52.232-16 PROGRESS PAYMENTS APRIL 2003

The Government will make progress payments to the Contractor when requested as work progresses, but not more frequently than monthly, in amounts of $2,500 or more approved by the Contracting Officer, under the following conditions:

(a) Computation of amounts. (1) Unless the Contractor requests a smaller amount, the Government will compute each progress payment as 80 percent of the Contractor's total costs incurred under this contract whether or not actually paid, plus financing payments to subcontractors (see paragraph (j) of this clause), less the sum of all previous progress payments made by the Government under this contract. The Contracting Officer will consider cost of money that would be allowable under FAR 31.205-10 as an incurred cost for progress payment purposes.

(2) The amount of financing and other payments for supplies and services purchased directly for the contract are limited to the amounts that have been paid by cash, check, or other forms of payment, or that are determined due and will be paid to subcontractors--

(i) in accordance with the terms and conditions of a subcontract or invoice; and

(ii) Ordinarily, within 30 days of the submission of the Contractor's payment request to the Government.

(3) The Government will exclude accrued costs of Contractor contributions under employee pension plans until actually paid unless--

(i) The Contractor's practice is to make contributions to the retirement fund quarterly or more frequently; and

(ii) The contribution does not remain unpaid 30 days after the end of the applicable quarter or shorter payment period (any contribution remaining unpaid shall be excluded from the Contractor's total costs for progress payments until paid).

The Contractor shall not include the following in total costs for progress payment purposes in paragraph (a)(1) of this clause:

(i) Costs that are not reasonable, allocable to this contract, and consistent with sound and generally accepted accounting principles and practices.
(iii) Costs ordinarily capitalized and subject to depreciation or amortization except for the properly depreciated or amortized portion of such costs.

(iv) Payments made or amounts payable to subcontractors or suppliers, except for—

(A) Completed work, including partial deliveries, to which the Contractor has acquired title; and

(B) Work under cost-reimbursement or time-and-material subcontracts to which the Contractor has acquired title.

(5) The amount of unliquidated progress payments may exceed neither (i) the progress payments made against incomplete work (including allowable unliquidated progress payments to subcontractors) nor (ii) the value, for progress payment purposes, of the incomplete work. Incomplete work shall be considered to be the supplies and services required by this contract, for which delivery and invoicing by the Contractor and acceptance by the Government are incomplete.

(6) The total amount of progress payments shall not exceed 80 percent of the total contract price.

(7) If a progress payment or the unliquidated progress payments exceed the amounts permitted by subparagraphs (a)(4) or (a)(5) above, the Contractor shall repay the amount of such excess to the Government on demand.

(8) Notwithstanding any other terms of the contract, the Contractor agrees not to request progress payments in dollar amounts of less than $2,500. The Contracting Officer may make exceptions.

(b) Liquidation. Except as provided in the Termination for Convenience of the Government clause, all progress payments shall be liquidated by deducting from any payment under this contract, other than advance or progress payments, the unliquidated progress payments, or 80 percent of the amount invoiced, whichever is less. The Contractor shall repay to the Government any amounts credited by a retroactive price reduction, after computing liquidations and payments on past invoices at the reduced prices and adjusting the unliquidated progress payments accordingly. The Government reserves the right to unilaterally change, from the ordinary liquidation rate to an alternate rate when deemed appropriate for proper contract financing.

(c) Reduction or suspension. The Contracting Officer may reduce or suspend progress payments, increase the rate of liquidation, or take a combination of these actions, after finding on substantial evidence any of the following conditions:

(1) The Contractor failed to comply with any material requirement of this contract (which includes paragraphs (f) and (g) below).

(2) Performance of this contract is endangered by the Contractor's—

(i) Failure to make progress; or

(ii) Unsatisfactory financial condition.

(3) Inventory allocated to this contract substantially exceeds reasonable requirements.

(4) The Contractor is delinquent in payment of the costs of performing this contract in the ordinary course of business.

(5) The unliquidated progress payments exceed the fair value of the work accomplished on the undelivered portion of this contract.

(6) The Contractor is realizing less profit than that reflected in the establishment of any alternate liquidation rate in paragraph (b) above, and that rate is less than the progress payment rate stated in subparagraph (a)(1) above.

(d) Title. (1) Title to the property described in this paragraph (d) shall vest in the Government. Vestiture shall be immediately upon the occurrence of this contract, for property acquired or produced before that date. Otherwise, vestiture shall occur when the property is or should have been allocable or properly chargeable to this contract.

(2) "Property," as used in this clause, includes all of the below-described items acquired or produced by the Contractor that are or should be allocable or properly chargeable to this contract under sound and generally accepted accounting principles and practices.
uts, materials, inventories, and work in process;

(ii) Special tooling and special test equipment to which the Government is to acquire title under any other clause of this contract;

(iii) Nondurable (i.e., noncapital) tools, jigs, dies, fixtures, molds, patterns, tapers, gauges, test equipment, and other similar manufacturing aids, title to which would not be obtained as special tooling under subparagraph (ii) above; and

(iv) Drawings and technical data, to the extent the Contractor or subcontractors are required to deliver them to the Government by other clauses of this contract.

(3) Although title to property is in the Government under this clause, other applicable clauses of this contract, e.g., the termination or special tooling clauses, shall determine the handling and disposition of the property.

(4) The Contractor may sell any scrap resulting from production under this contract without requesting the Contracting Officer's approval, but the proceeds shall be credited against the costs of performance.

(5) To acquire for its own use or dispose of property to which title is vested in the Government under this clause, the Contractor must obtain the Contracting Officer's advance approval of the action and the terms. The Contractor shall (i) exclude the allocable costs of the property from the costs of contract performance, and (ii) repay to the Government any amount of unliquidated progress payments allocable to the property. Repayment may be by cash or credit memorandum.

(6) When the Contractor completes all of the obligations under this contract, including liquidation of all progress payments, title shall vest in the Contractor for all property (or the proceeds thereof) as follows:

(i) Delivered to, and accepted by, the Government under this contract; or

(ii) Incorporated in supplies delivered to, and accepted by, the Government under this contract and to which title is vested in the warrant under this clause.

(7) The terms of this contract concerning liability for Government-furnished property shall not apply to property to which the Government acquired title solely under this clause.

(8) Risk of loss. Before delivery to and acceptance by the Government, the Contractor shall bear the risk of loss for property, the title to which vests in the Government under this clause, except to the extent the Government expressly assumes the risk. The Contractor shall repay the Government an amount equal to the unliquidated progress payments that are based on costs allocable to property that is damaged, lost, stolen, or destroyed.

(f) Control of costs and property. The Contractor shall maintain an accounting system and controls adequate for the proper administration of this clause.

(g) Reports and access to records. The Contractor shall promptly furnish reports, certificates, financial statements, and other pertinent information reasonably requested by the Contracting Officer for the administration of this clause. Also, the Contractor shall give the Government reasonable opportunity to examine and verify the Contractor's books, records, and accounts.

(h) Special terms regarding default. If this contract is terminated under the Default clause, (i) the Contractor shall, on demand, repay to the Government the amount of unliquidated progress payments and (ii) title shall vest in the Contractor, on full liquidation of progress payments, for all property for which the Government elects not to require delivery under the Default clause. The Government shall be liable for no payment except as provided by the Default clause.

(i) Reservations of rights. (1) No payment or vesting of title under this clause shall—

(i) Excuse the Contractor from performance of obligations under this contract; or

constitute a waiver of any of the rights or remedies of the parties under the contract.

(2) The Government's rights and remedies under this clause—

(i) Shall not be exclusive but rather shall be in addition to any other rights and remedies provided by law or this contract; and

UNCLASSIFIED
shall not be affected by delayed, partial, or omitted exercise of any right, remedy, power, or privilege, nor shall such exercise or any single exercise preclude or impair any further exercise under this clause or the exercise of any other right, power, or privilege of the Government.

(i) Financing payments to subcontractors. The financing payments to subcontractors mentioned in paragraphs (a)(1) and (a)(2) of this clause shall be all financing payments to subcontractors or divisions, if the following conditions are met:

(1) The amounts included are limited to--

(i) The unliquidated remainder of financing payments made; plus

(ii) Any unpaid subcontractor requests for financing payments.

(2) The subcontract or interdivisional order is expected to involve a minimum of approximately 6 months between the beginning of work and the first delivery; or, if the subcontractor is a small business concern, 4 months.

(3) If the financing payments are in the form of progress payments, the terms of the subcontract or interdivisional order concerning progress payments--

(i) Are substantially similar to the terms of this clause for any subcontractor that is a large business concern, or this clause with its Alternate I for any subcontractor that is a small business concern;

(ii) Are at least as favorable to the Government as the terms of this clause;

(iii) Are not more favorable to the subcontractor or division than the terms of this clause are to the Contractor;

Are in conformance with the requirements of FAR 32.504(e); and

(v) Subordinate all subcontractor rights concerning property to which the Government has title under the subcontract to the Government's right to require delivery of the property to the Government if--

(A) The Contractor defaults; or

(B) The subcontractor becomes bankrupt or insolvent.

(4) If the financing payments are in the form of performance-based payments, the terms of the subcontract or interdivisional order concerning payments--

(i) Are substantially similar to the Performance-Based Payments clause at FAR 52.232-32 and meet the criteria for, and definition of, performance-based payments in FAR Part 32;

(ii) Are in conformance with the requirements of FAR 32.504(f); and

(iii) Subordinate all subcontractor rights concerning property to which the Government has title under the subcontract to the Government's right to require delivery of the property to the Government if--

(A) The Contractor defaults; or

(B) The subcontractor becomes bankrupt or insolvent.

(5) If the financing payments are in the form of commercial item financing payments, the terms of the subcontract or interdivisional order concerning payments--

(i) Are constructed in accordance with FAR 32.206(c) and included in a subcontract for a commercial item purchase that meets the definition and standards for acquisition of commercial items in FAR Parts 2 and 12;

(ii) Are in conformance with the requirements of FAR 32.504(g); and
Subordinate all subcontractor rights concerning property to which the Government has title under the subcontract to the Government's right to require delivery of the property to the Government if—

(A) The Contractor defaults; or

(B) The subcontractor becomes bankrupt or insolvent.

(6) If financing is in the form of progress payments, the progress payment rate in the subcontract is the customary rate used by the contracting agency, depending on whether the subcontractor is or is not a small business concern.

(7) Concerning any proceeds received by the Government for property to which title has vested in the Government under the subcontract terms, the parties agree that the proceeds shall be applied to reducing any unliquidated financing payments by the Government to the Contractor under this contract.

(8) If no unliquidated financing payments to the Contractor remain, but there are unliquidated financing payments that the Contractor has made to any subcontractor, the Contractor shall be subrogated to all the rights the Government obtained through the terms required by this clause to be in any subcontract, as if all such rights had been assigned and transferred to the Contractor.

(9) To facilitate small business participation in subcontracting under this contract, the Contractor shall provide financing payments to small business concerns, in conformity with the standards for customary contract financing payments stated in FAR 32.113. The Contractor shall not consider the need for such financing payments as a handicap or adverse factor in the award of subcontracts.

