**REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT**
**By direction of the Secretary of Labor**

**U.S. DEPARTMENT OF LABOR**
**EMPLOYMENT STANDARDS ADMINISTRATION**
**WAGE AND HOUR DIVISION**
**WASHINGTON D.C. 20210**

**William W.Gross** — **Director**
**Division of Wage Determinations**

**Wage Determination No.: 2005-2007**
**Revision No.: 1**
**Date Of Last Revision: 09/19/2006**

States: **Alabama**, Tennessee

Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence, Limestone, **Madison**, Marion, Marshall, Morgan, Winston

Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

**Fringe Benefits Required Follow the Occupational Listing**

| OCCUPATION CODE - TITLE | MINIMUM WAGE RATE |
|---|---|
| **01000 - Administrative Support And Clerical Occupations** | |
| 01011 - Accounting Clerk I | 13.47 |
| 01012 - Accounting Clerk II | 14.65 |
| 01013 - Accounting Clerk III | 16.77 |
| 01020 - Administrative Assistant | 21.27 |
| 01040 - Court Reporter | 17.16 |
| 01051 - Data Entry Operator I | 10.78 |
| 01052 - Data Entry Operator II | 12.84 |
| 01060 - Dispatcher, Motor Vehicle | 16.31 |
| 01070 - Document Preparation Clerk | 12.47 |
| 01090 - Duplicating Machine Operator | 12.47 |
| 01111 - General Clerk I | 10.25 |
| 01112 - General Clerk II | 11.18 |
| 01113 - General Clerk III | 13.15 |
| 01120 - Housing Referral Assistant | 17.51 |
| 01141 - Messenger Courier | 8.95 |
| 01191 - Order Clerk I | 11.24 |
| 01192 - Order Clerk II | 15.27 |
| 01261 - Personnel Assistant (Employment) I | 13.50 |
| 01262 - Personnel Assistant (Employment) II | 15.08 |
| 01263 - Personnel Assistant (Employment) III | 16.33 |
| 01270 - Production Control Clerk | 18.39 |
| 01280 - Receptionist | 11.02 |
| 01290 - Rental Clerk | 11.79 |
| 01300 - Scheduler, Maintenance | 15.32 |
| 01311 - Secretary I | 15.32 |
| 01312 - Secretary II | 17.16 |
| 01313 - Secretary III | 19.14 |
| 01320 - Service Order Dispatcher | 13.83 |
| 01410 - Supply Technician | 21.27 |
| 01420 - Survey Worker | 16.43 |
| 01531 - Travel Clerk I | 9.71 |
| 01532 - Travel Clerk II | 10.28 |
| 01533 - Travel Clerk III | 10.96 |
| 01611 - Word Processor I | 12.34 |
| 01612 - Word Processor II | 13.77 |
| 01613 - Word Processor III | 16.31 |

**05000 - Automotive Service Occupations**

| | |
|---|---|
| 05005 - Automobile Body Repairer, Fiberglass | 17.50 |
| 05010 - Automotive Electrician | 16.73 |
| 05040 - Automotive Glass Installer | 15.94 |
| 05070 - Automotive Worker | 15.94 |
| 05110 - Mobile Equipment Servicer | 14.45 |
| 05130 - Motor Equipment Metal Mechanic | 17.50 |
| 05160 - Motor Equipment Metal Worker | 15.94 |
| 05190 - Motor Vehicle Mechanic | 15.98 |
| 05220 - Motor Vehicle Mechanic Helper | 12.52 |
| 05250 - Motor Vehicle Upholstery Worker | 15.22 |
| 05280 - Motor Vehicle Wrecker | 15.94 |
| 05310 - Painter, Automotive | 15.28 |
| 05340 - Radiator Repair Specialist | 15.94 |
| 05370 - Tire Repairer | 12.75 |
| 05400 - Transmission Repair Specialist | 17.50 |

**07000 - Food Preparation And Service Occupations**

| | |
|---|---|
| 07010 - Baker | 10.84 |
| 07041 - Cook I | 9.14 |
| 07042 - Cook II | 10.27 |
| 07070 - Dishwasher | 7.57 |
| 07130 - Food Service Worker | 8.09 |
| 07210 - Meat Cutter | 13.32 |
| 07260 - Waiter/Waitress | 6.82 |

**09000 - Furniture Maintenance And Repair Occupations**

| | |
|---|---|
| 09010 - Electrostatic Spray Painter | 17.56 |
| 09040 - Furniture Handler | 13.94 |
| 09080 - Furniture Refinisher | 17.56 |
| 09090 - Furniture Refinisher Helper | 14.41 |
| 09110 - Furniture Repairer, Minor | 15.98 |
| 09130 - Upholsterer | 17.56 |

**11000 - General Services And Support Occupations**

| | |
|---|---|
| 11030 - Cleaner, Vehicles | 8.16 |
| 11060 - Elevator Operator | 8.06 |
| 11090 - Gardener | 12.11 |
| 11122 - Housekeeping Aide | 8.62 |
| 11150 - Janitor | 8.06 |
| 11210 - Laborer, Grounds Maintenance | 10.00 |
| 11240 - Maid or Houseman | 7.29 |
| 11260 - Pruner | 8.72 |
| 11270 - Tractor Operator | 12.08 |
| 11330 - Trail Maintenance Worker | 10.00 |
| 11360 - Window Cleaner | 8.24 |

**12000 - Health Occupations**

| | |
|---|---|
| 12010 - Ambulance Driver | 14.33 |
| 12011 - Breath Alcohol Technician | 13.57 |
| 12012 - Certified Occupational Therapist Assistant | 18.49 |
| 12015 - Certified Physical Therapist Assistant | 18.49 |
| 12020 - Dental Assistant | 13.91 |
| 12025 - Dental Hygienist | 18.58 |
| 12030 - EKG Technician | 20.57 |
| 12035 - Electroneurodiagnostic Technologist | 20.57 |
| 12040 - Emergency Medical Technician | 14.33 |
| 12071 - Licensed Practical Nurse I | 12.46 |
| 12072 - Licensed Practical Nurse II | 14.00 |

| | |
|---|---|
| 12073 - Licensed Practical Nurse III | 15.68 |
| 12100 - Medical Assistant | 10.79 |
| 12130 - Medical Laboratory Technician | 14.02 |
| 12160 - Medical Record Clerk | 11.28 |
| 12190 - Medical Record Technician | 13.60 |
| 12195 - Medical Transcriptionist | 12.40 |
| 12210 - Nuclear Medicine Technologist | 29.83 |
| 12221 - Nursing Assistant I | 8.77 |
| 12222 - Nursing Assistant II | 9.87 |
| 12223 - Nursing Assistant III | 10.76 |
| 12224 - Nursing Assistant IV | 12.08 |
| 12235 - Optical Dispenser | 13.68 |
| 12236 - Optical Technician | 10.14 |
| 12250 - Pharmacy Technician | 12.24 |
| 12280 - Phlebotomist | 12.08 |
| 12305 - Radiologic Technologist | 20.57 |
| 12311 - Registered Nurse I | 19.83 |
| 12312 - Registered Nurse II | 24.27 |
| 12313 - Registered Nurse II, Specialist | 24.27 |
| 12314 - Registered Nurse III | 29.36 |
| 12315 - Registered Nurse III, Anesthetist | 29.36 |
| 12316 - Registered Nurse IV | 35.18 |
| 12317 - Scheduler (Drug and Alcohol Testing) | 16.82 |
| **13000 - Information And Arts Occupations** | |
| 13011 - Exhibits Specialist I | 17.77 |
| 13012 - Exhibits Specialist II | 21.76 |
| 13013 - Exhibits Specialist III | 26.45 |
| 13041 - Illustrator I | 17.77 |
| 13042 - Illustrator II | 21.76 |
| 13043 - Illustrator III | 26.45 |
| 13047 - Librarian | 22.08 |
| 13050 - Library Aide/Clerk | 12.82 |
| 13054 - Library Information Technology Systems Administrator | 21.15 |
| 13058 - Library Technician | 14.67 |
| 13061 - Media Specialist I | 14.37 |
| 13062 - Media Specialist II | 16.07 |
| 13063 - Media Specialist III | 17.92 |
| 13071 - Photographer I | 13.58 |
| 13072 - Photographer II | 15.68 |
| 13073 - Photographer III | 18.78 |
| 13074 - Photographer IV | 22.96 |
| 13075 - Photographer V | 27.87 |
| 13110 - Video Teleconference Technician | 14.39 |
| **14000 - Information Technology Occupations** | |
| 14041 - Computer Operator I | 13.39 |
| 14042 - Computer Operator II | 17.39 |
| 14043 - Computer Operator III | 18.63 |
| 14044 - Computer Operator IV | 23.78 |
| 14045 - Computer Operator V | 26.73 |
| 14071 - Computer Programmer I (1) | 20.66 |
| 14072 - Computer Programmer II (1) | 24.76 |
| 14073 - Computer Programmer III (1) | 27.62 |
| 14074 - Computer Programmer IV (1) | 27.62 |
| 14101 - Computer Systems Analyst I (1) | 27.62 |
| 14102 - Computer Systems Analyst II (1) | 27.62 |
| 14103 - Computer Systems Analyst III (1) | 27.62 |

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|---|---|
| 14150 - Peripheral Equipment Operator | 13.39 |
| 14160 - Personal Computer Support Technician | 23.78 |
| **15000 - Instructional Occupations** | |
| 15010 - Aircrew Training Devices Instructor (Non-Rated) | 26.68 |
| 15020 - Aircrew Training Devices Instructor (Rated) | 33.42 |
| 15030 - Air Crew Training Devices Instructor (Pilot) | 33.42 |
| 15050 - Computer Based Training Specialist / Instructor | 30.38 |
| 15060 - Educational Technologist | 24.89 |
| 15070 - Flight Instructor (Pilot) | 33.42 |
| 15080 - Graphic Artist | 19.60 |
| 15090 - Technical Instructor | 16.29 |
| 15095 - Technical Instructor/Course Developer | 20.67 |
| 15110 - Test Proctor | 17.16 |
| 15120 - Tutor | 17.16 |
| **16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations** | |
| 16010 - Assembler | 7.37 |
| 16030 - Counter Attendant | 7.37 |
| 16040 - Dry Cleaner | 9.26 |
| 16070 - Finisher, Flatwork, Machine | 7.37 |
| 16090 - Presser, Hand | 7.37 |
| 16110 - Presser, Machine, Drycleaning | 7.37 |
| 16130 - Presser, Machine, Shirts | 7.37 |
| 16160 - Presser, Machine, Wearing Apparel, Laundry | 7.51 |
| 16190 - Sewing Machine Operator | 9.78 |
| 16220 - Tailor | 10.23 |
| 16250 - Washer, Machine | 7.99 |
| **19000 - Machine Tool Operation And Repair Occupations** | |
| 19010 - Machine-Tool Operator (Tool Room) | 20.38 |
| 19040 - Tool And Die Maker | 24.86 |
| **21000 - Materials Handling And Packing Occupations** | |
| 21020 - Forklift Operator | 14.82 |
| 21030 - Material Coordinator | 18.39 |
| 21040 - Material Expediter | 18.39 |
| 21050 - Material Handling Laborer | 10.29 |
| 21071 - Order Filler | 10.87 |
| 21080 - Production Line Worker (Food Processing) | 14.00 |
| 21110 - Shipping Packer | 12.98 |
| 21130 - Shipping/Receiving Clerk | 12.98 |
| 21140 - Store Worker I | 10.50 |
| 21150 - Stock Clerk | 14.24 |
| 21210 - Tools And Parts Attendant | 14.82 |
| 21410 - Warehouse Specialist | 14.82 |
| **23000 - Mechanics And Maintenance And Repair Occupations** | |
| 23010 - Aerospace Structural Welder | 17.04 |
| 23021 - Aircraft Mechanic I | 22.24 |
| 23022 - Aircraft Mechanic II | 17.04 |
| 23023 - Aircraft Mechanic III | 17.71 |
| 23040 - Aircraft Mechanic Helper | 17.44 |
| 23050 - Aircraft, Painter | 19.32 |
| 23060 - Aircraft Servicer | 19.34 |
| 23080 - Aircraft Worker | 20.27 |
| 23110 - Appliance Mechanic | 18.04 |
| 23120 - Bicycle Repairer | 14.66 |
| 23125 - Cable Splicer | 19.76 |