(k) Limitations on undefinitized contract actions. Notwithstanding any other progress payment provisions of this contract, progress payments may not exceed 80 percent of costs incurred on work accomplished under undefinitized contract actions. A "contract action" is any action resulting in a contract, as defined in Subpart 2.1, including contract modifications for additional supplies or services, but not including contract modifications that are within the scope and under the terms of the contract, such as contract modifications required pursuant to the Changes clause or funding and other administrative changes. This limitation shall apply to the costs incurred, as computed in accordance with paragraph (a) of this clause, and shall remain in effect until the contract action is definitized. Costs incurred which are subject to this limitation shall be segregated on Contractor progress payment requests and invoices from those costs eligible for higher progress payment rates. For purposes of progress payment liquidation, as described in paragraph (b) of this clause, progress payments for undefinitized contract actions shall be liquidated at 80 percent of the amount invoiced for work performed under the undefinitized contract action as long as the contract action remains undefinitized. The amount of unliquidated progress payments for undefinitized contract actions shall not exceed 80 percent of the maximum liability of the Government under the undefinitized contract action or such lower limit specified elsewhere in the contract. Separate limits may be specified for separate contract actions.

(I) Due date. The designated payment office will make progress payments on the 30th day after the designated billing office receives a proper progress payment request. In the event that the Government requires an audit or other review of a specific progress payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date. Progress payments are considered contract financing and are not subject to the interest penalty provisions of the Prompt Payment Act.

(m) Progress payments under indefinite-delivery contracts. The Contractor shall account for and submit progress payment requests under individual orders as if the order constituted a separate contract, unless otherwise specified in this contract.

The Government will make progress payments to the Contractor when requested as work progresses, but not more frequently than weekly, in amounts of $2,500 or more approved by the Contracting Officer, under the following conditions:

(a) Computation of amounts. (1) Unless the Contractor requests a smaller amount, the Government will compute each progress payment as 85 percent of the Contractor's total costs incurred under this contract, whether or not actually paid, plus financing payments to subcontractors (see paragraph (j) of this clause), less the sum of all previous progress payments made by the Government under this contract.
The Contracting Officer will consider cost of money that would be allowable under FAR 31.205-10 as an incurred cost for progress payment purposes.

(2) The amount of financing and other payments for supplies and services purchased directly for the contract are limited to the amounts that have been paid by cash, check, or other forms of payment, or that are determined due and will be paid to subcontractors—

(i) In accordance with the terms and conditions of a subcontract or invoice; and

(ii) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(3) The Government will exclude accrued costs of Contractor contributions under employee pension plans until actually paid unless—

(i) The Contractor's practice is to make contributions to the retirement fund quarterly or more frequently; and

(ii) The contribution does not remain unpaid 30 days after the end of the applicable quarter or shorter payment period (any contribution remaining unpaid shall be excluded from the Contractor's total costs for progress payments until paid).

(4) The Contractor shall not include the following in total costs for progress payment purposes in paragraph (a)(1) of this clause:

(i) Costs that are not reasonable, allocable to this contract, and consistent with sound and generally accepted accounting principles and practices.

(ii) Costs incurred by subcontractors or suppliers.

(iii) Costs incurred and subject to depreciation or amortization except for the properly depreciated or amortized portion of such costs.

Payments made or amounts payable to subcontractors or suppliers, except for—

(A) Completed work, including partial deliveries, to which the Contractor has acquired title; and

(B) Work under cost-reimbursement or time-and-material subcontracts to which the Contractor has acquired title.

(5) The amount of unliquidated progress payments may exceed neither (i) the progress payments made against incomplete work (including allowable unliquidated progress payments to subcontractors) nor (ii) the value, for progress payment purposes, of the incomplete work. Incomplete work shall be considered to be the supplies and services required by this contract, for which delivery and invoicing by the Contractor and acceptance by the Government are incomplete.

(6) The total amount of progress payments shall not exceed 85 percent of the total contract price.

(7) If a progress payment or the unliquidated progress payments exceed the amounts permitted by subparagraphs (i)(4) or (a)(5) above, the Contractor shall repay the amount of such excess to the Government on demand.

(b) Notwithstanding any other terms of the contract, the Contractor agrees not to request progress payments in dollar amounts of less than $2,500. The Contracting Officer may make exceptions.

(b) Liquidation. Except as provided in the Termination for Convenience of the Government clause, all progress payments shall be liquidated by deducting from any payment under this contract, other than advance or progress payments, the unliquidated progress payments, or 85 percent of the amount invoiced, whichever is less. The Contractor shall repay to the Government any amounts required by a retroactive price reduction, after computing liquidations and payments on past invoices at the reduced prices and adjusting the unliquidated progress payments accordingly. The Government reserves the right to unilaterally change from the ordinary liquidation rate to an alternate rate when deemed appropriate for proper contract financing.

Reduction or suspension. The Contracting Officer may reduce or suspend progress payments, increase the rate of liquidation, or take a combination of these actions, after finding on substantial evidence any of the following conditions:

(1) The Contractor failed to comply with any material requirement of this contract (which includes paragraphs (f) and (g) below).
(f) Failure to make progress; or

(ii) Unsatisfactory financial condition.

(3) Inventory allocated to this contract substantially exceeds reasonable requirements.

(4) The Contractor is delinquent in payment of the costs of performing this contract in the ordinary course of business.

(5) The unliquidated progress payments exceed the fair value of the work accomplished on the undelivered portion of this contract.

(6) The Contractor is realizing less profit than that reflected in the establishment of any alternate liquidation rate in paragraph (b) above, and that rate is less than the progress payment rate stated in subparagraph (a)(1) above.

(d) Title. (1) Title to the property described in this paragraph (d) shall vest in the Government vestiture shall be immediately upon the date of this contract, for property acquired or produced before that date. Otherwise, vestiture shall occur when the property is or should have been allocable or properly chargeable to this contract.

(2) "Property," as used in this clause, includes all of the below-described items acquired or produced by the Contractor that are or should be allocable or properly chargeable to this contract under sound and generally accepted accounting principles and practices.

(i) Parts, materials, inventories, and work in process;

(ii) Special tooling and special test equipment to which the Government is to acquire title under any other clause of this contract;

(iii) Nondurable (i.e., noncapital) tools, jigs, dies, fixtures, molds, patterns, taps, gauges, test equipment, and other similar manufacturing aids, title to which would not be obtained as special tooling under subparagraph (ii) above; and

(iv) Drawings and technical data, to the extent the Contractor or subcontractors are required to deliver them to the Government by other clauses of this contract.

(3) Although title to property is in the Government under this clause, other applicable clauses of this contract, e.g., the termination or special tooling clauses, shall determine the handling and disposition of the property:

(4) The Contractor may sell any scrap resulting from production under this contract without requesting the Contracting Officer's approval, but the proceeds shall be credited against the costs of performance.

(5) To acquire for its own use or dispose of property to which title is vested in the Government under this clause, the Contractor must obtain the Contracting Officer's advance approval of the action and the terms. The Contractor shall (i) exclude the allocable costs of the property from the costs of contract performance, and (ii) repay to the Government any amount of unliquidated progress payments allocable to the property. Repayment may be by cash or credit memorandum.

(6) When the Contractor completes all of the obligations under this contract, including liquidation of all progress payments, title shall vest in the Contractor for all property (or the proceeds thereof) not—

(i) Delivered to, and accepted by, the Government under this contract; or

(ii) Incorporated in supplies delivered to, and accepted by, the Government under this contract and to which title is vested in the Government under this clause.

(7) The terms of this contract concerning liability for Government-furnished property shall not apply to property to which the Government acquired title solely under this clause.

(i) Risk of loss. Before delivery to and acceptance by the Government, the Contractor shall bear the risk of loss for property, the title to which vests in the Government under this clause, except to the extent the Government expressly assumes the risk. The Contractor shall repay the Government an amount equal to the unliquidated progress payments that are based on costs allocable to property that is damaged, lost, stolen, or destroyed.

UNCLASSIFIED
control of costs and property. The Contractor shall maintain an accounting system and controls adequate for the proper administration of this clause.

(g) Reports and access to records. The Contractor shall promptly furnish reports, certificates, financial statements, and other pertinent information reasonably requested by the Contracting Officer for the administration of this clause. Also, the Contractor shall give the Government reasonable opportunity to examine and verify the Contractor’s books, records, and accounts.

(h) Special terms regarding default. If this contract is terminated under the Default clause, (i) the Contractor shall, on demand, repay to the Government the amount of unliquidated progress payments and (ii) title shall vest in the Contractor, on full liquidation of progress payments, for all property for which the Government elects not to require delivery under the Default clause. The Government shall be liable for no payment except as provided by the Default clause.

(i) Reservations of rights. (1) No payment or vesting of title under this clause shall—

(i) Excuse the Contractor from performance of obligations under this contract; or

(ii) Constitute a waiver of any of the rights or remedies of the parties under the contract.

(2) The Government’s rights and remedies under this clause—

(i) Shall not be exclusive but rather shall be in addition to any other rights and remedies provided by law or this contract; and

(ii) Shall not be affected by delayed, partial, or omitted exercise of any right, remedy, power, or privilege, nor shall such exercises or any single exercise preclude or impair any further exercise under this clause or the exercise of any other right, power, or privilege of the Government.

financing payments to subcontractors. The financing payments to subcontractors mentioned in paragraphs (a)(1) and (a)(2) of this clause shall be all financing payments to subcontractors or divisions, if the following conditions are met:

(1) The amounts included are limited to—

(i) The unliquidated remainder of financing payments made; plus

(ii) Any unpaid subcontractor requests for financing payments.

(2) The subcontract or interdivisional order is expected to involve a minimum of approximately 6 months between the beginning of work and the first delivery; or, if the subcontractor is a small business concern, 4 months.

(3) If the financing payments are in the form of progress payments, the terms of the subcontract or interdivisional order concerning progress payments—

(i) Are substantially similar to the terms of this clause for any subcontractor that is a large business concern, or this clause with its Alternate I for any subcontractor that is a small business concern;

(ii) Are at least as favorable to the Government as the terms of this clause;

(iii) Are not more favorable to the subcontractor or division than the terms of this clause are to the Contractor;

(iv) Are in conformance with the requirements of FAR 32.504(a); and

(v) Subordinate all subcontractor rights concerning property to which the Government has title under the subcontract to the Government’s right to require delivery of the property to the Government if—

(A) The Contractor defaults; or

(B) The subcontractor becomes bankrupt or insolvent.

UNCLASSIFIED
The financing payments are in the form of performance-based payments, the terms of the subcontract or interdivisional order concerning payments—

(i) Are substantially similar to the Performance-Based Payments clause at FAR 52.232-32 and meet the criteria for, and definition of, performance-based payments in FAR Part 32;

(ii) Are in conformance with the requirements of FAR 32.504(f); and

(iii) Subordinate all subcontractor rights concerning property to which the Government has title under the subcontract to the Government's right to require delivery of the property to the Government if—

(A) The Contractor defaults; or

(B) The subcontractor becomes bankrupt or insolvent.

(5) If the financing payments are in the form of commercial item financing payments, the terms of the subcontract or interdivisional order concerning payments—

(i) Are constructed in accordance with FAR 32.206(c) and included in a subcontract for a commercial item purchase that meets the definition and standards for acquisition of commercial items in FAR Parts 2 and 12;

(ii) Are in conformance with the requirements of FAR 32.504(g); and

(iii) Subordinate all subcontractor rights concerning property to which the Government has title under the subcontract to the Government's right to require delivery of the property to the Government if—

(A) The Contractor defaults; or

(B) The subcontractor becomes bankrupt or insolvent.

(6) If financing is in the form of progress payments, the progress payment rate in the subcontract is the customary rate used by the contracting agency, depending on whether the subcontractor is or is not a small business concern.

(7) Concerning any proceeds received by the Government for property to which title has vested in the Government under the subcontract terms, the parties agree that the proceeds shall be applied to reducing any unliquidated financing payments by the Government to the Contractor under this contract.

(8) If no unliquidated financing payments to the Contractor remain, but there are unliquidated financing payments that the Contractor has made to any subcontractor, the Contractor shall be subrogated to all the rights the Government obtained through the terms required by this clause to be in any subcontract, as if all such rights had been assigned and transferred to the Contractor.