| | |
|---|---|
| 23130 - Carpenter, Maintenance | 17.56 |
| 23140 - Carpet Layer | 17.29 |
| 23160 - Electrician, Maintenance | 23.21 |
| 23181 - Electronics Technician Maintenance I | 16.30 |
| 23182 - Electronics Technician Maintenance II | 25.55 |
| 23183 - Electronics Technician Maintenance III | 26.62 |
| 23260 - Fabric Worker | 16.54 |
| 23290 - Fire Alarm System Mechanic | 18.79 |
| 23310 - Fire Extinguisher Repairer | 15.72 |
| 23311 - Fuel Distribution System Mechanic | 18.79 |
| 23312 - Fuel Distribution System Operator | 16.80 |
| 23370 - General Maintenance Worker | 16.43 |
| 23380 - Ground Support Equipment Mechanic | 22.24 |
| 23381 - Ground Support Equipment Servicer | 19.34 |
| 23382 - Ground Support Equipment Worker | 20.27 |
| 23391 - Gunsmith I | 13.46 |
| 23392 - Gunsmith II | 14.84 |
| 23393 - Gunsmith III | 16.27 |
| 23410 - Heating, Ventilation & Air-Conditioning Mechanic | 18.38 |
| 23411 - Heating, Ventilation & Air Conditioning Mechanic (Research Fac) | 19.30 |
| 23430 - Heavy Equipment Mechanic | 18.38 |
| 23440 - Heavy Equipment Operator | 17.87 |
| 23460 - Instrument Mechanic | 18.79 |
| 23465 - Laboratory/Shelter Mechanic | 15.56 |
| 23470 - Laborer | 10.33 |
| 23510 - Locksmith | 18.04 |
| 23530 - Machinery Maintenance Mechanic | 23.32 |
| 23550 - Machinist, Maintenance | 16.92 |
| 23580 - Maintenance Trades Helper | 14.41 |
| 23591 - Metrology Technician I | 18.79 |
| 23592 - Metrology Technician II | 19.73 |
| 23593 - Metrology Technician III | 20.72 |
| 23640 - Millwright | 18.79 |
| 23710 - Office Appliance Repairer | 18.09 |
| 23760 - Painter, Maintenance | 17.56 |
| 23790 - Pipefitter, Maintenance | 18.90 |
| 23810 - Plumber, Maintenance | 18.06 |
| 23820 - Pneudraulic Systems Mechanic | 18.79 |
| 23850 - Rigger | 18.79 |
| 23870 - Scale Mechanic | 17.29 |
| 23890 - Sheet-Metal Worker, Maintenance | 18.38 |
| 23910 - Small Engine Mechanic | 16.75 |
| 23931 - Telecommunications Mechanic I | 18.38 |
| 23932 - Telecommunications Mechanic II | 20.21 |
| 23950 - Telephone Lineman | 18.38 |
| 23960 - Welder, Combination, Maintenance | 18.38 |
| 23965 - Well Driller | 18.79 |
| 23970 - Woodcraft Worker | 18.79 |
| 23980 - Woodworker | 16.43 |
| **24000 - Personal Needs Occupations** | |
| 24570 - Child Care Attendant | 7.78 |
| 24580 - Child Care Center Clerk | 9.71 |
| 24610 - Chore Aide | 7.65 |
| 24620 - Family Readiness And Support Services Coordinator | 11.71 |
| 24630 - Homemaker | 12.32 |
| **25000 - Plant And System Operations Occupations** | |
| 25010 - Boiler Tender | 18.86 |

| | |
|---|---|
| 25040 - Sewage Plant Operator | 17.87 |
| 25070 - Stationary Engineer | 18.86 |
| 25190 - Ventilation Equipment Tender | 14.85 |
| 25210 - Water Treatment Plant Operator | 17.56 |
| **27000 - Protective Service Occupations** | |
| 27004 - Alarm Monitor | 11.88 |
| 27007 - Baggage Inspector | 9.95 |
| 27008 - Corrections Officer | 14.36 |
| 27010 - Court Security Officer | 15.75 |
| 27030 - Detection Dog Handler | 12.55 |
| 27040 - Detention Officer | 14.36 |
| 27070 - Firefighter | 15.75 |
| 27101 - Guard I | 9.95 |
| 27102 - Guard II | 12.55 |
| 27131 - Police Officer I | 17.14 |
| 27132 - Police Officer II | 19.05 |
| **28000 - Recreation Occupations** | |
| 28041 - Carnival Equipment Operator | 8.93 |
| 28042 - Carnival Equipment Repairer | 9.38 |
| 28043 - Carnival Equipment Worker | 7.40 |
| 28210 - Gate Attendant/Gate Tender | 12.23 |
| 28310 - Lifeguard | 10.90 |
| 28350 - Park Attendant (Aide) | 13.68 |
| 28510 - Recreation Aide/Health Facility Attendant | 9.99 |
| 28515 - Recreation Specialist | 9.99 |
| 28630 - Sports Official | 10.90 |
| 28690 - Swimming Pool Operator | 14.23 |
| **29000 - Stevedoring/Longshoremen Occupational Services** | |
| 29010 - Blocker And Bracer | 17.70 |
| 29020 - Hatch Tender | 17.70 |
| 29030 - Line Handler | 17.70 |
| 29041 - Stevedore I | 16.90 |
| 29042 - Stevedore II | 18.56 |
| **30000 - Technical Occupations** | |
| 30010 - Air Traffic Control Specialist, Center (HFO) (2) | 33.27 |
| 30011 - Air Traffic Control Specialist, Station (HFO) (2) | 22.94 |
| 30012 - Air Traffic Control Specialist, Terminal (HFO) (2) | 25.27 |
| 30021 - Archeological Technician I | 15.69 |
| 30022 - Archeological Technician II | 17.56 |
| 30023 - Archeological Technician III | 21.76 |
| 30030 - Cartographic Technician | 23.09 |
| 30040 - Civil Engineering Technician | 20.75 |
| 30061 - Drafter/CAD Operator I | 15.69 |
| 30062 - Drafter/CAD Operator II | 17.77 |
| 30063 - Drafter/CAD Operator III | 18.64 |
| 30064 - Drafter/CAD Operator IV | 22.94 |
| 30081 - Engineering Technician I | 12.79 |
| 30082 - Engineering Technician II | 15.89 |
| 30083 - Engineering Technician III | 19.09 |
| 30084 - Engineering Technician IV | 26.34 |
| 30085 - Engineering Technician V | 30.74 |
| 30086 - Engineering Technician VI | 37.17 |
| 30090 - Environmental Technician | 20.17 |
| 30210 - Laboratory Technician | 18.37 |
| 30240 - Mathematical Technician | 23.77 |

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|---|---|
| 30361 - Paralegal/Legal Assistant I | 14.87 |
| 30362 - Paralegal/Legal Assistant II | 18.43 |
| 30363 - Paralegal/Legal Assistant III | 22.54 |
| 30364 - Paralegal/Legal Assistant IV | 27.28 |
| 30390 - Photo-Optics Technician | 22.75 |
| 30461 - Technical Writer I | 18.73 |
| 30462 - Technical Writer II | 22.91 |
| 30463 - Technical Writer III | 25.38 |
| 30491 - Unexploded Ordnance (UXO) Technician I | 20.73 |
| 30492 - Unexploded Ordnance (UXO) Technician II | 25.09 |
| 30493 - Unexploded Ordnance (UXO) Technician III | 30.07 |
| 30494 - Unexploded (UXO) Safety Escort | 20.73 |
| 30495 - Unexploded (UXO) Sweep Personnel | 20.73 |
| 30620 - Weather Observer, Combined Upper Air Or Surface Programs (3) | 18.39 |
| 30621 - Weather Observer, Senior (3) | 18.79 |
| **31000 - Transportation/Mobile Equipment Operation Occupations** | |
| 31020 - Bus Aide | 9.74 |
| 31030 - Bus Driver | 12.67 |
| 31043 - Driver Courier | 12.36 |
| 31260 - Parking and Lot Attendant | 8.86 |
| 31290 - Shuttle Bus Driver | 13.11 |
| 31310 - Taxi Driver | 9.91 |
| 31361 - Truckdriver, Light | 13.11 |
| 31362 - Truckdriver, Medium | 16.16 |
| 31363 - Truckdriver, Heavy | 16.83 |
| 31364 - Truckdriver, Tractor-Trailer | 16.83 |
| **99000 - Miscellaneous Occupations** | |
| 99030 - Cashier | 8.82 |
| 99050 - Desk Clerk | 6.90 |
| 99095 - Embalmer | 20.73 |
| 99251 - Laboratory Animal Caretaker I | 8.23 |
| 99252 - Laboratory Animal Caretaker II | 13.46 |
| 99310 - Mortician | 20.73 |
| 99410 - Pest Controller | 12.10 |
| 99510 - Photofinishing Worker | 10.58 |
| 99710 - Recycling Laborer | 12.99 |
| 99711 - Recycling Specialist | 13.44 |
| 99730 - Refuse Collector | 11.23 |
| 99810 - Sales Clerk | 10.45 |
| 99820 - School Crossing Guard | 10.42 |
| 99830 - Survey Party Chief | 14.67 |
| 99831 - Surveying Aide | 9.04 |
| 99832 - Surveying Technician | 12.37 |
| 99840 - Vending Machine Attendant | 12.42 |
| 99841 - Vending Machine Repairer | 14.23 |
| 99842 - Vending Machine Repairer Helper | 12.42 |

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**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** $3.01 per hour or $120.40 per week or $521.73 per month

**VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the

performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

**HOLIDAYS:** A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

**THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):**

**1)** Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

**2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

**3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

**NOTE:** These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

**The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated.** Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}**

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such

unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

# ATTACHMENT J-4

## SURVEILLANCE AND PERFORMANCE INCENTIVE FEE PLAN

The Contractor's performance for Office of Human Capital at MSFC, as outlined in Attachment J-5, Performance Requirements Summary (PRS), and explained in attachment J-1, Performance Work Statement (PWS), and Section B (paragraphs B.1 – B.7), shall be evaluated using this Surveillance and Performance Incentive Fee Plan. The evaluation criteria and incentive fee structure are outlined below.

### 1.0 Evaluation Criteria

Both the mission requirements (PWS 1.0 through 7.0) and the Indefinite Delivery/Indefinite Quantity (IDIQ) requirements (PWS 8.0) of this contract are performance based and utilize various methods to calculate fee based upon the defined acceptable quality levels for the performance of this contract. Tools used for assessing and determining Contractor performance and fee are the Contractor's Financial Management Report (DRD 1133MA-003), Quarterly Progress Reports (DRD 1133MA-002), and the Attachment 5 PRS. PRS includes customer satisfaction questionnaires (30% of total estimated fee) and unique performance metrics (45% of total estimated fee).

Performance Incentive Fee shall be weighted and distributed as shown in Attachment J-5 PRS. Due to dynamic Center commitments and changing priorities, the Government may issue a contract modification to revise the PRS prior to the start of any 6-month evaluation period and/or whenever any IDIQ tasks are added.

Fee for performance of a listed service, specified in column two of the PRS, is accepted and paid at the fee percentage indicated in column four of the PRS when the Acceptable Quality Level (AQL) meets or exceeds that indicated in column three. The Contractor shall submit Quarterly Progress Reports (DRD 1133MA-002), along with rationale explaining any PRS area where performance deficiencies were noted. If the performance is below an AQL during a 6-month evaluation period, the Contractor shall submit a written corrective action plan to ensure these deficiencies do not occur in the future. The Contracting Officer (CO), with the support of the Contracting Officer's Technical Representative (COTR), will review the Quarterly Progress Reports, along with other evaluation criteria stated herein, and determine if there were any actions by the Government, or any other mitigating circumstances, that should be considered in the fee score evaluation.

### 2.0 Contract Fee

2.1 Earned Cost and Performance Incentive Fees. The cost fee will be evaluated annually and the performance incentive fee will evaluated semi-annually. See Clauses B.4 and B.5 for additional information on how cost and performance incentive fee will be added to the contract.

2.2 Performance Incentive Measurement. The Contractor shall perform self-evaluation and report findings on the Quarterly Progress Report (DRD 1133MA-002). The reported items shall include the standard of performance tasks outlined in

Attachment J-5, PRS. Not all efforts under this contract are included in the PRS; however, lack of inclusion in the PRS in no way relieves the Contractor of the obligation to perform all delineated tasks as defined in the PWS. The Progress Report data will be reviewed and validated by COTR appointed technical monitors. The technical monitors will be responsible for reporting any discrepancies to the COTR. The Government will conduct random audits of the Progress Report to validate the accuracy of data submitted by the Contractor. Other surveillance techniques employed by the Government include a Customer Satisfaction Survey described in paragraph 2.2.1 below.

2.2.1 Customer Satisfaction. As a measure of the quality of the services provided for the Mission and IDIQ portions, the COTR shall, on a quarterly basis, distribute a customer satisfaction questionnaire to each of the contract monitors within OHC. Note: The Contracting Officer and the COTR will also complete a customer satisfaction questionnaire. Each survey respondent will provide performance evaluation input and forward the results to the COTR. This information, along with other evaluation criteria mentioned in Attachment J-4, paragraph 1.0, Evaluation Criteria, will be used to assess Contractor performance and determine fee for each 6-month evaluation period. 30 percent of the available fee shall be based upon customer satisfaction score for the Mission and IDIQ segments of the PWS. Customer satisfaction rating will be based on the attributes in the list below. Survey respondents may score any attribute "N/A" if they feel it is not applicable for any time period or area of Contractor effort they are evaluating. This survey shall include all Mission segment requirements contained in the PWS, as well as any IDIQ tasks which may be awarded.

**Customer Satisfaction Survey Form**

| Attribute | Score (0 - 10) |
|---|---|
| 1. Assignment and utilization of personnel. | |
| 2. Recognition of critical problem areas. | |
| 3. Adequacy of staffing – qualified and trained personnel. | |
| 4. Cooperation and effective working relationships with others. | |
| 5. Appropriate use of state of the art technology. | |
| 6. Planning, organizing, and managing all program elements. | |
| 7. Establishment and effectiveness of process controls, such as contractor specific business processes, and work processes. | |
| 8. Actions taken to achieve and sustain high level of productivity. | |
| 9. Response to emergencies and other unexpected situations. | |
| 10. Quality - appearance, thoroughness and accuracy of products. | |
| 11. Schedule - Meeting key program milestones and contractual delivery dates; anticipating and resolving problems; recovery from delays; reaction time and appropriateness of response to changes. | |
| 12. Processing Documentation - timely and efficient preparation, implementation, and closeout. | |
| 13. Safety - providing a safe work environment; conducting periodic inspections of all facilities, maintaining records and reporting as required to meet contract requirements. | |
| **Average Score** | |

| ADJECTIVE RATING | DESCRIPTION | NUMERICAL SCORE |
|---|---|---|
| Excellent | Performance exceeds standard by a substantial margin, with few elements for improvement, all of which are minor. | 9 - 10 |
| Very Good | Performance exceeds standard; and although there may be several elements for improvement, these are more than offset by better performance in other elements. | 7 - 8 |
| Good | Performance is standard; and elements for improvement are approximately offset by better performance in other elements. | 5 - 6 |
| Fair | Performance is less than standard; and although there are elements of standard or better performance, these are more than offset by lower performance in other elements. | 3 - 4 |
| Poor | Performance is less than standard by a substantial margin; and there are many elements for improvement which are not offset by better performance in other areas. | 1 - 2 |

The scored ratings will be averaged from all applicable inputs from both quarters in any one rating period and converted to a fraction (by dividing by the maximum possible score of 10 for each attribute rated). This fraction will then be multiplied by the maximum available fee (30 percent) to determine the available fee as a result of Customer Satisfaction during any evaluation period. In so doing, each technical monitor shall have an equal input into the overall Customer Satisfaction incentive fee score. Specific comments or suggestions for performance improvement will be discussed with the Contractor by the COTR and Contracting Officer after each quarterly assessment.

2.2.2 Unique task metrics. As a measure of the quality of the services provided for the Mission portions, unique metrics are listed for each functional area. The combined total of these unique metrics for the Mission (and any IDIQ tasks awarded) represent 45 percent of the available fee.

2.2.2.1 Program Management (PWS 2.0). The efficiency of the Contractor's Program Management is evaluated by the individual AQL's listed below:

2.2.2.1.1 The contractor shall fill 100 percent of the vacancies and/or new positions within 30 calendar days of a formal Government request to earn 100 percent of the fee allocated to this AQL. To earn 80 percent of the fee, the Contractor shall fill all vacancies and/or new positions within 45 calendar days of a formal Government request. Where the Contractor is unable to fill any vacancies and/or new positions after 45 calendar days of task award (without a Government-approved extension, the contractor shall receive 0 percent fee.

| Time to fill vacancies | % of available fee |
|---|---|
| 100% within 30 days | 100% |
| 100% filled within 45 days | 80% |
| Any vacancies open more than 45 days | 0% |

2.2.2.1.2 RESERVED

2.2.2.1.3 The Contractor shall not be the cause of customer complaints. The Contractor shall receive 1 or less customer complaints issued in writing by the COTR during each 6 month evaluation period for 100 percent of the fee. The Contractor shall receive customer complaints issued in writing by the COTR of two (2) or less per 6 month evaluation period for 80 percent of fee. Where the Contractor receives 3 or more customer complaints issued in writing by the COTR during a 6 month evaluation period, the contractor shall receive 0 percent fee.

| Number of customer complaints | % of available fee |
|---|---|
| 1 or less | 100% |
| 2 | 80% |
| Greater than 2 | 0% |

2.2.2.1.4 The Contractor shall adhere to all safety policies and regulations. The contractor shall adhere to safety, health and environmental policies and regulations established by the contract, and 90 or more percent of the eligible employees will be in attendance at monthly safety meetings held by the Contractor administrative manager, for the Contractor to earn 100 percent of fee. The Contractor shall adhere to safety, health, and environmental policies and regulations established by the contract, and 80 percent of eligible employee attendance at monthly safety meetings held by the Contractor administrative manager, for the Contractor to earn 80 percent of fee. Where the Contractor does not adhere to established safety, health, and environmental policies and regulations established by the contract, and/or has less than 80 percent eligible employee attendance at monthly safety meetings held by the Contractor administrative manager, the Contractor shall receive 0 percent of fee.

| % of eligible employee attendance at monthly safety meetings | % of available fee |
|---|---|
| 90% or more | 100% |
| 80% - 89% | 80% |
| Less than 80% and/or lack of adherence to established safety and health policies | 0% |

2.2.2.1.5 The Contractor shall adhere to the MSFC Quality (ISO) System. The Contractor shall adhere to the ISO 9001, 14001, and Marshall Management System with 0 non-conformances (NCR's) assessed by internal or external auditors, as a result of the Contractor's non-conformance, for the Contractor to earn 100 percent of fee. The Contractor shall adhere to the ISO 9001, 14001, and Marshall

Management System with 1 minor NCR for the Contractor to earn 80 percent of the available fee. Where the Contractor has more than 1 minor NCR or 1 or more major NCRs, the Contractor shall receive 0 percent of fee.

| Number of nonconformances | % of available fee |
|---|---|
| 0 | 100% |
| 1 minor | 80% |
| More than 1 minor; or 1 or more major | 0% |

2.2.2.1.6 The Contractor shall meet schedule milestones. The Contractor shall meet the scheduled reporting dates contained in each contract Data Reporting Document (DRD) contained in the Attachment J-2 to receive 100 percent of fee for this metric. Where the Contractor delivers any DRD after the defined date during any evaluation period, 0 percent fee shall be earned for this requirement.

| Number of DRD schedule milestones met | % of available fee |
|---|---|
| 100 % | 100% |
| Less than 100 % | 0% |

2.2.2.2 Organization and Leadership Development Support (PWS 3.0). The efficiency of the Contractor's Organization and Leadership Development support is evaluated by the individual AQL's listed below:

2.2.2.2.1 The Contractor shall provide consulting and intervention follow-up. The Contractor shall provide follow-up assessment for progress and outcome review for 25 percent of those groups for which they provided organization group consulting and/or intervention within the 6-month evaluation period in order to receive 100 percent of fee. Where the Contractor does not provide follow-up assessment for progress and outcome reviews to 25 percent of the groups for which they provided organization group consulting and/or intervention within the 6 month evaluation period, the Contractor shall receive 0 percent of fee.

| % of group follow-up | % of available fee |
|---|---|
| 25% | 100% |
| Less than 25% | 0% |

2.2.2.2.2 The Contractor shall respond to logistical and support requests. The Contractor shall determine all logistical and support requirements for any requested offsite organizational development activity within 2 business days of receiving the request. 90 percent of all requests during any 6-month reporting period must meet these schedule requirements in order for the Contractor to receive 100 percent of the allotted fee. If more than 10 percent of the requests exceed the 2-day requirement during any reporting period, no fee will be awarded.