(9) To facilitate small business participation in subcontracting under this contract, the Contractor shall consider financing payments as a hardship or adverse factor in the award of subcontracts.

(k) Limitations on undefinitized contract actions. Notwithstanding any other progress payment provisions in this contract, progress payments may not exceed 80 percent of costs incurred on work accomplished under undefinitized contract actions. A "contract action" is any action resulting in a contract, as defined in Subpart 2.1, including contract modifications for additional supplies or services, but not including contract modifications that are within the scope and under the terms of the contract, such as contract modifications issued pursuant to the Change clause, or funding and other administrative changes. This limitation shall apply to the costs incurred, as computed in accordance with paragraph (k)(2) of this clause, and shall remain in effect until the contract action is definitized. Costs incurred which are subject to this limitation shall be segregated on Contractor progress payment requests and invoices to which they are eligible for higher progress payment rates. For purposes of progress payment liquidation, as described in paragraph (k)(2) of this clause, progress payments for undefinitized contract actions shall be liquidated at 80 percent of the amount invoiced for work performed under the undefinitized contract action as long as the contract action remains undefinitized. The amount of unliquidated progress payments for undefinitized contract actions shall not exceed 80 percent of the maximum liability of the Government under the undefinitized contract action or such lower limit specified elsewhere in the contract. Separate limits may be specified for separate actions.
Due date. The designated payment office will make progress payments on the 30th day after the designated billing office receives a proper progress payment request. In the event that the Government requires an audit or other review of a specific progress payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date. Progress payments are considered contract financing and are not subject to the interest penalty provisions of the Prompt Payment Act.

(m) Progress payments under indefinite-delivery contracts. The Contractor shall account for and submit progress payment requests under individual orders as if the order constituted a separate contract, unless otherwise specified in this contract.

(End of clause)

1.6 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR APRIL 1984

Funds are not presently available for performance under this contract beyond September 30, 2005. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2005, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

1.7 52.232-35 DESIGNATION OF OFFICE FOR GOVERNMENT RECEIPT OF ELECTRONIC FUNDS TRANSFER INFORMATION MAY 1999

(a) As provided in paragraph (b) of the clause at 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration, the Government has designated the office cited in paragraph (c) of this clause as the office to receive the Contractor's electronic funds transfer (EFT) information, in lieu of the payment office of this contract.

(b) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (c) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (c). The Government need not use any EFT information sent to any office other than that designated in paragraph (c).

(c) Designated Office:

Name:
U.S. Department of State
Payments Division
Interface Control Branch

Mailing Address:
P.O. Box 9487, Rosslyn Station
Rosslyn, VA 22219

Telephone Number: 703-875-5953 FAX: 703-875-6866

Person to Contact:
Jeff Wanza

Electronic Address:
VendorClaims@sa15wpa.us-state.gov
(a) Definitions. “Contracting Officer,” as used in this clause, does not include any representative of the Contracting Officer.

“Specifically authorized representative (SAR),” as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall be issued to the designated representative before the SAR exercises such authority.

(b) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing, within 10 calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state—

(1) The date, nature, and circumstances of the conduct regarded as a change;

(2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;

(3) The identification of any documents and the substance of any oral communication involved in such conduct;

(4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;

The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including:

(i) What contract line items have been or may be affected by the alleged change;

(ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;

(iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;

(iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and

(5) The Contractor’s estimate of the time by which the Government must respond to the Contractor’s notice to minimize cost, delay or disruption of performance.

(c) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall countermand any action which exceeds the authority of the SAR.

(d) Government response. The Contracting Officer shall promptly, within ___ calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either—

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;

(2) Countermand any communication regarded as a change;
Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or

(4) In the event the Contractor's notice information is inadequate to make a decision under subparagraphs (d)(1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e) Equitable adjustments. (1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above.

NOTE: The phrases "contract price" and "cost" wherever they appear in the clause, may be appropriately modified to apply to cost-reimbursement or incentive contracts, or to combinations thereof.

**I.9 52.246-20 WARRANTY OF SERVICES MAY 2001**

(a) Definition. "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformity to the Contractor within 90 days from the date of acceptance by the Government. This notice shall state either--

(1) that the Contractor shall correct or reperform any defective or nonconforming services; or

(2) that the Government does not require correction or reperformance.

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.
FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (ACQ VARIATION) (11/99)

(a) The Government may extend the term of the contract by written notice(s) to the Contractor within the period(s) specified below.

<table>
<thead>
<tr>
<th>ITEM(S)</th>
<th>LATEST OPTION EXERCISE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option year one</td>
<td>Expiration date of base year</td>
</tr>
<tr>
<td>Option year two</td>
<td>Expiration date of option year one</td>
</tr>
<tr>
<td>Option year three</td>
<td>Expiration date of option year two</td>
</tr>
<tr>
<td>Option year four</td>
<td>Expiration date of option year three</td>
</tr>
</tbody>
</table>

(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 option(s) under this clause, shall not exceed five years.

L.11 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES  

OCTOBER 1997

(a) The Contractor shall make the following notifications in writing:

1. When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

2. The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall:

1. Maintain current, accurate, and complete inventory records of assets and their costs;

2. Provide the ACO or designated representative ready access to the records upon request;

3. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

4. Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 55.408(k).

L.12 52.216-18 ORDERING  

OCTOBER 1995

Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of contract award through contract expiration.
All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

1.13 52.216-19 ORDER LIMITATIONS

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than $100.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of $100;

(2) Any order for a combination of items in excess of $100, or

(3) A series of orders from the same ordering office within 15 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

1.14 52.216-22 INDEFINITE QUANTITY

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the

UNCLASSIFIED
I.15 52.216-24 LIMITATION OF GOVERNMENT LIABILITY

(a) In performing this contract, the Contractor is not authorized to make expenditures or incur obligations exceeding the funded dollars.

(b) The maximum amount for which the Government shall be liable if this contract is terminated is amount owed the contractor dollars.

I.16 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this schedule identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits applicable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class | Monetary Wage-Fringe Benefits
--- | ---
None identified at this time. May be identified on a domestic task order if applicable.

I.17 52.222-49 SERVICE CONTRACT ACT - PLACE OF PERFORMANCE

(a) This contract is subject to the Service Contract Act, and the place of performance was unknown when the solicitation was issued. In addition to places or areas identified in wage determinations, if any, attached to the solicitation, wage determinations have also been requested for the following: None. The Contracting Officer will request wage determinations for additional places or areas of performance if asked to do so in writing at the time of soliciting a task order to be performed in the United States.

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit bids or proposals. However, a wage determination shall be requested and incorporated in the resultant contract retroactive to the date of contract award, and there shall be no adjustment in the contract price.

ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL

UNCLASSIFIED
Definitions. As used in this clause—

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."

"Recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor shall execute the following certification required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(i)(2)(C)):

CERTIFICATION

I, ______________________ (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that the percentage of recovered material content for EPA-designated products met the applicable contract specifications.

[Signature of the Officer or Employee]

[Typed Name of the Officer or Employee]

[Title]

[Name of Company, Firm, or Organization]

(Date)

(c) The Contractor, on completion of this contract, shall—

(1) Estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and

(2) Submit this estimate to the Contracting Officer.

(End of clause)

I.19 52.223-11 OZONE-DEPLETING SUBSTANCES  MAY 2001

(a) Definition. "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR part 82 as—

(1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride; and methyl chloroform; or

(2) Class II, including, but not limited to, hydrochlorofluorocarbons.

The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (5), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

WARNING
The Contractor shall insert the name of the substance(s).

I.20 52.232-32 PERFORMANCE-BASED PAYMENTS

(a) Amount of payments and limitations on payments. Subject to such other limitations and conditions as are specified in this contract and this clause, the amount of payments and limitations on payments shall be specified in the contract's description of the basis for payment.

(b) Contractor request for performance-based payment. The Contractor may submit requests for payment of performance-based payments not more frequently than monthly, in a form and manner acceptable to the Contracting Officer. Unless otherwise authorized by the Contracting Officer, all performance-based payments in any period for which payment is being requested shall be included in a single request, appropriately itemized and totaled. The Contractor's request shall contain the information and certification detailed in paragraphs (i) and (m) of this clause.

(c) Approval and payment of requests. (1) The Contractor shall not be entitled to payment of a request for performance-based payment prior to successful accomplishment of the event or performance criterion for which payment is requested. The Contracting Officer shall determine whether the event or performance criterion for which payment is requested has been successfully accomplished in accordance with the terms of the contract. The Contracting Officer may, at any time, require the Contractor to substantiate the successful accomplishment of any event or performance criterion which has been or is represented as being payable.

(2) A payment under this performance-based payment clause is a contract financing payment under the Prompt Payment clause of this contract and not subject to the interest penalty provisions of the Prompt Payment Act. The designated payment office will pay approved requests on the 30th day after receipt of the request for performance-based payment. However, the designated payment office is not required to provide payment if the Contracting Officer requires substantiation as provided in paragraph (c)(1) of this clause, or inquires into the status of an event or performance criterion, or into any of the conditions listed in paragraph (e) of this clause, or into the Contractor certification. The payment period will not begin until the Contracting Officer approves the request.

(3) The approval by the Contracting Officer of a request for performance-based payment does not constitute an acceptance by the Government and does not excuse the Contractor from performance of obligations under this contract.

(d) Liquidation of performance-based payments.

(1) Performance-based financing amounts paid prior to payment for delivery of an item shall be liquidated by deducting a percentage or a designated dollar amount from the delivery payment. If the performance-based financing payments are on a delivery item basis, the liquidation amount for each such line item shall be the percent of that delivery item price that was previously paid under performance-based financing payments or the designated dollar amount. If the performance-based financing payments are on a whole contract basis, liquidation shall be by either predesignated liquidation amounts or a liquidation percentage.

(2) A payment under this performance-based payment clause is a contract financing payment under the Prompt Payment clause of this contract and not subject to the interest penalty provisions of the Prompt Payment Act. The designated payment office will pay approved requests on the 30th day after receipt of the request for performance-based payment. However, the designated payment office is not required to provide payment if the Contracting Officer requires substantiation as provided in paragraph (c)(1) of this clause, or inquires into the status of an event or performance criterion, or into any of the conditions listed in paragraph (e) of this clause, or into the Contractor certification. The payment period will not begin until the Contracting Officer approves the request.
Reduction or suspension of performance-based payments. The Contracting Officer may reduce or suspend performance-based payments, liquidate performance-based payments by deduction from any payment under the contract, or take a combination of these actions after finding upon substantial evidence any of the following conditions:

(1) The Contractor failed to comply with any material requirement of this contract (which includes paragraphs (h) and (i) of this clause).

(2) Performance of this contract is endangered by the Contractor's—

(i) failure to make progress; or

(ii) unsatisfactory financial condition.

(3) The Contractor is delinquent in payment of any subcontractor or supplier under this contract in the ordinary course of business.

(f) Title.

(1) Title to the property described in this paragraph (f) shall vest in the Government. Vestiture shall be immediately upon the date of the first performance-based payment under this contract, for property acquired or produced before that date. Otherwise, vestiture shall occur when the property is or should have been allocable or properly chargeable to this contract.

(2) "Property," as used in this clause, includes all of the following described items acquired or produced by the Contractor that are or should be allocable or properly chargeable to this contract under sound and generally accepted accounting principles and practices:

(i) Parts, materials, inventories, and work in process;

(ii) Special tooling and special test equipment to which the Government is to acquire title under any other clause of this contract;

(iii) Nondurable (i.e., noncapital) tools, jigs, dies, fixtures, molds, patterns, taps, gauges, test equipment and other similar manufacturing aids, title to which would not be obtained as special tooling under subparagraph (f)(2)(d) of this clause; and

(iv) Drawings and technical data, to the extent the Contractor or subcontractors are required to deliver them to the Government by other clauses of this contract.