| % requests receiving required response | % of available fee |
|---|---|
| 90% | 100% |
| Less than 90% | 0% |

2.2.2.2.3 The Contractor shall receive positive evaluations on any training or activities led. 90 percent of evaluations for all courses or activities that are taught or led by the Contractor must receive a cumulative score of "Agree" on a scale of Strongly Agree, Agree, Neutral, Disagree, or Strongly Disagree; or a cumulative score of 4 on a numerical scale of 1-5 (with 5 being the most positive evaluation), to receive 100 percent of the allotted fee for this requirement during any 6-month reporting period. Less than 90 percent of the total evaluations receiving an "Agree" / 4 or higher, will result in no fee awarded.

| % requests receiving positive response | % of available fee |
|---|---|
| 90% or more | 100% |
| Less than 90% | 0% |

2.2.2.2.4 The Contractor shall be responsive to unique support requests. Specific requests for periodic data queries, training service reports, records of student nominees, requirements for the preparation of professional handouts, etc. for such activities as the Leadership Development Series, will be transmitted to the Contractor via the COTR or Contracting Officer and mutually agreed delivery dates will be established. The Contractor shall complete 80 percent of these requests without significant errors and by the due date requested to receive 100 percent of fee. Completion of less than 80 percent of requests without significant errors or not by the due date requested will result in no award fee. A significant error is any error that requires the product to be corrected prior to use by the Government.

| % requests that are late or contain significant errors | % of available fee |
|---|---|
| 80% or more | 100% |
| Less than 80% | 0% |

2.2.2.3 Workforce Strategy and Planning Support (PWS 4.0). The efficiency of the Contractor's Workforce Strategy and Planning Support is evaluated by the individual AQL's listed below:

2.2.2.3.1 The Contractor shall meet required deadlines. The Contractor shall meet all deadlines negotiated by the COTR or Contracting Officer for periodic workforce planning reports, queries, analyses, and summaries for the Contractor to earn 100 percent of fee. Where the contractor is late without an agreed upon extension by the Government through the COTR or Contracting Officer of due dates for workforce planning reports, queries, analyses, and summaries, the Contractor shall receive 0 percent of fee.

| % requests that are late | % of available fee |
|---|---|
| 0% | 100% |
| >1% | 0% |

2.2.2.3.2 The Contractor shall provide high quality support requests. Specific requests for workforce planning reports, data queries, analyses, and summaries, will be transmitted to the Contractor via NASA or MSFC customers, and of these requests, 90 percent or more shall not contain errors, or omit any of the required information, in order for the Contractor to receive 100 percent of the available award fee. Less than 90 percent error free or containing incomplete data shall result in no fee.

| % of high quality responses | % of available fee |
|---|---|
| 90% | 100% |
| Less than 90% | 0% |

2.2.2.4 Academic Affairs Support (PWS 5.0). The efficiency of the Contractor's Academic Affairs Support is evaluated by the individual AQL's listed below:

2.2.2.4.1 The Contractor shall adequately staff the Education Resource Center. The Contractor shall operate the Education Resource Center (ERC) through the specified hours, and maintain a minimum of one specialist to assist the ERC customers for 100 percent of fee. Where the Contractor fails to meet this requirement, the Contractor shall receive 0 percent of fee.

| % of required time ERC is adequately staffed | % of available fee |
|---|---|
| 100% | 100% |
| Less than 100% | 0% |

2.2.2.4.2 The Contractor shall receive positive customer satisfaction based on input to the NASA Education Evaluation Information System (NEEIS) on the Education Resource Center (ERC). The Contractor shall distribute surveys to all ERC customers and encourage survey participation. If the average scores (composite average during any evaluation period) on the unique ERC survey (listed below) is 4.0 or higher, the Contractor shall receive 100 percent of the available fee. If the average survey score is between 3.0 and 3.99, the Contractor shall receive 50 percent of the available fee. If the average survey score is less than 3.0, the Contractor shall receive none of the available fee.

ERC Customer Satisfaction Survey:

| **Question** | **Score** |
|---|---|
| 1. The ERC staff was courteous and helpful | |
| 2. The ERC staff was knowledgeable about content of educational products | |
| 3. The ERC staff was knowledgeable about educational electronic and multimedia resources | |
| **Average Score** | |

**Scoring scheme:** 5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; and 1 = Strongly Disagree

| Survey Average Score | % of available fee |
|---|---|
| 4.0 – 5.0 | 100% |
| 3.0 – 3.99 | 50% |
| Less than 3.0 or less than 90% of the population surveyed | 0% |

2.2.2.4.3 The Contractor shall receive positive customer satisfaction on various educational initiatives and program customer surveys, which are entered into the NASA Education Evaluation Information System (NEEIS). The Contractor shall distribute surveys to all educational initiative customers and encourage survey participation. If the average scores (composite average during any evaluation period) on the unique ERC survey (listed below) is 4.0 or higher, the Contractor shall receive 100 percent of the available fee. If the average survey score is between 3.0 and 3.99, the Contractor shall receive 50 percent of the available fee. If the average survey score is less than 3.0, the Contractor shall receive none of the available fee.

Educational Initiative Customer Satisfaction Survey:

| Question | Score |
|---|---|
| 1. Student Feedback: Please rate the program staff on their helpfulness, expertise, and professionalism. | |
| 2. Teacher Feedback: Please rate the program staff on their helpfulness, expertise and professionalism. | |
| **Average Score** | |

**Scoring scheme:** 5 = Very good; 4 = Good; 3 = Neutral; 2 = Poor; and 1 = Very poor

| Survey Average Score | % of available fee |
|---|---|
| 4.0 – 5.0 | 100% |
| 3.0 – 3.99 | 50% |
| Less than 3.0 or less than 90% of the population surveyed | 0% |

2.2.2.5 Training and Incentives Support (PWS 6.0). The efficiency of the Contractor's Training and Incentives Support is evaluated by the individual AQL's listed below:

2.2.2.5.1 The Contractor shall meet all logistical and support requests. The Contractor shall provide all logistical and support requirements for any requested award ceremony, meeting/training sessions within two business days of receiving the request. 90 percent of all requests during any 6-month reporting period must meet this schedule requirement in order for the contractor to receive 100 percent of the allotted fee. If less than 90 percent of the requests exceed the 2-day requirement during any reporting period, no fee will be awarded.

| % requests receiving required response | % of available fee |
|---|---|
| 90% | 100% |
| Less than 90% | 0% |

2.2.2.5.2 The Contractor shall place training and conference orders as requested. The Contractor shall place 90 percent of all conference and training orders within 3 business days of receipt of the request to receive 100 percent of the allotted fee. Meeting this metric for less than 90 percent of all requests within a 6-month evaluation period will result in no fee awarded.

| % orders placed within 3 days | % of available fee |
|---|---|
| 90% | 100% |
| Less than 90% | 0% |

2.2.2.5.3 The Contractor shall enter conference and training data into the training administration systems (SATERN and ADMINSTAR). The Contractor shall input all conference and training activities into the training administration systems, within 30 calendar days following the receipt of the official request and/or evaluation form for a given activity. Meeting this requirement with 90 percent or more of the total requests and evaluations will result in the Contractor earning 100 percent of the allocated fee. If 90 percent of all request and evaluation data is entered within 45 calendar days of data receipt, the contractor shall earn 50 percent of the available fee. If more that 10 percent of the received data is entered into the system more than 45 calendar days after receipt, no fee shall be awarded.

| % of data entered | % of available fee |
|---|---|
| 90% within 30 days | 100% |
| 90% within 45 days | 50% |
| Less than 90% entered within 45 days | 0% |

2.2.2.6 Employee Services and Operations Support (PWS 7.0). The efficiency of the Contractor's Employee Services and Operations Support is evaluated by the individual AQL's listed below:

2.2.2.6.1 The Contractor shall report Employee Assistance Program (EAP) activities. The Contractor shall provide EAP status reports on a monthly basis and other related administrative/statistical reports by the established deadline 100 percent of the time to receive 100 percent of the available fee. The Contractor shall have no more than one case where a report is not filed by the established deadline in order to receive 80 percent of the available fee. More than one failure in this area will result in no fee awarded.

| Number of reports not meeting schedule requirements | % of available fee |
|---|---|
| None | 100% |
| No more than one | 80% |
| Greater than one | 0% |

2.2.2.6.2 The Contractor shall provide EAP services to a significant number of employees. The Contractor shall provide either group or individual EAP services or outreach ("Lunch & Learn, Stress Management, etc.) opportunities to at least 150 Center employees within any 6-month evaluation period to receive 100 percent of the available fee. The Contractor shall provide either group or individual services or outreach ("Lunch & Learn, Stress Management, etc.) opportunities to at least 100 Center employees within any 6-month evaluation period to receive 80 percent of the available fee. The Contractor shall receive no fee if these services are provided to less than 100 Center employees within any evaluation period.

| Number of employees receiving group or individual services or outreach opportunities | % of available fee |
|---|---|
| 150 or more | 100% |
| 100 - 149 | 80% |
| Less than 100 | 0% |

2.2.2.6.3 The Contractor shall provide weekly status reports on Senior Executive Service (SES) selection activities. The Contractor shall be responsible for monitoring the Office of Personnel Management standard for developing a SES candidate list within 90 days of the closing date of the announcement and providing a weekly status report of each action at least 90 percent of the time in order to receive 100 percent of the available fee. The Contractor shall be responsible for monitoring the Office of Personnel Management standard for developing a SES candidate list within 90 days of the closing date of the announcement and providing weekly status reports of each action at least 80 percent of the time in order to receive 80 percent of the available fee. Less than 80 percent of weekly reports filed within the established timeframe will result in no fee awarded.

| Percent of required reports meeting schedule requirements | % of available fee |
|---|---|
| 90% or more | 100% |
| 80% - 89% | 80% |
| Less than 80% | 0% |

2.2.2.6.4 The Contractor shall meet schedule milestones for submittal of narrative summaries of SES performance appraisals. The Contractor shall ensure that 100 percent of the narrative summaries of SES performance appraisals are completed and forwarded to Headquarters in accordance with their deadlines in order to receive 100 percent of the available fee. The Contractor shall ensure that at least 95 percent of the narrative summaries of SES performance appraisals are completed and forwarded to Headquarters in accordance with their deadlines in order to receive 80 percent of the available fee. Less than 95 percent meeting the Headquarters deadline will result in no fee awarded.

| Percent of required narratives meeting schedule requirements | % of available fee |
|---|---|
| 100% | 100% |
| 95% - 99.9% | 80% |
| Less than 95% | 0% |

2.2.2.6.5 The Contractor shall write and disseminate Key Personnel Announcements. The Contractor shall write and disseminate 100 percent of Key Personnel Announcements within 14 calendar days of the appointment date in order to receive 100 percent of the available fee during any 6-month evaluation period. The

Contractor shall have no more than 1 case where a Key Personnel Announcement is not written and disseminated within 14 calendar days of the appointment date in order to receive 80 percent of the available fee. More than one failure to write and disseminate a Key Personnel Announcement within any 6-month evaluation period shall result in no fee awarded.

| Number of required narratives not meeting schedule requirements | % of available fee |
|---|---|
| None | 100% |
| 1 | 80% |
| More than 1 | 0% |

2.3 IDIQ (PWS 8.0). Any PWS services that cannot be predetermined or quantified in advance of contract award will be added to the contract via IDIQ Task Order. The Contractor's fee on all negotiated work (both Mission and any IDIQ task work that may exist) shall be evaluated using criteria summary and weighting as detailed in attachment J-5, which includes metrics for technical performance, and by an objective customer satisfaction survey as described in paragraph 2.3.2.

2.3.1 Earned Cost and Performance Incentive Fees. The cost fee will be evaluated annually and the performance incentive fee will evaluated semi-annually. See Clauses B.4 and B.5 for additional information on how cost and performance incentive fee will be added to the contract.

2.3.2 Customer Satisfaction. As a measure of the quality of all services provided under the IDIQ and Mission portions, the COTR shall, on a quarterly basis, distribute a customer satisfaction questionnaire (as described in paragraph 2.2.1) and receive feedback from each technical monitor within OHC, along with the COTR and the Contracting Officer. Each technical monitor and the Contracting Officer will provide performance evaluation input and forward the results to the COTR. Specific comments or suggestions for performance improvement will be discussed with the Contractor by the COTR and Contracting Officer after each quarterly assessment.

2.3.3 Unique IDIQ Task Metrics. Forty-five (45) percent of the total available performance fee shall depend upon the Contractor's ability to meet unique quality and/or programmatic metrics for the Mission and any IDIQ tasks. Proposed metrics have been developed for some potential IDIQ tasks listed in the PWS and shown below. Any unique IDIQ metrics will be added to attachments J-4 and J-5 as the task order is awarded.

2.3.3.1 Career Transition Assistance Program (CTAP)

2.3.3.1.1 The Contractor will be rated on the quality and effectiveness of their CTAP client services through a unique client customer satisfaction survey. The Contractor shall distribute surveys to all CTAP clients and encourage survey participation. The Contractor shall receive an average rating of 4 or higher on the client surveys submitted to receive 100 percent of the available fee. The Contractor shall receive an average rating of 3 – 3.99 to receive 80 percent of the available fee. If the

average score of all client surveys received within a 6-month evaluation period is less than 3.0, no fee shall be awarded.

| Average score of all client surveys | % of available fee |
|---|---|
| 4.0 - 5 | 100% |
| 3.0 – 3.99 | 80% |
| Less than 3.0 or less than 70% survey response from clients | 0% |

2.3.3.1.2 The Contractor will be rated on how thorough and comprehensive their workshops are based on a unique instructor effectiveness survey. The Contractor shall distribute surveys to all workshop participants and encourage survey participation. The Contractor will be scored from 1 to 5 (with 5 representing exceptional effectiveness). The Contractor shall receive an average score of all surveys received during any 6-month evaluation period of four or higher to receive 100% of the available fee. The Contractor shall receive an average score of 3.0 – 3.99 to receive 80% of the available fee. No fee shall be awarded if the average scores are below 3.0.

| Average score of all workshop participant surveys | % of available fee |
|---|---|
| 4.0 - 5 | 100% |
| 3.0 – 3.99 | 80% |
| Less than 3.0 or less than 70% survey response from all workshop participants | 0% |

2.3.3.2 Recruitment and Placement

2.3.3.2.1 The Contractor shall issue 90 percent of lists of candidates to the supervisor within 27 calendar days of receipt of the SF-52 and classified position description to receive 100 percent of the available fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition). The Contractor shall issue 80 percent of lists of candidates to the supervisor within 27 calendar days of receipt of the SF-52 and classified position description to receive 80 percent of the available fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition). Less than 80 percent of lists of candidates issued to the supervisor within 27 calendar days of receipt of the SF-52 and classified position description will result in none of the available fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition).

| % of lists of applications received presented to selecting official within schedule milestones | % of available fee |
|---|---|
| 90% | 100% |
| 80% - 89.9% | 80% |
| Less than 80% | 0% |

2.3.3.2.2 The Contractor shall issue 90 percent of the lists of candidates to the supervisor within 12 calendar days of the announcement closing date to receive 100 percent of the available fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition). The Contractor shall issue 80 percent of the lists of candidates to the supervisor within 12 calendar days of the announcement closing date to receive 80 percent of the award fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition). Less than 80 percent of the lists of candidates issued to the supervisor within 12 calendar days of the announcement closing date will result in no fee awarded (excluding periods of time beyond their control and as indicated in the notes section of the requisition).

| % of lists of candidates presented to selecting official within schedule milestones | % of available fee |
|---|---|
| 90% | 100% |
| 80% - 89.9% | 80% |
| Less than 80% | 0% |

2.3.3.2.3 After Government management selection, the Contractor shall offer the position to the selected employee within 24 calendar days of the closure date of the vacancy announcement 90 percent of the time to receive 100 percent of the available fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition). The Contractor shall offer the position to the selected employee within 24 calendar days of the closure date of the vacancy announcement 80 percent of the time to receive 80 percent of the available fee (excluding periods of time beyond their control and as indicated in the notes section of the requisition). Less than 80 percent of offers made within 24 calendar days of the closure of the announcement will result in no fee awarded (excluding periods of time beyond their control and as indicated in the notes section of the requisition).

| % of employment offers made with schedule requirements | % of available fee |
|---|---|
| 90% | 100% |
| 80% - 89.9% | 80% |
| Less than 80% | 0% |

2.3.3.2.4 The proper development of the job analysis is critical to the creation of a list of candidates who can fulfill the duties of the position being considered. Therefore, the Contractor will be rated on an evaluation scale from 1 to 5 (with 5 representing exceptional effectiveness) regarding how effectively they assist the

selecting official in its development. The Contractor shall receive an average rating (of all surveys received within any 6-month evaluation period) of 4 or higher regarding their work with the selecting official in their development of the job analysis to receive 100 percent of the available fee. The Contractor shall receive an average rating of 3.0 – 3.99 regarding their work with the selecting official in their development of the job analysis to receive 80 percent of the award fee. An average score below 3.0 or a survey response from less than 90 percent of the selecting officials supported will result in no fee awarded.

| Average score of all selecting official surveys | % of available fee |
|---|---|
| 4.0 - 5 | 100% |
| 3.0 – 3.99 | 80% |
| Less than 3.0 or less than 90% survey response from all selecting officials | 0% |

2.3.3.3 Position Management and Classification

2.3.3.3.1 The Contractor shall provide advice and assistance in the development of accurate position descriptions (PD's) and prepare comprehensive evaluation statements as required to support this advice within 7 calendar days of the request 90 percent of the time in order to receive 100 percent of the available fee. The Contractor shall provide advice and assistance in the development of accurate position descriptions and prepare comprehensive evaluation statements as required to support this advice within 7 calendar days of the request 80 percent of the time in order to receive 80 percent of the available fee. Less than 80 percent of actions completed within 7 calendar days or excessive errors contained within the responses provided will result in no fee awarded.

| % of PD's reviewed within the required time | % of available fee |
|---|---|
| 90% or more | 100% |
| 80% - 89.9% | 80% |
| Less than 80% or excessive review errors | 0% |

2.3.3.3.2 The Contractor shall audit and provide recommendations regarding the classification of positions and prepare a comprehensive evaluation statement to support these recommendations within 14 calendar days of the request 90 percent of the time in order to receive 100 percent of the award fee. The Contractor shall audit and provide recommendations regarding the classification of positions and prepare a comprehensive evaluation statement to support these recommendations within 14 calendar days of the request 80 percent of the time in order to receive 80 percent of the available fee. Less than 80 percent of actions completed within 14 calendar days will result in no fee awarded.

| % of position classifications reviewed within the required time | % of available fee |
|---|---|
| 90% or more | 100% |
| 80% - 89.9% | 80% |
| Less than 80% | 0% |

2.3.3.3.3 The Contractor shall perform studies related to position management or classification matters and satisfactorily complete 100 percent of these studies according to schedule in order to receive 100 percent of the available fee. The Contractor shall perform studies related to position management or classification matters and satisfactorily complete 90 percent of these studies according to schedule in order to receive 80 percent of the available fee. Less than 90 percent of studies completed according to schedule will result in no fee awarded.

| % of requested studies completed within the required schedule | % of available fee |
|---|---|
| 100% | 100% |
| 90% - 99.9% | 80% |
| Less than 90% | 0% |

2.3.3.3.4 Evaluating the effectiveness of the position management and classification services provided requires input from the Human Resources Specialists to which the Contractor is providing support. Therefore, the Contractor will be rated on an evaluation scale from 1 to 5 regarding how effectively they provide the requested support (with a score of 5 representing exceptional effectiveness). The Contractor shall receive an average (of all evaluations completed by all Human Resource Specialists supported) rating (during a 6-month evaluation period) of 4 or higher regarding the effectiveness of their position management and classification services to receive 100 percent of the available fee. The Contractor shall receive a rating of 3.0 – 3.99 regarding the effectiveness of their position management and classification services to receive 80 percent of the available fee. No fee shall be provided for average scores of less than 3.0.

| Average score of all Human Resource Specialists surveys | % of available fee |
|---|---|
| 4.0 - 5 | 100% |
| 3.0 – 3.99 | 80% |
| Less than 3.0 | 0% |

2.3.3.4 Leave Administration Programs

2.3.3.4.1 The Contractor shall appropriately notify employees and managers of any significant new or changed policies regarding leave administration within 10 calendar days of the change 100 percent of the time within any 6-month evaluation period to receive 100 percent of the available fee. The Contractor shall appropriately notify employees and managers of any significant new or changed

policies regarding leave administration within 10 calendar days of the change 90 percent of the time to receive 80 percent of the available fee. Notification provided within 10 ten calendar days less than 90 percent of the time will result in no fee awarded.

| % notifications of leave policy changes within 10 days | % of available fee |
|---|---|
| 100% | 100% |
| 90% - 99.9% | 80% |
| Less than 90% | 0% |

2.3.3.4.2 The Contractor shall satisfactorily perform studies relating to leave administration within the schedule established by the Government 100 percent of the time to receive 100 percent of the available fee. The Contractor shall satisfactorily perform studies relating to leave administration within the schedule established by the Government 90 percent of the time to receive 80 percent of the available fee. Less than 90 percent of studies completed on schedule will result in no fee awarded.

| % of leave studies completed within the required schedule | % of available fee |
|---|---|
| 100% | 100% |
| 90% - 99.9% | 80% |
| Less than 90% | 0% |

2.3.3.4.3 The Contractor shall prepare responses satisfactory to the Government for proposed changes in leave administration programs by the due date of the response 100 percent of the time in order to receive 100% of the available fee. The Contractor shall prepare responses satisfactory to the Government for proposed changes in leave administration programs by the due date of the response 90 percent of the time in order to receive 80 percent of the available fee. Less than 90 percent of responses satisfactory to the Government completed by the due date will result in no fee awarded.

| % of leave change responses completed within schedule | % of available fee |
|---|---|
| 100% | 100% |
| 90% - 99.9% | 80% |
| Less than 90% | 0% |

2.3.3.5 Drug Testing Pool Maintenance

2.3.3.5.1 The Contractor shall review newly classified position descriptions in order to ensure the proper drug testing designation within 3 calendar days of classification 100 percent of the time in order to receive 100 percent of the available fee. The Contractor shall review newly classified position descriptions in order to ensure the proper drug testing designation within 3 calendar days of classification 90 percent of the time in order to receive 80 percent of the available fee.