(3) Although title to property is in the Government under this clause, other applicable clauses of this contract (e.g., the termination or special tooling clauses) shall determine the handling and disposition of the property.

(4) The Contractor may sell any scrap resulting from production under this contract, without requesting the Contracting Officer's approval, provided that any significant reduction in the value of the property to which the Government has title under this clause is reported in writing to the Contracting Officer.

(5) In order to acquire for its own use or dispose of property to which title is vested in the Government under this clause, the Contractor must obtain the Contracting Officer's advance approval of the action and the terms. If approved, the basis for payment (the events or performance criteria) to which the property is related shall be deemed to be not in compliance with the terms of the contract and not payable (if the property is part of or needed for performance), and the Contractor shall refund the related performance-based payments in accordance with paragraph (d) of this clause.

(6) When the Contractor completes all of the obligations under this contract, including liquidation of all performance-based payments, title shall vest in the Contractor for all property (or the proceeds thereof) not—

(i) Delivered to, and accepted by, the Government under this contract; or

(ii) Incorporated in supplies delivered to, and accepted by, the Government under this contract and to which title is vested in the Government under this clause.

(7) The terms of this contract concerning liability for Government-furnished property shall not apply to property to which the Government acquired title solely under this clause.

UNCLASSIFIED
Risk of loss. Before delivery to and acceptance by the Government, the Contractor shall bear the risk of loss for property, the title which vests in the Government under this clause, except to the extent the Government expressly assumes the risk. If any property is damaged, lost, stolen, or destroyed, the basis of payment (the events or performance criteria) to which the property is related shall be deemed to be in compliance with the terms of the contract and not payable (if the property is part of or needed for performance), and the Contractor shall refund the related performance-based payments in accordance with paragraph (d) of this clause.

(b) Records and controls. The Contractor shall maintain records and controls adequate for administration of this clause. The Contractor shall have no entitlement to performance-based payments during any time the Contractor’s records or controls are determined by the Contracting Officer to be inadequate for administration of this clause.

(i) Reports and Government access. The Contractor shall promptly furnish reports, certificates, financial statements, and other pertinent information requested by the Contracting Officer for the administration of this clause and to determine that an event or other criterion prompting a financing payment has been successfully accomplished. The Contractor shall give the Government reasonable opportunity to examine and verify the Contractor’s records and to examine and verify the Contractor’s performance of this contract for administration of this clause.

(j) Special terms regarding default. If this contract is terminated under the Default clause—

(1) the Contractor shall, on demand, repay to the Government the amount of unliquidated performance-based payments; and

(2) title shall vest in the Contractor, on full liquidation of all performance-based payments, for all property for which the Government elects not to require delivery under the Default clause of this contract. The Government shall be liable for no payment except as provided by the Default clause.

(k) Reservation of rights.

(i) No payment or vesting of title under this clause shall—

excuse the Contractor from performance of obligations under this contract; or

(ii) constitute a waiver of any of the rights or remedies of the parties under the contract.

(ii) The Government’s rights and remedies under this clause—

(i) shall not be exclusive, but rather shall be in addition to any other rights and remedies provided by law or this contract; and

(ii) shall not be affected by delayed, partial, or omitted exercise of any right, remedy, power, or privilege, nor shall such exercise or any single exercise preclude or impair any further exercise under this clause or the exercise of any other right, power, or privilege of the Government.

(l) Content of Contractor’s request for performance-based payment. The Contractor’s request for performance-based payment shall contain the following:

(1) The name and address of the Contractor;

(2) The date of the request for performance-based payment;

(3) The contract number and/or other identifier of the contract or order under which the request is made;

(4) Such information and documentation as is required by the contract’s description of the basis for payment; and

(5) A certification by a Contractor official authorized to bind the Contractor, as specified in paragraph (m) of this clause.

(l) Content of Contractor’s certification. As required in paragraph (l)(5) of this clause, the Contractor shall make the following certification in each request for performance-based payment:

I certify to the best of my knowledge and belief that—
This request for performance-based payment is true and correct; this request (and attachments) has been prepared from the books and records of the Contractor, in accordance with the contract and the instructions of the Contracting Officer:

(2) (Except as reported in writing on ________), all payments to subcontractors and suppliers under this contract have been paid, or will be paid, currently, when due in the ordinary course of business;

(3) There are no encumbrances (except as reported in writing on ________) against the property acquired or produced for, and allocated or properly chargeable to, the contract which would affect or impair the Government's title;

(4) There has been no materially adverse change in the financial condition of the Contractor since the submission by the Contractor to the Government of the most recent written information dated _______; and

(5) After the making of this requested performance-based payment, the amount of all payments for each deliverable item for which performance-based payments have been requested will not exceed any limitation in the contract, and the amount of all payments under the contract will not exceed any limitation in the contract.

1.21 52.244-06 SUBCONTRACTS FOR COMMERCIAL ITEMS

(a) Definitions. As used in this clause-

"Commercial item" has the meaning contained in Federal Acquisition Regulation 2.101, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities: If the subcontract (except subcontracts to small business concerns) exceeds $500,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212(a)).


(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201). (Flow down as required in accordance with paragraph (g) of FAR clause 52.222-39).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appî 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)
- 2 52.252-02 CLAUSES INCORPORATED BY REFERENCE  FEBRUARY 1998

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

http://www.amet.gov/far/ for FAR clauses

http://www.statebuy.state.gov/dosar/dosartoc.htm for DOSAR clauses

I.23  52.252-06 AUTHORIZED DEVIATIONS IN CLAUSES  APRIL 1984

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter I) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any N/A clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

I.24  52.247-64 PREFERENCE FOR PRIVATELY OWNED U.S. - FLAG COMMERCIAL VESSELS  APRIL 2003

(a) Except as provided in paragraph (e) of this clause, the Cargo Preference Act of 1954 (46 U.S.C. Appx 1241(b)) requires that Federal departments and agencies shall transport in privately owned U.S.-flag commercial vessels at least 50 percent of the gross tonnage of equipment, materials, or commodities that may be transported in ocean vessels (computed separately for dry bulk carriers, dry cargo liners, and tankers). Such transportation shall be accomplished when any equipment, materials, or commodities, located within or outside the United States, that may be transported by ocean vessel are:

(1) Acquired for a U.S. Government agency account;

(2) Furnished to, or for the account of, any foreign nation without provision for reimbursement;

(3) Furnished for the account of a foreign nation in connection with which the United States advances funds or credits, or guarantees the convertibility of foreign currencies; or

(4) Acquired with advance of funds, loans, or guarantees made by or on behalf of the United States.

(b) The Contractor shall use privately owned U.S.-flag commercial vessels to ship at least 50 percent of the gross tonnage involved under this contract (computed separately for dry bulk carriers, dry cargo liners, and tankers) whenever shipping any equipment, materials, or commodities under the conditions set forth in paragraph (a) above, to the extent that such vessels are available at rates that are fair and reasonable for privately owned U.S.-flag commercial vessels.

(c)(1) The Contractor shall submit one legible copy of a rated on-board ocean bill of lading for each shipment to both

the Contracting Officer, and

(ii) The:
Office of Cargo Preference
Maritime Administration (MAR-590)
Subcontractor bills of lading shall be submitted through the Prime Contractor.

(2) The Contractor shall furnish these bill of lading copies (i) within 20 working days of the date of loading for shipments originating in the United States, or (ii) within 30 working days for shipments originating outside the United States. Each bill of lading copy shall contain the following information:

(A) Sponsoring U.S. Government agency.

(B) Name of vessel.

(C) Vessel flag of registry.

(D) Date of loading.

(E) Port of loading.

(F) Port of final discharge.

(G) Description of commodity.

(H) Gross weight in pounds and cubic feet if available.

(I) Total ocean freight revenue in U.S. dollars.

The contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts or purchase orders under contract, except those described in paragraph (e)(4).

(e) The requirement in paragraph (a) does not apply to—

(1) Cargoes carried in vessels of the Panama Canal Commission or as required or authorized by law or treaty;

(2) Ocean transportation between foreign countries of supplies purchased with foreign currencies made available, or derived from funds that are made available, under the Foreign Assistance Act of 1961 (22 U.S.C. 2353);

(3) Shipments of classified supplies when the classification prohibits the use of non-Government vessels; and

(4) Subcontracts or purchase orders for the acquisition of commercial items unless—

(i) This contract is—

(A) A contract or agreement for ocean transportation services; or

(B) A construction contract; or

(ii) The supplies being transported are—

(A) Items the Contractor is reselling or distributing to the Government without adding value. (Generally, the Contractor does not add value to the items when it subcontracts items for f.o.b. destination shipment); or

(B) Shipped in direct support of U.S. military—

1) Contingency operations;

2) Exercises; or
Forces deployed in connection with United Nations or North Atlantic Treaty Organization humanitarian or peacekeeping actions.

(f) Guidance regarding fair and reasonable rates for privately owned U.S.-flag commercial vessels may be obtained from the:

Office of Costs and Rates
Maritime Administration
400 Seventh Street, SW
Washington, DC 20590
Phone: 202-366-4610.

(End of clause)

1.25 FILE DOSAR 652.228-74 DBA INSURANCE.DOC


(a) The Department of State has entered into a contract with an insurance carrier to provide DBA insurance to Department of State contractors at a contracted rate. The rates for this insurance are as follows:

Services @ $3.87 per $100 of compensation; or

Construction @ $5.00 per $100 of compensation.

(b) Bidders/Offerors should compute the total compensation (direct salary plus differential, but excluding per diem, housing allowance and other miscellaneous post allowances) to be paid to employees who will be covered by DBA insurance and the cost of workers' compensation insurance in their bid/proposal using the foregoing rate, and insert the totals in the spaces provided for the base year and each thereafter, if applicable. The DBA insurance cost shall be included in the total fixed price. The DBA insurance costs shall be reimbursed directly to the contractor.

(1) Compensation of Covered Employees: ___________

(2) Defense Base Act insurance Costs: ___________

(3) Total Cost: ___________

(c) Bidders/Offerors shall include a statement as to whether or not local nationals or third country nationals will be employed on the resultant contract. The statement shall also indicate whether or not such local nationals or third country nationals will be provided workers' compensation coverage against the risk of work injury or death under a local workers' compensation law. For those employees of the bidder/offeror who are covered under a local workers' compensation law, the bidder/offeror shall also assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention. If any employees of the bidder/offeror who are local nationals or third country nationals are not covered under a local workers' compensation law, the bidder/offeror shall procure Defense Base Act insurance covering those employees pursuant to the terms of the contract between the Department of State and the Department's DBA insurance carrier at the rates specified above.

(End of provision)

1.26 FILE DOSAR 652.228-71 DBA INSURANCE.DOC

652.228-71 Worker's Compensation Insurance (Defense Base Act) - Services (AUG 1999) (DEVIATION)

This clause supplements FAR 52.228-3 and FAR 52.228-4.

(b) The contractor shall procure Defense Base Act (DBA) insurance pursuant to the terms of the contract between the Department of State and the Department's DBA insurance carrier unless the contractor has a DBA self-insurance program approved by the
The contractor shall submit a copy of the Department of Labor’s approval to the contracting officer upon receipt of the contract. The current rate under the Department of State contract is $3.87 per $100 of compensation for services.

(c) The Department of State has obtained a waiver of DBA coverage for contractor employees who are not citizens of, residents of, or hired in the United States; (i.e., local nationals or third country nationals). If any contractor employees are local nationals and/or third country nationals, the contractor shall provide such employees with worker’s compensation benefits against the risk of work injury or death and assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention as required by the laws of the country in which the employees are working, or by the laws of the employee’s native country, whichever offers greater benefits. If contract performance takes place in a country where there are no local workers’ compensation laws, the contractor shall procure Defense Base Act insurance covering those local national and/or third country national employees pursuant to the contract between the Department of State and the Defense Base Act insurance broker.

(d) Section 16 of the State Department Basic Authorities Act (22 U.S.C. 2680a), as amended, provides that the Defense Base Act shall not apply with respect to such contracts as the Secretary of State determines are contracts with persons employed to perform work for the Department of State on an intermittent basis for not more than 90 days in a calendar year. “Persons” includes individuals hired by companies under contract with the Department. The Procurement Executive has the authority to issue the waivers for these individuals. For those employees, the contractor shall provide workers’ compensation coverage against the risk of work injury or death and assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention.

(e) The contractor agrees to insert a clause substantially the same as this one in all subcontracts. Subcontractors shall be required to insert a similar clause in any of their subcontracts.

(f) Should the rates for DBA insurance coverage increase or decrease during the performance of this contract, the Department shall modify this contract accordingly.

(g) The contractor shall demonstrate to the satisfaction of the contracting officer that the equitable adjustment as a result of the insurance increase or decrease does not include any reserve for such insurance. Adjustment shall not include any overhead, profit, and administrative expenses, etc.

(End of clause)
SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

All attachments except E, F, and G are posted on FEDBIZOPPs as files separate from the solicitation.

<table>
<thead>
<tr>
<th>NO. OF PAGES</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTACHMENT A</td>
<td>Standard Form 3881, ACH Vendor/Miscellaneous Payment Enrollment Form</td>
<td>12/90 1</td>
</tr>
<tr>
<td>ATTACHMENT B</td>
<td>Disclosure of Lobbying Activities (SF LLL with SF LLL-A)</td>
<td>N/A 2</td>
</tr>
<tr>
<td>ATTACHMENT C</td>
<td>DD Form 254, Department of Defense Contract Security Classification Specification</td>
<td>6/18/2004 6</td>
</tr>
<tr>
<td>ATTACHMENT D</td>
<td>DUAL CITIZENSHIP FORM</td>
<td>N/A 2</td>
</tr>
<tr>
<td>ATTACHMENT E</td>
<td>Task Order Request for a Local Program Management Office to be submitted with Contract Proposal</td>
<td>8/25/2004 7</td>
</tr>
<tr>
<td>ATTACHMENT F</td>
<td>Task Order Request for a Jerusalem PSS Detail to be Submitted With Contract Proposal</td>
<td>8/25/2004 13</td>
</tr>
<tr>
<td>ATTACHMENT G</td>
<td>Use of Deadly Force Policy</td>
<td>8/25/2004 8</td>
</tr>
</tbody>
</table>
J.2 FILE

SECTION J - ATTACHMENT E - PROGRAM MANAGEMENT OFFICE TASK ORDER.DOC

ATTACHMENT E

TASK ORDER PROPOSAL REQUEST
(SOLICITATION S-AQMPD-04-R-1016)

2. Task Title: Local Program Management Office (LPMO) in DC Area for the Worldwide Personal Protective Services (WPPS) Contract
3. Project Office
   Overseas Protective Operations (OPO)
   Bureau of Diplomatic Security
   16th Floor, SA-30
   1801 North Lynn Street
   Rosslyn, VA 22209
4. Contracting Officer's Representative (COR)
   Frederic M. Piry
   Division Chief;
   High Threat Protection, DS/IP/HTP
5. Period of Performance
   The period of performance for this Task Order (TO) is one year with two option years. The period of performance for the LPMO will normally coincide with the length of the contract and/or performance on any operational task order(s) issued to the contractor.
6. Work to be Performed
   The mission or role of the LPMO is to provide direct coordination and support to the Contracting Officer (CO), Contracting Officer's Representative (COR) and High Threat Protection Division (HTPD) Program Office on all TO-related matters to ensure success of the ongoing efforts in a timely manner. Areas of advice/coordination/support shall encompass, but are not limited to the following: protective operations, protective service (PRS) training, logistics, communications, supplies, contract administration, manpower levels, reporting, and administrative matters such as assisting in clearance processing for overseas-bound contractor personnel to include obtaining Diplomatic and/or Official passports for contractor personnel. Additionally, the Contractor may be tasked to estimate staffing requirements, prepare cost estimates, research matters pertaining to operational TO performance requirements, and provide written reports on topics which the CO, COR, and/or DSPO has requested the contractor to research and provide specific comments.
   Due to operational issues and changing requirements, situations routinely develop that necessitate the need to meet face to face to discuss sensitive matters. Therefore, time is of the essence and most issues must be addressed in a relatively short time period. Failure to provide timely and efficient solutions to changing situations could possibly place personnel and property at a significant risk.
   This TO requires the contractor (or contractors if multiple awards) to set up as part of its management infrastructure a local office in the Washington, D.C. area, thus enabling it to coordinate/assist in effecting the required daily interface with DS as new and revised tasks emerge.
   As a minimum, the LPMO shall maintain the same office hours as its counterpart DS program office.
normally 0800 – 1700 hours, Monday through Friday). Due to the operational nature of the work performed under the TOs, the LP/PMO will be manned during the normal lunch period. In view of ongoing overseas operations and the attendant time change, the Program Manager (PM) shall make provision for after hours contact in event of an emergency. The PM or his/hers designated representative shall be available at all times to receive and implement special instructions from the CO or COR.

Personnel working in the LP/PMO shall work a minimum of 40 hours per week, unless the LP/PMO is closed due to a national holiday or individual is on leave. Should a key person be absence for more than ten (10) consecutive workdays, the Contractor must temporarily fill the position with another qualified individual. The Contractor shall coordinate this action with both the CO and COR.

The PM or his/her representative shall attend all regularly scheduled meetings of the HTPD Program Office dealing with TO matters as well as special, unscheduled meetings as required by the COR. To the maximum extent practicable, HTPD will provide the LP/PMO four (4) hours notice of these unscheduled meetings.

Notes:

1. In view of the extremely high threat conditions that exist in several areas of the world, the Department of State (DOS), Bureau of Diplomatic Security (DS), has been tasked and continues to maintain several protective details, consisting of experienced/highly trained contractors, in several “trouble spots” in the world today.

2. Under the aegis of the WPPS contract, these protective security personnel provide for the personal protection and safety of U.S. Ambassadors, U.S. high-level officials, and designated foreign dignitaries while conducting official business, in an extremely dangerous and unsettled environment.

PERFORMANCE OBJECTIVE NO. 1

As directed, the Contractor shall:

- Provide qualified personal to staff the LP/PMO
- Provide one (1) Program Manager, one (1) Assistant Facility Security Officer (AFSO), and one (1) Administrative and Logistics Security Specialist (ALSS)

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>Service provided per this Task Order</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>Within 60 days of task order award</td>
</tr>
<tr>
<td>(1) Establishment of LP/PMO</td>
<td>Response within one and one-half hour of notice to attend meeting</td>
</tr>
<tr>
<td>(2) Prompt responses</td>
<td></td>
</tr>
</tbody>
</table>

7. Special Qualifications of Personnel

PERFORMANCE OBJECTIVE NO. 2

The Contractor shall:

- Provide personnel to fill the following positions.
- Ensure that personnel meet the following qualifications

7.1 Local Program Manager (LPM)

a. The LPM position in this task order shall be the same as the Project Manager labor category described in the contract.

b. Manages the operation of the LP/PMO and is the overall manager and local focal point for all contractor functions and personnel.

c. Maintains close liaison with CONUS and in-country U.S. Government and contractor provided personnel.

d. Responsibilities: See Section C, Appendix B, Item B.1

UNCLASSIFIED
7.2 Assistant Facility Security Officer (AFSO)

a. The AFSO position in this TO shall be the same as the Deputy Project Manager labor category described in the contract.

b. The AFSO shall complete security training within one (1) year of appointment as specified in Chapter 3 of the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22M.

c. Maintains direct contact with Facility Security Officer at contractor location awarded contract. Provide assistance to Facility Security Officer with regard to submission of WPPS personnel for Department of State personnel security clearances.

d. Responsibilities: Supervises and directs security measures necessary for implementing the NISPOM, DoS policies and procedures related to contract requirements and Federal requirements for classified information.

e. Qualification: The AFSO shall have a minimum of three (3) years experience working in the security field and one (1) year specialized experience serving as a Facility Security Officer or AFSO.

7.3 Administrative and Logistics Security Specialist (ALSS)

a. The ALSS position in this task order shall be the same as the Deputy Project Manager labor category described in the contract.

b. Responsibilities: The ALSS:

- Plans and carries out those duties assigned to him/her by the PM
- Assists in the planning, development, and administration of a comprehensive administrative and logistics support program to serve the needs of the HTPD. This includes overseeing and coordinating inventory management, procurement actions, maintenance, repairs, and serviceability of all protective equipment, tactical equipment, and supplies for the PSS operations.
- Maintains active and accurate equipment records of all protective security specialists (PSS) personnel assigned.
- Coordinates the shipment of contractor furnished equipment and materials with the DS HTPD Program Office, U.S. Embassy, and host country. Documenting, as necessary, that the proper customs, procedures, and standards are adhered to.
- Maintains, in conjunction with existing operations, strict accountability of equipment, supplies, spare parts, etc. through a computerized file and accounting system associated with TOs issued under this contract.
- Prepares support documentation for all incoming and out-going personnel traveling to other countries in support of the contract.
- Coordinates transport with the HTPD Program Office and U.S. Embassies for all incoming and outgoing WPPS personnel to/from the airport and ensures housing needs are met both in-transit and in-country. Arranges and/or confirms air transport schedule, following HTPD Program Office and Post guidelines for various optional travel routings.

c. Qualifications: The ALSS shall:

- Have a minimum of three (3) years experience performing administrative and logistical support duties.
- Have strong written and interpersonal skills.
- Be proficient in Microsoft Word, Excel, Outlook, and general computers skills.
- Have experience working with a wide range of procurement logistics issues.
- Have the ability to maintain strong working relationships and deal effectively with other personnel.
- Have overseas experience in administrative and logistical support issues.
7.4 Other Support Personnel

The Contractor may assign other support personnel to the LPMO. If the contractor is awarded a construction TO and/or an existing TO is revised to include construction, the Contractor shall staff the LPMO with at least one (1) staff member for the duration of the construction project who has supervised construction of similar projects and/or served as construction project manager.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% of positions filled with qualified personnel</td>
</tr>
</tbody>
</table>

Note: 100% is the target standard. As part of the contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the contractor from meeting the target standard.

NECESSARY CONDITIONS (NC)

NC No. 7.1: The PM must have authority to commit company resources for all actions necessary to perform work under all issued TOs. Contract modifications, hiring actions, and other matters not directly TO-related may be initiated at local level, but must be approved and executed at corporate level in accordance with Representations, Certifications and Other Statements of Offers that were submitted with offer.