Less than 90 percent of position descriptions reviewed within 3 calendar days will result on no fee awarded.

| % of positions reviewed for drug testing requirements within schedule | % of available fee |
|---|---|
| 100% | 100% |
| 90% - 99.9% | 80% |
| Less than 90% | 0% |

2.3.3.5.2 The Contractor shall prepare and deliver notification letters to employees subject to random drug testing within 10 calendar days of their placement in those positions 90 percent of the time in order to receive 100 percent of the available fee. The Contractor shall prepare and deliver notification letters to employees subject to random drug testing within 10 calendar days of their placement in those positions 80 percent of the time in order to receive 80 percent of the available fee. Less than 80 percent of notification letters delivered within 10 calendar days will result in no fee awarded.

| % of drug testing notifications distributed within schedule | % of available fee |
|---|---|
| 90% or more | 100% |
| 80% - 89.9% | 80% |
| Less than 80% | 0% |

2.3.3.5.3 The Contractor shall have a signed acknowledgement letter for every employee selected for random drug testing in order to receive 100 percent of the available fee within any 6-month evaluation period. The Contractor may fail to have a signed acknowledgement letter for one employee selected for random drug testing in order to receive 80 percent of the award fee. More than one failure to have an acknowledgement letter within any 6-month evaluation period will result in no fee awarded.

| Number of employee drug testing acknowledgement letters not obtained | % of available fee |
|---|---|
| None | 100% |
| 1 | 80% |
| More than 1 | 0% |

2.3.3.6 Subject Matter Expert Support – interim and long term, for all Human Capital functional areas.

2.3.3.6.1 The Contractor shall fill personnel requirements, as specified in the IDIQ request, for experts in human capital consulting for vacancies, new positions, or those experts required on an interim basis, within 30 calendar days of

the IDIQ task award in order to receive 100 percent of the available fee. The Contractor shall receive 80 percent of the available fee for those vacancies or new positions filled within 45 calendar days. No fee shall be received for any IDIQ task that requires more than 45 calendar days (without a Government-approved extension) after task award to fully staffed, within any 6-month evaluation period.

| Number of calendars days required to obtain required subject matter experts | % of available fee |
|---|---|
| 30 or less | 100% |
| 31 - 45 | 80% |
| Greater than 45 | 0% |

2.3.3.6.2 The Contractor shall receive one or less customer complaints for any IDIQ subject matter support task within any 6-month evaluation period in order to receive 100 percent of the available fee. The Contractor shall receive two or less customer complaints within any 6-month evaluation period in order to receive 80 percent of the available fee. The Contractor shall receive no fee if more that two complaints are received.

| Number of customer complaints received as a result of subject matter expert support | % of available fee |
|---|---|
| One or less | 100% |
| 1 - 2 | 80% |
| Greater than 2 | 0% |

2.3.3.6.3 Specific requests for periodic data queries, reports, analyses, and/or reports will be transmitted to the Contractor by the Contracting Officer or the COTR, and a mutual agreement shall be reached regarding an acceptable product(s) due date/milestones. If more that 10 percent of the total deliverables required are received after the agreed due date (without an extension agreed by the COTR or Contracting Officer), the Contractor shall receive none of the available fee.

| % of late deliverables | % of available fee |
|---|---|
| 10% or less | 100% |
| Greater than 10% | 0% |

**[END OF ATTACHMENT J-4]**

## ATTACHMENT J-5

## WEIGHTING OF PERFORMANCE INCENTIVES

| Contract Requirement | Standards of Performance | Acceptable Quality Level (METRICS) | Wt. | Surveillance Method & Frequency |
|---|---|---|---|---|
| COST | Actual Cost versus Planned Cost | See Section B | 25% | 533M Report/ Annually DRD 1133MA-003 |
| CUSTOMER SATISFACTION | Customer satisfaction | Satisfaction level (for range see attachment J-4, paragraph 2.2) | 30% | Questionnaire/ Quarterly |
| **UNIQUE METRICS** | **Objective Measurements (as defined below)** | **(See below)** | **45% Total (see below)** | **Quarterly Progress Report (DRD 1133MA-002) with Government verification** |
| WBS 2.0 Program Management Support | 1. Staffing<br>2. Reserved<br>3. Customer Complaints<br>4. Safety<br>5. Quality (ISO)<br>6. Schedule | 1. 50% of positions/vacancies staffed within 30 calendar days and all staffed within 45 calendar days.<br>2. Reserved<br>3. Less than 1 – 2 complaints.<br>4. 80% - 90% of eligible employees attending safety meetings.<br>5. 0 – 1 minor conformance.<br>6. No DRD milestones missed.<br>Total | 4%<br>0%<br>2%<br>1%<br>1%<br>2%<br>10% | Management Plan (DRD 1133MA-001)<br>Progress Report/Quarterly DRD 1133MA-002 |
| WBS 3.0 Organization & Leadership Support | 1.Follow-up<br>2. Logistics Support<br>3. Positive Training Evaluation<br>4. Response to data queries & support requests | 1. 25% of group intervention or consulting follow-up.<br>2. Respond to 90% of all requests within 2 business days<br>3. Receive positive response on 90% or more evaluations.<br>4. Respond to 80% of all requests within 2 business days.<br>Total | 3%<br>2%<br>3%<br>2%<br>10% | Progress Report/ Quarterly DRD 1133MA-002 |

WEIGHTING OF PERFORMANCE INCENTIVES (Cont'd)

| Contract Requirement | Standards of Performance | Acceptable Quality Level (METRICS) | Wt. | Surveillance Method & Frequency |
|---|---|---|---|---|
| WBS 4.0 Academic Affairs Support | 1. ERC Staffing<br>2. Positive ERC Customer Surveys<br>3. Positive SLI Customer Surveys | 1. Maintain minimum staffing of one person during ERC hours.<br>2. Score above 3.0 – 4.0 on all ERC customer surveys.<br>3. Score above 3.0 – 4.0 on all SLI customer surveys.<br>Total | 5%<br>3%<br>2%<br>10% | Progress Report/Quarterly DRD 1133MA-002 |
| WBS 5.0 Workforce Strategy and Planning Support | 1. Meet required deadlines<br>2. Provide high quality responses | 1. Meet 100% of required deadlines<br>2. 90% or more responses shall be error free<br>Total | 2.5<br>2.5<br>5% | Progress Report/ Quarterly DRD 1133MA-002 |
| WBS 6.0 Training and Incentives Support | 1. Respond to logistical support requests<br>2. Timely placement of training requests<br>3. Data entry into SATERN and ADMINSTAR | 1. Respond to 90% of all requests within 2 business days.<br>2. Complete 90% of all requests within 3 business days.<br>3. Enter 80% - 90% of required data within 30 – 45 calendar days.<br>Total | 1.5%<br>1.5%<br>2.0%<br>5% | Progress Report/ Quarterly DRD 1133MA-002 |
| WBS 7.0 Employee Services and Operations Support | 1. Timely submission of EAP support reports<br>2. Provide EAP Services to a number of employees.<br>3. Provide status reports on SES selection activities.<br>4. Meet SES narrative summary deadlines.<br>5. Disseminate Key Personnel Announcements | 1. 0 – 1 late report within any reporting period.<br>2. Provide group or individual EAP services to 100 – 150 employees.<br>3. Meet deadlines on 80% - 90% of weekly SES selection status reports.<br>4. Meet 95% - 100% of all deadlines for submission of SES narrative summaries.<br>5. Disseminate 100% of Key Personnel Announcements within 14 calendar days<br>Total | 0.8%<br>1.7%<br>1.7%<br>0.4%<br>0.4%<br>5% | Progress Report/ Quarterly DRD 1133MA-002 |

WEIGHTING OF PERFORMANCE INCENTIVES (Cont'd)

| | | | | |
|---|---|---|---|---|
| WBS 8.0 Indefinite Delivery/ Indefinite Quantity (IDIQ) | 1. TBD | 1. TBD<br>Total | 0%*<br>TBD | Quarterly/Task Completion<br><br>(Progress Report/ Quarterly DRD 1133MA-002) |

* If additional metrics are added to J-4 (such as for any added IDIQ tasks), weighting shown on this attachment will be adjusted to reflect any additional metrics.

The Government may unilaterally revise this Performance Requirement Summary prior to the start of any 6-month evaluation period and whenever any IDIQ tasks are added.

**[END OF ATTACHMENT]**

# Attachment J-6

## Work Breakdown Structure

### Centerwide Office of Human Capital Support Services Contract

**1.0 Scope**

**2.0 Program Management**

2.1 Contract Management
2.2 Property Management
2.3 Finance Management
2.4 Safety and Health
2.5 Information Technology Security
2.6 OHC Management and Business Support

**3.0 Organization & Leadership Development Support**

3.1 Unique Technical Training
3.2 Organization and Leadership Development Programs
3.3 Logistics Support for Leadership and Organization Development
3.4 Procurement for Organization and Leadership Development Services and Materials

**4.0 Workforce Strategy and Planning**

4.1 Strategic Workforce Analysis and Plans
4.2 Workforce Studies and Data Analysis
4.3 Workforce Planning and Tracking
4.4 System Administration
4.5 Contractor Competency Data Reporting

**5.0 Academic Affairs**

5.1 Elementary and Secondary Education Programs
5.2 Higher Education Programs
5.3 Educator Resource Center
5.4 Informal Education
5.5 Program Support
5.6 Education Initiatives
5.7 e-Technology
5.8 Conference Planning and Coordination
5.9 Unique Educational Staffing and Support
5.10 Partnership and Linkages
5.11 Grant Coordination Support
5.12 Intergovernmental Personnel Action Coordination
5.13 Diversity and Equal Opportunity Support

**6.0 Training and Incentives**

6.1 Incentive Awards
6.2 Marshall Institute Operations
6.3 Logistics for Training Incentives and Conference Coordination
6.4 Procurement of Training Courses, Training and Incentives Services Support and Materials