8. Training

PERFORMANCE OBJECTIVE NO. 3

The Contractor shall:

Ensure that the AFSO meets all training requirements as specified in Chapter 3 of the NISPOM.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>Training satisfactorily completed</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>Training completed within period allowed by Chapter 3 of the NISPOM</td>
</tr>
</tbody>
</table>

9. Security Requirements

PERFORMANCE OBJECTIVE NO. 4

The Contractor shall:

- Possess and maintain a TOP SECRET facility security clearance issued by the Defense Security Service (DSS) in accordance with the NISPOM.
- Ensure that all personnel assigned to this TO are U.S. citizens.
- Ensure that the PM, AFSO, and ALSS possess SECRET or INTERIM SECRET security clearances issued by Department of State (DOS) and that they maintain those clearances throughout their employment in support of the LPMO.
- Must have security clearances issued prior to performance on Task Order.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>All contractor personnel possess and maintain required security clearances</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>Training completed 60 days after TO issued</td>
</tr>
</tbody>
</table>

Notes:

1. The LPMO need not have its own facility clearance, as no access to classified information will be required at the LPMO. All access to classified information will occur at Department of State locations.
2. The LPMO will not be authorized to store or process any classified information at its location. Per the contract requirements, the location to which this contract was issued must maintain a facility security clearance at the Top Secret level. The Facility Security Officer at that location will be responsible for processing personnel security clearance for personnel assigned to the LPMO.

10. Screening of Personnel

PERFORMANCE OBJECTIVE NO. 5

The contractor shall:

- Process candidates in accordance with Section C.4.3, Appendix E, of the basic contract
- Submit resumes to the HTPD and the COR for initial screening
- Ensure that the clearance application packages consist of the forms identified in Section C, Appendix E

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>All contractor personnel screened IAW DS approved contractor screening plan.</td>
</tr>
</tbody>
</table>

NECESSARY CONDITIONS (NC)

NC No. 10.1: The HTPD will assist the LPMO staff to obtain needed building passes for SA-20 and other state buildings.

NC No. 10.2: Upon receipt of clearance application packages, the Industrial Security Division (DD/IS/IND) will assist in the security clearance process. Should a security interview be required for any nominee, the Contractor shall make its personnel available.

11. Key Personnel

All personnel assigned to this TO are considered key personnel.

PERFORMANCE OBJECTIVE NO. 6

The Contractor shall:

- Comply with Section H.6 in respect to key personnel
- Submit resumes for all individuals nominated
- Ensure that resumes include Social Security Numbers (SSN), place of birth (PoB), date of birth (DoB), and clearance status
- Provide names, position title, and clearance information of personnel to be assigned in the space below

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION TITLE</th>
<th>CLEARANCE INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Performance Measures: Performance Standards

a) Retention of personnel: 100% retention of key personnel throughout entire TO effort.

Note: The COR will take into account any extenuating circumstances that might have precluded the contractor from meeting the target standard.

12. Government Furnished Equipment (GFE)

N/A
13 Contractor Furnished Equipment (CFE)

PERFORMANCE OBJECTIVE No. 8

The Contractor shall:

- Locate the LPMO with a 50-mile radius of Washington, D.C., so that it is accessible to SA-20 (see paragraph 3, above, for the address) in no more than one and one-half (1 1/2) hour. This is necessary to facilitate face-to-face meetings and discussions of sensitive matters between the contractor and the Government.
- Obtain a facility not exceed 1,200 square feet unless authorized by the CO.
- Provide standard office furniture such as desks, chairs, and storage cabinets.
- Provide minimum equipment requirements, i.e., telephone, fax, photocopier, personal computers, and file cabinets.
- Ensure that LPMO personnel have the ability to travel by vehicle and/or public transportation to the Department of State facilities in the Washington, D.C., area within a relatively short time.
- Ensure that LPMO personnel have the ability to travel to training sites and other locations outside the Washington, D.C., area as necessitated by daily operations.


PERFORMANCE OBJECTIVE No. 9

The Contractor shall:

- Submit a Task Order Management Plan (TOMP), and technical and cost proposal with the contract proposal.
- Price the following cost reimbursable items as accurately as possible:
  - Defense Base Act (DBA) insurance
  - Travel
  - Housing
  - Equipment
  - Daily subsistence

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>TOMP addresses all requirements of Section C.4.3.8.4 of the contract</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>TOMP received with the contract proposal</td>
</tr>
</tbody>
</table>

NECESSARY CONDITIONS (NC)

NC No 14.1: The contractor is reminded that this is a request for proposal (RFP); it is not a TO nor does it authorize performance or expenditure of funds.

15. Special Necessary Conditions

N/A

16. Deliverables

a. Clearance application packages as specified in paragraph 10, above.

b. Services as specified in the TO and Section C of the contract.

c. Weekly, monthly, quarterly, and other reports required by Section C.4.6.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>100% reports are prepared and submitted as directed</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td>100% on time</td>
</tr>
</tbody>
</table>
J.3 FILE

SECTION J - ATTACHMENT F - JERUSALEM TASK ORDER.DOC

ATTACHMENT F

TASK ORDER PROPOSAL REQUEST
SOLICITATION NUMBER SAQMPD04R1016


TASK TITLE: Personal Protective Services, Jerusalem Monitoring Group

Overseas Protective Operations (OPO)
Bureau of Diplomatic Security
16th Floor, SA-20
1801 North Lynn Street
Roslown, VA 22209

CONTRACTING OFFICER'S REPRESENTATIVE:
Frederic M. Piy
Division Chief,
High Threat Protection, DS/HP/HTP

REGIONAL SECURITY OFFICER (RSO):
American Embassy, Tel Aviv, Israel
Tel. Tel. 972-(3)-519-7400

5. PERIOD OF PERFORMANCE
The period of performance for this Task Order is one year with one option year.

6. WORK TO BE PERFORMED
The President has maintained a national security objective to advance the Israeli/Palestinian peace process through the establishment of an international monitoring mechanism. A Special Presidential Envoy and staff have been dispatched to Jerusalem. Contractor personal protective services are required for the safe travel of the Special Envoy and other USG personnel involved in this effort.

Notes:
1. In view of the unsettled conditions in Israel, the government reserves the rights to curtail, defer, and/or suspend services under this Task Order when required for political or security reasons.
2. The contractor's effort shall be under the daily oversight of the RSO Tel Aviv/Jerusalem or the RSO's designee.
3. Pursuant to Chapter 650 of the US Department of State Standardized Regulations, contractor personnel requested to perform in any area determined by the Department of State to be a hazardous duty area will be paid hazardous duty pay at the same rate as given to Department of State direct-hire employees. This pay will be listed on the appropriate contract sub-CLIN and will not be encumbered by overheads or fee.

Performance Objective No. 1 - As directed, the contractor shall:
1. Provide qualified personal protective security personnel to support the Special Envoy and staff in peace process activities and operations primarily in the occupied territory of the West Bank, Gaza and adjacent areas.
2. Provide one (1) project manager and three (3) protective detail teams.

3. Ensure that the Jerusalem Monitoring Group teams are deployed with contractors on each team. Team composition shall be follows:

4. Ensure that contractor personnel members perform protective security functions that include, but not be limited to:
   - Advances
   - Route analysis
   - Site survey
   - Motorcade support
   - Driving armored vehicles
   - Lead cars
   - Follow cars
   - Close-in protection
   - Protection of walking movements required during travel

5. Conduct personal protective security services in accordance with the contract referenced above, its Section C, Statement of Work, and the Task Order issued as a result of this request.

Perfornmance Measures

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Performance Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Quality</td>
<td>Service provided per this Task Order</td>
</tr>
<tr>
<td>b) Timeliness</td>
<td></td>
</tr>
<tr>
<td>(1) Completion of training</td>
<td>60 days after contract award</td>
</tr>
<tr>
<td>(2) PRS Details stand up</td>
<td>70 days after contract award</td>
</tr>
</tbody>
</table>

Necessary Conditions

N.C. No. 1.1 - The contractor shall:
   a) Ensure that all contractor personnel understand that they shall report to the RSO and be under Chief of Mission (COM) Tel Aviv and Jerusalem authority.
   b) Ensure that the project manager supports the RSO and, if assigned, the DS Special Agent assigned as Agent in Charge/PRS Coordinator. The DS Special agent assigned as AIC will provide the teams with their tasks and expect full expeditious compliance for the safety of all concerned.

N.C. No. 1.2 - The contractor project manager shall hold a TOP SECRET security clearance and serve as a liaison between the RSO’s office and the contractor operating personnel. The contractor project manager shall also serve as the on-site administrative officer for the contractor personnel.

N.C. No. 1.3 - The contractor workweek shall be as specified in the contract. Although work shall not be regularly scheduled, contractors may be called upon to support periodic weekend/holiday Mission operations to the West Bank or the Gaza Strip. Should any occur, contractors shall be available to respond to an emergency protection requirement within 24 hours per day/7 days per week. When on standby, detail members shall remain available for route analysis/study, route planning, site surveys, training, etc., or activities as directed by RSO.

7. PROTECTIVE SECURITY POSITIONS AND SPECIAL QUALIFICATIONS OF PERSONNEL

Performance Objective No. 3 - The contractor shall:
   1. Provide personnel to fill the following positions.
   2. Ensure that personnel meet the following qualifications.
Project Manager

a) The Project Manager position in this task order shall be the same as the Project Manager and Detail Leader labor category described in the basic contract.

b) Conducts protective operations under the direction of the designated principal with the general advice and guidance of the Regional Security Officer (RSO) named in the Task Order.

c) Acts as company representative or main point of contact for any administrative, personnel, or contractual matters pertaining to assigned personnel under this Task Order.

d) Responsibilities:
   See Section C, Appendix B, Items A.1 and B.1

e) Qualifications:
   See Section C, Appendix B, Item A.1 and B.1

Shift Leader

a) Responsibilities:
   See Section C, Appendix B, Item B.3

b) Qualifications:
   See Section C, Appendix B.3, Item B.3

Protective Security Specialist

a) Responsibilities:
   See Section C, Appendix B, Item B.4

b) Qualifications
   See Section C, Appendix B, Item B.4

Performance Measures

Performance Standards

a) Positions filled with qualified personnel

100% is the target standard. As part of the contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the contractor from meeting the target standard.

8. TRAINING

Performance Objective No. 3 - The contractor shall:

1. Ensure that all contractorPRS personnel complete pre-deployment replacement training as specified in the contract.

2. Prepare and submit a plan for training in the Task Order Management Plan submitted in response to this Task Order Proposal Request. The first training class shall commence no later than 30 days after contract award and all training shall be completed no later than 60 days after contract award.

Performance Measures

a) Quality

b) Timeliness

Training satisfactorily conducted IAW DS approved training plans Training completed by 60 days after contract award

N.C. No. 2.1 The contractor shall:

1. Establish the length of the training days (i.e., training hours per day) sufficient to complete
training within start-end dates cited above

2. Ensure that the time prior to start of training is used to complete administrative matters such as processing for passports, security clearances, immunizations if needed, etc.

3. Ensure that all administrative matters are completed prior to the start of training.

Note: To ensure uninterrupted training, the contractor is authorized to have replacement trainees report early (as a group) to the Washington, DC area prior to start of training.

9. SECURITY REQUIREMENTS

Performance Objective No. 4 - The Contractor shall:

1. Possess and maintain a TOP SECRET facility security clearance issued by the Defense Security Service (DSS) in accordance with the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22M.

2. Ensure that all personnel assigned to this contract are U.S. citizens and not dual national Israelis (since Israelis are prohibited by law from entering the West Bank and Gaza)

3. Ensure that the contractor project manager and shift leaders possess a TOP SECRET security clearance issued by DSS prior to deployment, and maintain that clearance throughout the deployment

4. Certify clearances to the Department of State in accordance with the NISPOM. (Request for exception to policy (12 FAM 750) may be granted if necessary

5. Ensure that all other personnel assigned to this Task Order are processed for and pass a National Agency Check (NAC) to be conducted by the Bureau of Diplomatic Security, U.S. Department of State, prior to training.

Note: Contractors will be issued an appropriate, official passport.

Performance Measures

a) Quality

b) Timeliness

Performance Standards

All contractor personnel possess and maintain required security clearances

Training completed by 60 days after contract award

10. SCREENING OF PERSONNEL

Performance Objective No. 5 - The contractor shall:

1. Follow procedures described in Section 4.3 and Appendices E and F in Section C to process candidates for replacement or pre-deployment training and subsequent protective services assignment

2. Ensure that persons selected for pre-deployment training under this Task Order and subsequently assigned to protective duties are U.S. citizens and are issued an official passport

3. Ensure that resumes are submitted to the COR for all individuals nominated for this training. Candidates will be initially screened for acceptability by the COR.

4. Prior to commencement of contractor screening process, first determine availability and interest of DS' initially approved candidates

5. After receipt of DS pre-screening acceptability, perform a thorough company screening of interested individuals

6. After completion of contractor screening, submit the results, along with a final list of company approved candidates to the COR prior to training

7. Ensure that the clearance application packages consists of the forms identified in Appendix E to Section C.

Note: Upon receipt of final list and copies of clearance application packages, DS/IS/IND will standby to
assist in the security clearance process through DSS (or DS/PS) if necessary. Should a security interview be required for any nominee, contractor shall make its personnel available during the processing period prior to start of training.

Performance Measures
a) Quality

Performance Standards:
All contractor personnel screened IAW DS approved contractor screening plan

11. KEY PERSONNEL

All personnel assigned to this Task Order are considered key personnel.

Performance Objective No. 6 - The contractor shall:
1. Submit resumes for all individuals nominated
2. Ensure that resumes include SSN, date and place of birth, and clearance status if appropriate
3. Provide names of personnel to be assigned; include the names in Attachment (I)

Performance Measures
a) Retention of key personnel

Performance Standards:
100% retention of key personnel throughout entire Task Order effort

100% is the target standard. As part of the contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the contractor from meeting the target standard.

12. GOVERNMENT FURNISHED EQUIPMENT

The Government will furnish the following equipment to support this Task Order:
- Weapons and ammunition (ammunition adequate for operational requirements)
- Weapons permits
- Armored Vehicle(s) (for official use only)
- Appropriate passport documentation
- Frequencies for hand-held radios
- Tactical Ballistic Body Armor

Performance Objective No. 7 - With oversight from the COR, the Contractor shall:
1. Initiate and maintain appropriate inventory lists for all GFE that becomes contractor responsibility
2. Ensure that inventory lists are available for auditing quarterly by the COR.
3. At Task Order end, ensure the disposition of non-expended GFE in accordance with instructions provided by the contracting officer.

Performance Measures
a) Completion of GFE inventories
b) All GFE accounted for

Performance Standards:
Every quarter 100%* for non-expended GFE

100% is the target standard. As part of the contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the contractor from meeting the target standard.

13. CONTRACTOR PROVIDED EQUIPMENT

Performance Objective No. 8 - The contractor shall:
1. Consider non-expendable supplies or specialized equipment purchased for the government for use under this Task Order as GFE and shall enter it into appropriate inventory lists.

2. At Task Order end, ensure the disposition of non-expended GFE in accordance with instructions provided by the contracting officer.

3. Ensure that contractor purchased equipment is approved by COR, including:

- Ammunition for training requirements in CONUS.
- Weapons Vault
- Hand-held radios and chargers, Motorola Model 1 and Model 3
- Cell phones — Present operational requirements dictate that each detail member carry two cell phones — one for the Israeli system and one for the Palestinian Authority system. “Both ways” service may be available from one company, this TBD.
- Laptop Computer (Optional)
- Telephone & telephone service
- Rental or leased Cars — One vehicle per team. To be used by Team members for shift changes, to & from work, airport arrivals, etc. and as directed by the RSO. If used, one-year lease is authorized.
- Office space/Meeting room — Most likely room in hotel designated by the COR. To be used as admin area, staging and/or briefing room, etc.
- Limited office supplies
- Duty clothing (Gortex jackets, boots, etc.)
- Miscellaneous specialized equipment (flashlights, batons, etc.)

14. TASK ORDER MANAGEMENT PLANS, TECHNICAL AND COST PROPOSALS FOR TASK ORDER

Performance Objective No. 9 - The contractor shall:

1. Submit a Task Order Management Plan, technical and cost proposals with their contract proposal but if this was a normal task order request after award it would be due no later than five (5) working days after receipt of Task Order request. Contractor is required to price the following cost reimbursable items as accurately as possible: DBA insurance, travel, housing, equipment, and daily subsistence. Contractor is reminded that this is a request for proposal (RFP) — it is not a Task Order nor does it authorize performance or expenditure of funds.

Performance Measures

a) TOMP submitted as required

Performance Standards

TOMP addresses all requirements of Contract Section C, 4.3.8.4

15. SPECIAL NECESSARY CONDITIONS

N.C. 15.1 - The contractor shall:

1) Ensure that contractor personnel adhere to and follow the rules, regulations, and policies of the U.S. Embassy Tel Aviv

2) Ensure that contractor personnel:

   a) Recognize that this will be a high visibility assignment
   b) Perform and conduct themselves with proper decorum, subject to the authority of the U.S. Chief of Mission

3) Ensure that contractor personnel report immediately any apparent or suspected foreign intelligence contact to the RSO or ARSO.

N.C. 15.2 - Since the issuance of appropriate passport documentation will require special processing, Contractor is requested to provide the Project Officer with names of team members and potential
replacement personnel (include SSN and DOB). Contractor personnel must obtain and deploy with official passports in addition to the passport documentation issued by USG.

N.C. 15.3 Contractor is authorized to send an advance party of not more than two company representatives to Jerusalem, to coordinate housing, arrival of main party, etc. See Section C, Section 4.1.10. The contractor shall:

- Ensure that the advance party individuals have SECRET level security clearances and authority to act for the contractor.
- Provide names, SSN, DOB, and verify clearance status to Contracting Officers Representative not less than seven days before scheduled departure.
- Ensure that the advance party does not commence travel until authorized to do so by program office.
- Ensures that all travelers have advance country clearance to travel to post.

DELIVERABLES
(a) Services— as specified in Task Order, and Section C.
(b) Clearance application packages, as specified in paragraph 7 above.
(c) Monthly, Quarterly Reports and other reports as required by Section C, Section 4.6.
## ATTACHMENT 1

### PERSONNEL LISTING

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Manager</td>
</tr>
<tr>
<td>2</td>
<td>Shift Leader (Team A)</td>
</tr>
<tr>
<td>3</td>
<td>Shift Leader (Team B)</td>
</tr>
<tr>
<td>4</td>
<td>Shift Leader (Team C)</td>
</tr>
<tr>
<td>5</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>6</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>7</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>8</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>9</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>10</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>11</td>
<td>Protective Services Spec.</td>
</tr>
<tr>
<td>12</td>
<td>Protective Services Spec.</td>
</tr>
</tbody>
</table>
ATTACHMENT 2
PROTECTIVE SECURITY OPERATIONS TRAINING

1. Organization of a Protective Detail
Candidate shall demonstrate a working knowledge of the duties, organization, responsibilities, and position.

2. Terrorist Operations
Candidate shall demonstrate general working knowledge of the terrorist attack cycle and specific knowledge about designated terrorist groups and groups which represent a threat to the President of Haiti, his family, and members of his Government (indigenous or transnational) operating in Haiti.

3. Formations
Candidate shall demonstrate functional knowledge of the following protective formations:
- Demonstrate proper formations and positioning during press conferences, speeches, and receiving lines;
- Demonstrate proper deployment procedures during arrival and departure scenarios;
- Understand and implement basic protective doctrine of "sound-off, cover, and evacuate" during attack on protective drills.

4. Motorcade Operations
Candidate shall demonstrate knowledge of DS tactical motorcade procedures, terms, and procedures; understand and implement motorcade immediate action drills, i.e., demonstrate knowledge of anti-terrorist driving skills.

5. Protective Security Advances
Candidate shall demonstrate an understanding of the duties and responsibilities of a site advance agent:
- Conduct a site advance in accordance with DS procedures (e.g., PAP-2); write a site survey in an approved DS format; perform a hospital survey.

6. Radio Procedures
Candidate shall demonstrate knowledge of DS radio procedures, terms for arrivals, motorcade operations, and advances. The candidate should also be able to correctly operate a radio.

7. Countermeasures
Candidate shall demonstrate an understanding for protective security countermeasures and their methods of use for the following:

8. Emergency Medical Training
Candidate shall demonstrate an understanding of, and capability to perform basic emergency life support and first aid. Medical training will also encompass first aid treatment to victims of a chemical or biological attack.

9. Firearms Shooting Proficiency
Candidates shall demonstrate acceptable proficiency in the use and handling of all issued personal firearms.
Candidates shall also demonstrate knowledge of the DS deadly force policy. Qualifications shall be to DS standards, which are determined by the DS Subject Matter Experts (SMEs): .

1. Firearms:
- Handguns with Iron Sights
- Shoulder fired weapons
- Glock (Model 19) pistol (Concealed Carry with Hip Holster, and cross-draw holsters)

2. Driver Training
Candidates shall demonstrate acceptable proficiency at an appropriate driving location. Training vehicles will be automatic, four-door sedans, suitable to accommodate three students and one instructor per vehicle. Instructors shall be in the vehicles with the students during all Vehicle Dynamics, Evasive Maneuvers, and basic motorcade operations exercises. Vehicles shall be kept in safe, operable condition during the training course or replacement vehicles shall be immediately available (no more than 5 minutes of training down time). As a minimum, the following topics will be taught:
- **Vehicle Dynamics**: Serpentine, Braking (threshold non-ABS), with ABS, Braking and Turning (accident avoidance), Turning and braking. Skid Control, Emergency Speed Transitional driving using full road surface and then travel lane only, drive from right front seat.
- **Evasive Maneuvers**: .
- **Basic Motorcade Operations**: DS tactical motorcade operations, terms and procedures (The contractor shall provide 4 Suburban's for the basic motorcade operations training portion of the training). Motorcade immediate action drills.

3. Defensive Tactics
Candidates will demonstrate functional knowledge and proficiency in basic survival skills in defensive tactics: This will include: fundamentals of survival skills for non-lethal and lethal force situations; basic strikes; takedowns; control techniques using pressure points and joint manipulations; weapon retention and takeaways; applications of intermediate weapons using the straight baton and OC spray; and defense against weapon attacks.

4. Land Navigation and Equipment
Candidates will demonstrate functional knowledge and proficiency in basic map reading, terrain feature identification, determine grid coordinates using military grid reference system, use lensatic compass. The candidate should also demonstrate a functional knowledge in the use of GPS chart plotting receivers. Candidates should be able to mark waypoints, plot routes, and perform basic navigation with designated handheld GPS devices.

5. Oversight
The HTPD and DS Training Center subject matter experts (SMEs) may observe training and recommend corrections as needed during the course of training.

### COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Practical Lecture</th>
<th>Exercises</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms</td>
<td>2.5</td>
<td>13.5</td>
<td>16</td>
</tr>
<tr>
<td>LMG/MMG Training</td>
<td>3x2</td>
<td>5x2</td>
<td>16</td>
</tr>
<tr>
<td>Defensive Tactics</td>
<td>1.5</td>
<td>14.5</td>
<td>16</td>
</tr>
<tr>
<td>Intel Brief</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Details</td>
<td>.5</td>
<td></td>
<td>.5</td>
</tr>
<tr>
<td>Organization of Protective Detail</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Terrorist Operations</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Formations</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AOP Benign</td>
<td>.5</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>DS Radio Procedures/CP Operations</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Arrivals and Departures</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Running Fenders &amp; Emergency Evacuation Drills</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Chem-Bio</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Advances</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>First Responder</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Vehicles Dynamics</td>
<td>17</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>DS Motorcade Operations</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CQB</td>
<td>1</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Attack on Motorcade</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>AOP/PSS</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>IED/Vehicle Search</td>
<td>.5</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>127</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Chem-Bio/First-Responder was originally 2 eight-hour days. They are now both done in 1 eight-hour day.*
DEADLY FORCE POLICY

1. Definition of “Deadly Force”

“Deadly force” is the use of any force that is likely to cause death or serious physical injury. When a Protective Security Specialist (PSS) uses such force, it may only be done consistent with this policy. Force that is not likely to cause death or serious physical injury, but unexpectedly results in such harm or death, is not governed by this policy.