**7.0 Employees Service and Operations**

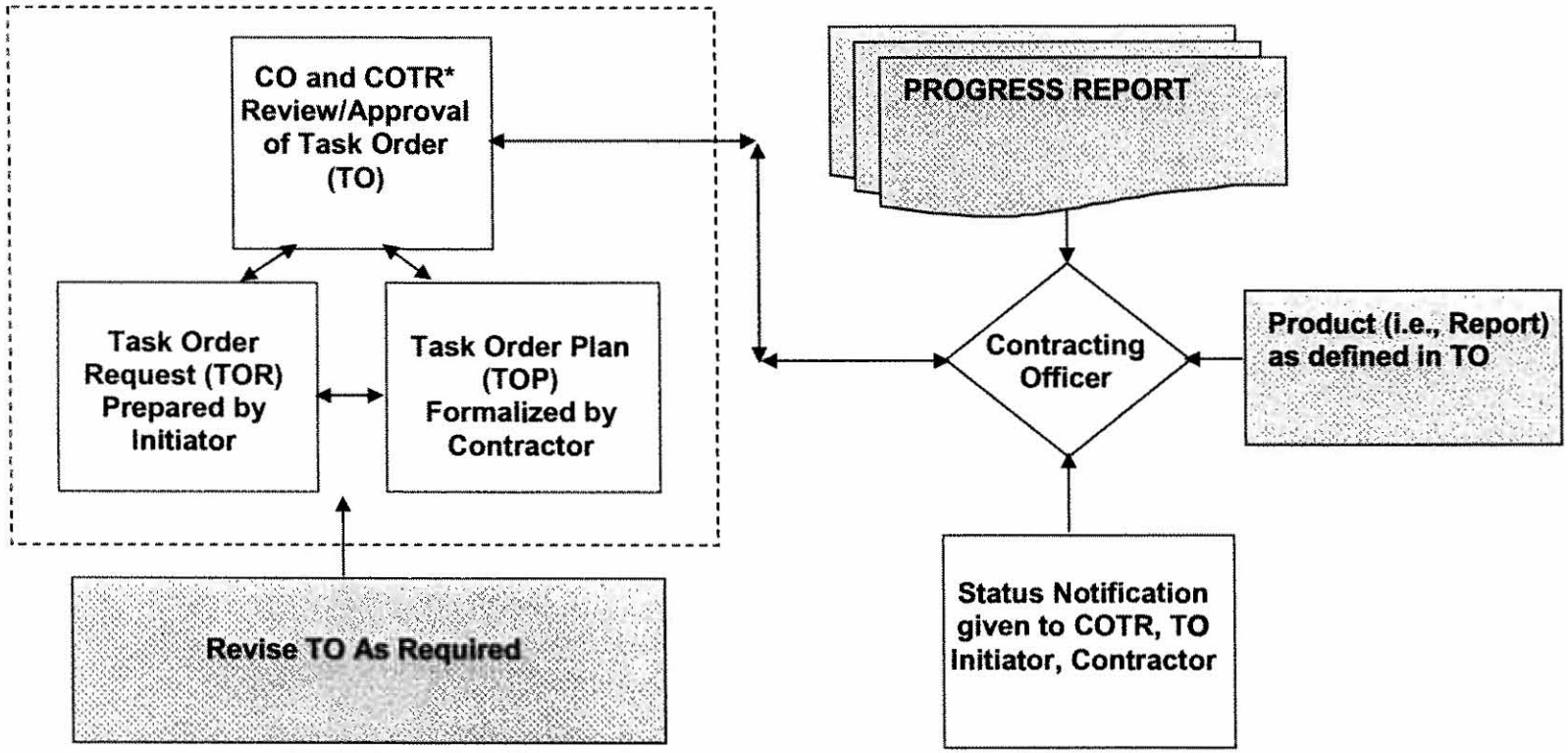
7.1 Employee Assistance Program (EAP) Coordinator
7.2 Executive Resource Program (ERP) Support
7.3 Human Resource Data Base Support
7.4 Planning and Analysis

**8.0 Indefinite Delivery/ Indefinite Quantity (IDIQ)**

8.1 Career Transition Assistance Program
8.2 Recruitment and Placement
8.3 Position Management and Classification
8.4 Leave Administration Programs
8.5 Drug Testing Pool Maintenance
8.6 Interim Support from Human Capital Subject Matter Experts

ATTACHMENT J-7

# Task Flow Process




*Contracting Officer (CO)
Contracting Officer's Technical Representative (COTR)

# Task Flow Description

| NASA | Contractor | NASA | Contractor | Contractor | CO |
|---|---|---|---|---|---|
| Task Order Request (TOR) | Task Order Plan (TOP) | Task Order (TO) | Quality Planning | Produce Product | Evaluations |
| What should be done? | How will it be done? | How will approval be provided? | How is it controlled? | How is it being done? | How did they do? |
| Technical Requirements<br>- Deliverables<br>- Other specific technical requirements<br><br>Cost Issues<br><br>Schedule Requirements/ Milestones | Technical<br>- Skills<br>- Tools required<br>- Technical<br><br>Cost<br>- Cost Plan<br>- Labor<br>- Material<br>- ODC (Travel, etc.)<br><br>Schedule<br>- Milestone Schedule<br>- Delivery Dates<br><br>Risk Assessment<br>- Mitigation<br><br>Special<br>- Recruiting<br>- Safety | Agreement Reached<br><br>Authorization to begin performance Or Disapproval by CO/COTR | Quality System Requirements<br><br>Quality Records | Progress Reports<br>- Technical<br>- Cost<br>- Schedule<br>- Issues<br><br>All requirements addressed | Cost and performance incentives in accordance with contract Attachments J-4, J-5 and Section B. |

# Attachment J-8
# Office of Human Capital Centerwide Services Contract Labor Categories
# Position Descriptions for IDIQ Tasks (PWS 8.0)

Job Description
Job Title: Career Transition Counselor

Duties and Responsibilities:

- Provides career transition assistance and placement services for employees of MSFC and other NASA employees located at MSFC
- Maintains personal information in strict confidence
- Develops strategies to assess employee's skills, competencies, and options for employment both within and outside of NASA
- Assists employees in the preparation, search, and competition for securing new jobs through one-on-one counseling, group training sessions, resume critiquing, interview coaching, and internet-based job searches
- Performs outreach efforts in order to maintain lines of communication with local and national employers, interest groups, academia, and Federal, state, and local governments in order to identify job opportunities and to facilitate job interviews
- Provides job search support through internet-based job searches, access to appropriate periodicals and related job aids, and job solicitations
- Instructs affected employees on how to prepare an effective resume, how to prepare for an employment interview, how to negotiate salary and benefits, and how to prepare a self-marketing plan
- Develops and conducts workshops that may include planning an effective job search, time management and organizational skills, change management, stress/anger management and effective coping skills
- Manages the cases of individual employees; identifies employee's interests and goals, and provides information on employment and training opportunities
- Provides information and assistance to affected employees regarding retirement or resignation, reemployment, severance pay, benefits, reduction-in-force procedures, and unemployment compensation

Desired Education and Experience:

BS or BA degree with 5+ years of experience in career management, career transition or career counseling and skill in facilitating both small and large groups is required. The individual must be able to gather, collect, and assimilate data and information, and must be able to relate to a diverse population. The individual must be able to deal with conflict effectively and positively with employees who either have lost, or may lose, their jobs. Since the benefits and application process are different for Federal employment, 3+ years of working for or with a Federal agency is desirable. Significant career transition experience may be substituted for the education requirements.

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Job Description
Job Title: Position Classification Specialist

Duties and Responsibilities:

- Reviews Position Descriptions (PD) for Human Resources Specialists (HRS) or managers to ensure proper position management and position classification
- Performs a wide range of classification and position management-related duties for a variety of different types of positions and different types of organizations
- Reviews draft regulations or classification standards to determine the degree of impact on existing classification and position management
- Provides the HRS they are supporting with alternatives in classification and position management
- Provides advisory services to managers or the HRS they are supporting regarding position management and classification procedures, practices, policies, and guidelines for individual or group actions
- Performs studies of matters relating to the classification of positions including the Fair Labor Standards Act, NASA Classification Codes (NCC), position sensitivity, inclusion in the random drug testing pool, or other classification matters as necessary
- Conducts audits of positions as requested in order to provide recommendations regarding the correct duties of the position, the correct NCC, and the correct OPM title, series, and grade
- Prepares comprehensive evaluation statements to support recommended classification of PhDs which have been reviewed or audit findings

Desired Education and Experience:

Bachelor of Science degree with skill in applying a wide range of Human Resources concepts, laws, policies, practices and analytical methods to solve complex and interrelated problems and issues. The individual must have 5+ years of experience in position management and classification with a Federal agency and have strong verbal and written communications skills. Since the NCC process is unique to NASA among Federal agencies, 2+ years of experience with this process would enable the employee to work more efficiently and effectively. Significant Federal position management and classification experience may serve in lieu of the educational requirements.

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Job Description
Job Title: Staffing Specialist

Duties and Responsibilities:

- Provides managers, employees, and job applicants with information and interpretations of the Agency's recruitment and placement procedures, practices, policies, and guidelines
- Provides technical staffing advice to management officials and the Human Resources Specialist (HRS) being supported
- Reviews recruitment and placement actions and provides guidance and information to the submitter regarding any further information necessary to complete the action
- Maintains up-to-date information on current hiring authorities available to Federal agencies and those unique to NASA and MSFC
- Fills vacancies from external and internal sources
- Screens applicants for basic qualifications, suitability, and availability
- Participates in internal audits of procedures, processes, and recordkeeping systems and provides recommendations on improving these procedures
- Utilizes current automated staffing tools provided to generate vacancy announcements, search plans, job analysis and referral lists/certificates
- Works with the appropriate HRS or selecting official in the development of information necessary to complete the job analysis in order to create a list of candidates who can fulfill the duties of the position being considered
- Prepares correspondence necessary to answer applicant inquiries and issue notices to applicants
- Extends employment offers to selected applicants and processes corresponding personnel actions

Desired Education and Experience:

Bachelor of Science degree with skill in applying a wide range of Human Resources concepts, laws, policies, practices and analytical methods to solve complex and interrelated problems and issues. The individual must have knowledge of Federal staffing regulations, competitive placement, and operating procedures to use in evaluating Center positions and qualifications of employees with 5+ years of experience in Federal recruitment and placement. Requires knowledge and skill in the application, principles, practices, and techniques of personnel recruitment, examination, selection, and placement and extensive experience with automated staffing tools. Requires strong oral written communication skills. The Competitive Placement Plan, automated staffing tool, and the hiring authorities utilized are unique to NASA, therefore 2+ years of experience with NASA's recruitment and placement processes is desirable. Significant Federal staffing experience may serve in lieu of the educational requirements.

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Job Description
Job Title: Leave Program Assistant

Duties and Responsibilities:

- Administers leave programs for MSFC in support of the Human Resources Specialist (HRS) who services each organization
- Serves as the primary point of contact with MSFC employees regarding leave programs, with the HRS responding to controversial issues
- Administers leave programs including, but not limited to, the Voluntary Leave Transfer Program, the Family and Medical Leave Act, the Advance Sick Leave Program, Military Leave, leave for blood donation, Sick Leave for Family Care and Bereavement Purposes, and Sick Leave to Care for a family Member with a Serious Health Condition.
- Maintains records regarding these programs and changes associated forms as changes occur to the programs
- Maintains an up-to-date knowledge of the Code of Federal Regulations, Office of Personnel Management (OPM), and NASA requirements regarding leave programs
- Prepares responses to proposed OPM or Headquarters changes to leave programs
- Keeps management and employees informed of new or revised leave policies and adjusts Center policies to reflect these changes
- Performs any special studies, reports, or analysis required related to leave programs

Desired Education and Experience:
High School graduate, or equivalent, with 3+ years experience in benefits or leave administration; ability to deal with employees who may be dealing with difficult situations and provide them with accurate leave options and information. 2+ years experience working with, or for, a Federal agency in a Human Resources support capacity is desirable.