2. Probable Cause for the Use of Deadly Force

Probable cause, reason to believe or a reasonable belief, for purposes of this policy, means facts and circumstances; including the reasonable inferences drawn therefrom, known to the PSS at the time of the use of deadly force, that would cause a reasonable PSS to conclude that the point at issue is probably true. The reasonableness of a belief or decision must be viewed from the perspective of the PSS on the scene, who may often be forced to make split-second decisions in circumstances that are tense, unpredictable, and rapidly evolving. Reasonableness is not to be viewed from the calm vantage point of hindsight.

3. Principles on Use of Deadly Force

The Contractor adopts the Department of State policy which recognizes and respects the integrity and paramount value of all human life. Consistent with that primary value, but beyond the scope of the principles articulated here, is the full commitment by the Contractor to take all reasonable steps to prevent the need to use deadly force, as reflected in Diplomatic Security (DS) approved training and procedures. Yet even the best prevention policies are on occasion insufficient, as when a PSS is confronted with a threat to his or her life and/or the life of protectees or other individuals. With respect to these situations and in keeping with the value of protecting all human life, the touchstone of this policy regarding use of deadly force is necessity. Use of deadly force must be objectively reasonable under all the circumstances known to the PSS at the time.

4. Permissible Uses of Deadly Force

a) The necessity to use deadly force arises when all other available means of preventing imminent and grave danger to PSS or other persons have failed or would be likely to fail. Thus, employing deadly force is permissible when there is no safe alternative to using such force, and without it the PSS or others would face imminent and grave danger. A PSS is not required to place himself or herself, another PSS, or the public in unreasonable danger of death or serious physical injury before using deadly force. PSS will fire at a person only in response to an imminent threat of deadly force or serious physical injury against the PSS, protectees, or other individuals.

b) Determining whether deadly force is necessary may involve instantaneous decisions that encompass many factors, such as:

- The likelihood that the subject will use deadly force on the PSS or others if such force is not used by the PSS;
- The PSS’ knowledge that the subject will likely acquiesce if the PSS uses lesser force or no force at all;
- The capabilities of the subject;
The presence of other persons who may be at risk if force is or is not used; and
the nature and the severity of the danger posed.

c) Deadly force should never be used upon mere suspicion that the actions of an individual or a group of individuals will result in serious injury or death of a PSS, protectee(s), or others.

5. Use of Lesser Means Than Deadly Force

a) Intermediate Force
If force less than deadly force could reasonably be expected to accomplish the same end, such as restraining a dangerous subject, without unreasonably increasing the danger to the PSS or to others, then it must be used. Deadly force is not permissible in such circumstances, although the reasonableness of the PSS' understanding at the time deadly force was used will be the benchmark for assessing applications of this policy.

b) Verbal Warnings
Prior to using deadly force, if feasible, PSS will audibly command the subject to submit to their authority. If, however, giving such a command would itself pose a risk of death or serious physical injury to the PSS or others, it need not be given.

6. Warning Shots and Shooting to Disable

a) Warning shots are not authorized. Discharge of a firearm is usually considered to be permissible only under the same circumstances when deadly force may be used—that is, only when necessary to prevent loss of life or serious physical injury. Warning shots themselves may pose dangers to PSS or others.

b) Attempts to shoot to wound or to injure are unrealistic and, because of high miss rates and poor stopping effectiveness, can prove dangerous for the PSS and others. Therefore, shooting merely to disable is strongly discouraged.

7. Motor Vehicles and Their Occupants

Shooting to disable a moving motor vehicle is forbidden. A PSS who has reason to believe that a driver or occupant poses an imminent danger of death or serious physical injury to the PSS or others may fire at the driver or an occupant only when such shots are necessary to avoid death or serious physical injury to the PSS or another, and only if the public safety benefits of using such force reasonably appear to outweigh any risks to the PSS or the public, such as from a crash, ricocheting bullets, or return fire from the subject or another person in the vehicle.

8. Vicious Animals

Deadly force may be directed against vicious animals when necessary in self-defense or the defense of others.

9. Investigation of Incidents of Deadly Force

a) Investigative Jurisdiction
The Regional Security Officer and local law enforcement authority having jurisdiction will conduct the investigation of the incident of deadly force. PSS personnel will cooperate fully with the investigating authority.

b) Diplomatic Security Service Investigation
The Chairman, DS Firearms Policy Review Board, shall establish procedures for internal review and investigations.
c) Administrative Leave/Duty
PSS who make use of deadly force will be placed, as circumstances dictate, on administrative leave or assigned to duties not requiring the carrying of a firearm until the internal review and investigation are completed and PSS is authorized to return to duty.

10. **FIREARMS**

No PSS shall carry a firearm unless:

- The PSS has qualified with assigned weapon(s) in accordance with contract terms and conditions;
- The PSS is not disqualified by any law of the United States including 18 USC 922(g) relating to convictions for misdemeanor crimes of violence; and
- The PSS has been authorized by the Regional Security Officer and any applicable host country authority to carry and use firearms in the performance of their duties with respect to maintaining the security and safety of persons designated in the WPPS contract and Task Order.

11. **Responsibility**

A PSS is responsible for having a complete understanding of his or her authority and its limitations, and applicable guidelines and procedures.

12. **Issues Requiring Clarification**

All issues relating to this policy which require clarification shall be directed to the Chief of the High Threat Protection Division, Bureau of Diplomatic Security, Overseas Protective Operations.

13. **Authorized Firearms and Related Equipment**

PSS may carry only handguns, holsters, support weapons, and ammunition that the Department of State has issued or approved. Under no circumstances is a PSS to modify any support weapon or ammunition that the Department of State has issued.

14. **Qualification**

To be authorized to carry a Department-issued or approved firearm, a PSS shall qualify by meeting or exceeding a specified score with a Department-issued or approved firearm in accordance with the contract. Under no circumstances shall a PSS carry a firearm if he or she has not successfully completed the required firearms qualification procedures.

15. **Firing Range Procedures**

The firing range instructor shall ensure that all training is conducted safely in accordance with DS approved guidelines, lesson plans, and manuals.

16. **Prescription Medication**

A PSS who is taking prescription medication, except for short-term antibiotics, anti-malarial prophylaxis, or oral contraceptives, which are not already a matter of record with the Contractor, shall notify his or her supervisor and submit a medical certificate or other administratively acceptable documentation of the prescription and its effect(s) to the Regional Security Officer and DS/OPO/HTP. The Regional Security
Officer with the assistance of DS/OPO/HTP shall determine whether such PSS shall be allowed to continue to carry a firearm while taking the medication. Pending written approval the PSS shall not perform PSS duties.

17. Standards of Conduct for Armed PSS personnel

a) PSS shall remember at all times the serious responsibility and potential dangers attendant to their authority to carry firearms and conduct themselves accordingly;

b) PSS are accountable for their actions and shall conduct themselves in a manner, which shall not bring discredit to the Department of State or to themselves;

c) A PSS shall treat a firearm at all times as if it were loaded; and

d) All incidents involving misconduct with a firearm shall be reported immediately to the Regional Security Officer and DS/OPO/HTP. Any such incidents shall be considered serious, and the PSS involved may be subject to criminal, civil penalties and disciplinary action.

18. Activities Specifically Prohibited

The following activities are specifically prohibited for PSS while armed:

a) Careless or irresponsible behavior;

b) Careless or unnecessary display of a firearm in public;

c) Dry-firing or practicing quick draws other than during training or qualification practice;

d) Threatening a person, or making an unwarranted allusion to being armed, in any situation not directly related to an official purpose;

e) Consumption of any alcoholic beverage while armed, or six hours prior to being armed, or at any time prior to being armed sufficient to impair the PSS’s judgment or ability to perform his or her duties;

f) Use of medications or drugs that may impair judgment or ability while on duty;

g) Carrying or using any firearm, ammunition, or related equipment not specifically issued or approved by the Department of State;

h) Carrying or using a modified firearm not previously approved by the DS armorer.

19. Availability of Firearms

Protective Security Specialists (PSSs) may carry their firearms in the United States and abroad as long as they comply with applicable procedures, guidelines, contract and/or task order requirements, and consistent with applicable authority.

20. Securing Firearms

a) A PSS is responsible for maintaining the safety and security of his or her firearm. A PSS shall secure his or her firearm in accordance with established Post policy and company policy.

b) If a PSS loses his or her firearm, or if the firearm is stolen, the PSS shall immediately notify the Regional Security Officer.

c) The PSS shall immediately report any loss or theft to his or her supervisor who shall promptly notify DS/OPO/HTP. On the next business day, the PSS shall prepare a memorandum, through his or her immediate supervisor, to the Regional Security Officer, thoroughly explaining the circumstances of the loss.

21. Drawing Firearms

A PSS will not draw his or her firearm unless confronted with the threat of deadly force or serious physical injury.
22. Discharges

a) Reporting - A PSS who has discharged a firearm shall orally report such discharge immediately to his or her direct supervisor and shall prepare a written report delineating the circumstances of the discharge within 24 hours.

b) Investigation - Internal investigations of all discharges of firearms shall be under the direction of the Regional Security Officer and DS/PO/OHTP. Pending the results of the investigation, the PSS who has discharged his or her firearm may be placed on administrative leave or may be assigned duties that do not require the carrying of a firearm.

c) Media Inquiries - PSS personnel shall make no comment to the media regarding a discharge. PSS shall refer inquiries from the press regarding a discharge to the Regional Security Officer.

d) Discharge Involving Injury or Death - After meeting the exigencies of a shooting situation and securing the area as required, the first concern of PSS personnel shall be the physical and mental well being of all PSS personnel.

e) Notification of Appropriate Law Enforcement Authorities - The responsible PSS supervisor shall notify the Regional Security Officer immediately of the discharge.

f) Investigation - PSS on the scene at the time of the discharge shall not investigate the discharge. The firearm that was discharged shall be secured, preserved as evidence, and relinquished to the Regional Security Officer.

23. Disciplinary and Other Actions

a) The Regional Security Officer, Contracting Officer, and/or Contracting Officer’s Representative shall be kept fully informed of any discharge of a firearm by a PSS, or of any incident, which results in an allegation of misconduct with a firearm by a PSS.

b) The Regional Security Officer, Contracting Officer, and/or Contracting Officer’s Representative may ask the Contractor to reassign a PSS to duties that do not require the carrying of a firearm, require the PSS to undergo remedial training, or ask the Contractor to reassign the PSS to another contract other than the WPS contract with the Department of State.

c) The Regional Security Officer or the Chief of the High Threat Protection Division may refer matters to relevant law enforcement authorities, when appropriate.

24. Applicability of Policy and Regulation

a) Nothing contained in this policy shall be construed to limit or impair the authority or responsibility of any other Federal law enforcement agency of the United States or host country with respect to investigative, protective, or intelligence activities.

b) This policy will be used in conjunction with an Embassy's firearm policy written by the Regional Security Officer and approved by the Chief of Mission. If any provision of this policy conflicts with the Embassy's firearm policy, the Embassy's firearm policy is controlling.