[Intentionally Left Blank]

Job Description
Job Title: Drug Testing Assistant

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Duties and Responsibilities:

- In support of the Human Resources Specialist (HRS) managing the drug testing program, provides a full range of services for maintaining an accurate pool of employees subject to random drug testing
- Monitors newly classified position descriptions to ensure that positions identified as being subject to random drug testing are placed in the random drug testing pool and coded accordingly
- Monitors the movement of employees subject to testing form one position to another to determine if they should remain in the pool
- Works with the Protective Services Department to ensure that all employees with secret or top secret clearances or access to program critical hardware are included in the pool
- Prepares notification letters to employees going into the program, tracks the responses to those notifications, and informs the NSSC of employees being added to the drug testing pool
- Maintains signed copies of employee's acknowledgement of being subject to random drug testing and validates that a signed copy is on file for each employee selected by the NSSC for random drug testing
- Maintains an up-to-date knowledge of NASA and Government drug testing procedures and implements changes as they occur
- Performs any special studies, reports, or analysis of the drug program as required

Desired Education and Experience:

High School diploma or equivalent with 3+ years in a human resources environment.
Skill in relating to employees regarding sensitive issues in a confidential manner.
2+ years experience which involved work with a drug testing program is desirable.

[Intentionally Left Blank]

Job Description
Job Title: Human Capital Subject Matter Expert

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Duties and Responsibilities:

- Provides strategic operational and administrative consulting across the broad spectrum of the human capital discipline
- Provides consulting advice and solutions in strategic planning and metrics
- Provides consulting advice, and training for issues, and the resolution of problems in organizational development
- Provides consulting advice and resolution of problems in staffing and classification
- Provides consulting advice and solutions in areas of employee recruitment, employee compensation and benefits, motivation, and employee retention, and employee health
- Provides consulting advice and solutions in human capital information technology
- Provides consulting advice and problem resolution in workforce trending and analysis, and statistical analysis,
- Provides advice and solutions in training, education customer service, performance management and employee relations
- Provides advice and consulting on effective business operations and communication skills
- Conducts individual or group coaching, mentoring, and motivation

Desired Education and Qualifications:

Masters Degree in Business, Organizational Development or Human Resources or equivalent, and 10+ year's subject matter experience in one or more of the above areas of business or human resources. Outstanding ability to communicate in writing and orally. Outstanding ability to interface and communicate with senior management, supervisors, employees, other contractors, and others. High level of knowledge and proficiency in human resources and/or business operations. Significant experience in the subject matter area, either as a Federal employee or contractor, may serve in lieu of the advanced degree requirement.

**[END OF ATTACHMENT J-8]**

## ATTACHMENT J-9

### FULLY BURDENED NOT-TO-EXCEED LABOR RATES FOR THE PRIME CONTRACTOR - PWS 8.0

The Contractor shall not exceed the fully burden labor rates specified below for pricing all task orders contemplated or issued in accordance with Clause H.2, Task Order Procedures, and H.3, Supplemental Task Order Procedures. These rates shall be inclusive of any Teammate and/or Major Subcontractor fee (as applicable) and any Prime Contractor burdens (exclusive of Prime Contractor fee).

| Labor Category | Base Year | Option 1 | Option 2 | Option 3 | Option 4 |
|---|---|---|---|---|---|
| Human Capital Subject Matter Expert | | | | | |
| Career Transition Counselor | | | | | |
| Position Classification Specialist | | | | | |
| Leave Program Assistant | | | | | |
| Drug Testing Assistant | | | | | |
| Staffing Specialist | | | | | |

The Contractor shall not exceed the following rates for pricing all task orders issued in accordance with Clauses H.2 and H.3

| CLIN | G&A CEILING RATE | TARGET COST INCENTIVE FEE RATE | MAXIMUM COST INCENTIVE FEE RATE | MAXIMUM PERFORMANCE INCENTIVE FEE RATE | LABOR ESCALATION RATE (see L.16) | OTHER INDIRECT RATES |
|---|---|---|---|---|---|---|
| 1.a. (Year 1) | * | * | * | * | * | * |
| 2.a. (Year 2) | * | * | * | * | * | * |
| 3.a. (Year 3) | * | * | * | * | * | * |
| 4.a. (Year 4) | * | * | * | * | * | * |
| 5.a. (Year 5) | * | * | * | * | * | * |

*The Offeror shall complete the Cost Incentive fee and Performance Incentive fee rates, which shall be used to calculate the maximum available Cost Incentive and Performance Incentive fees for all task orders issued under the resultant contract. The Offeror shall include the proposed G&A ceiling rate, which shall not be exceeded in computing a fully burdened labor rate in all task orders. The Offerors shall include all indirect rates and their proposed labor escalation rate.

**FIRST NOTE: THE GOVERNMENT HAS DETERMINED THAT PROPOSED COST AND PERFORMANCE INCENTIVE FEE RATES, AND ESCALATION RATES LISTED IN THE ABOVE TABLE ARE EXPECTED TO BE THE SAME FOR IDIQ AS THOSE PROPOSED FOR THE MISSION PORTION OF THIS CONTRACT (SEE CLAUSE B.2).**

**SECOND NOTE: DUPLICATE THIS SHEET AS NECESSARY FOR EACH TEAMMATE(S) AND/OR MAJOR SUBCONTRACTOR(S). REMINDER TO TEAMMATE(S) AND/OR MAJOR SUBCONTRACTOR(S), THAT ALL BURDENED LABOR RATES MUST BE INCLUSIVE OF TEAMMATE(S) AND/OR MAJOR SUBCONTRACTOR FEE (AS APPLICABLE) AND ANY APPLICABLE PRIME CONTRACTOR INDIRECT BURDENS.**

## ATTACHMENT J-10
## (REFERENCE CLAUSE G.8 PERSONAL IDENTITY VERIFICATON OF CONTRACTOR PERSONNEL)

## PERSONAL IDENTITY VERIFICATION PROCEDURES

**PIV Card Issuance Procedures** (in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel)

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

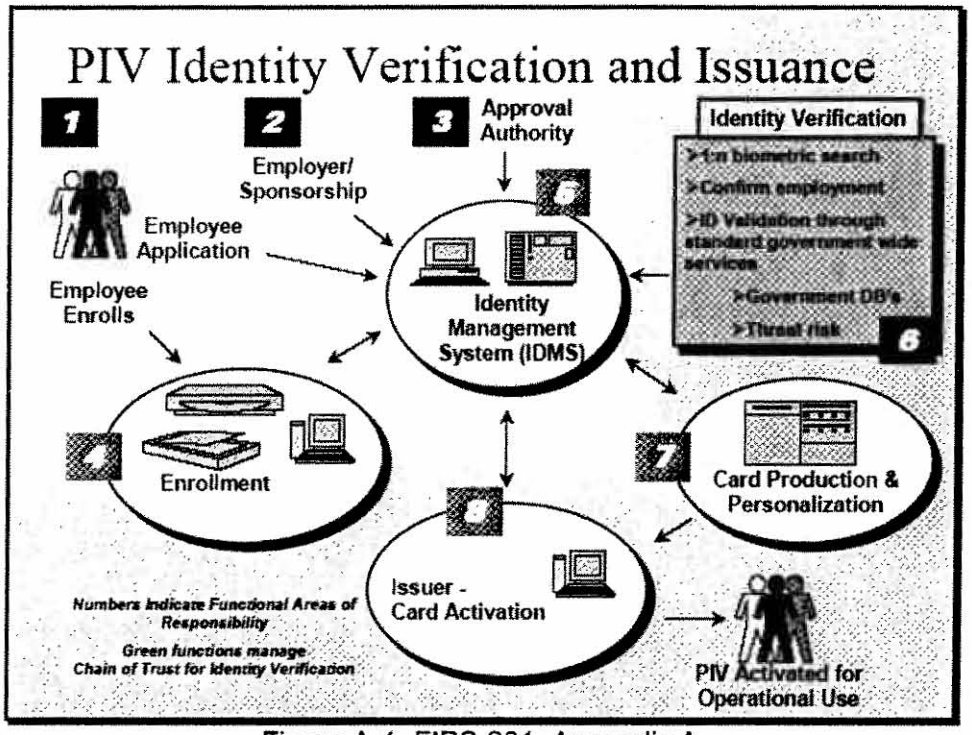


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

**Step 1**:
The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFNMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social

security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication.

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access.

**Step 2**
Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal[1] or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

**Step 3**:
Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

**Step 4**
Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement

[1] A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

(BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

**Step 5**
Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

**Step 6:**
Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

**Step 7**:
The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

## ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.

2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.

3. Upon return of the completed NAC, the process will continue from Step 5.

**[END OF ATTACHMENT J-10]**

# ATTACHMENT J-11

## SAFETY, HEALTH and ENVIRONMENTAL (SHE) PLAN

The approved Safety, Health and Environmental (SHE) Plan, dated *(To be determined)* and submitted with the Contractor's proposal, and any subsequent approved revisions during the term of this contract, is hereby incorporated into the contract by reference, with the same force and effect as if it were given in full text.

**[END OF ATTACHMENT J-11]**

## ATTACHMENT J-12

## SAFETY & HEALTH MANAGEMENT IMPLEMENTATION GUIDE AND ASSESSMENT MATRIX (REFERENCE CLAUSE H-11)

| Score | Commitment and Involvement (Element 1) | | Worksite System and Analysis (Element 2) | Hazard Prevention and Control (Element 3) | Safety and Health Training (Element 4) |
|---|---|---|---|---|---|
| | A. Management | B. Employee | | | |
| 10 | Benchmarking indicates "best in Class." In areas of visible management leadership, responsibility/ accountability, meaningful metrics, and incentive/ recognition systems. | Employees fully involved, safety committees functioning well, is a complete behavior process functioning at least one year, employees involved in process planning and risk assessment. | All subelements fully in place and functioning well for at least one year. | All programs and subelements fully functioning for one year. Strong professional support. | All training processes functioning, all levels of personnel trained to identified needs, management training ongoing. |
| 9 | All subelements are in place and functioning well, but have as yet to reach full maturity. | All processes functioning but for limited time, employees involved to great extent. | All subelements in place, employees actively participating. | All programs and subelements in place and functioning. | All training processes established, management initial training complete. |
| 8 | One subelement not fully in place but all are being implemented. | Most processes in place, employee involvement growing. | All subelements functioning, employee participation growing. | At least five subelements functioning and one in final stage of implementation. | Most personnel trained to identified needs, training recordkeeping and recall system functioning. |
| 7 | Two subelements not fully implemented. Implementation in process on all elements. Employee participation and commitment widespread. | Process activities expanding through organization. Committees and teams functioning. | At least five subelements functioning and remainder established. | At least four subelements functioning, remaining two developing. | Management and supervisor training in process, specialized training in process. |
| 6 | All subelements in process or in place. Strong management leadership and commitment began, metric systems in place, resourcing appropriate. | Employee representatives functioning, joint committees functioning, participating in risk assessment and accident investigation. | At least four subelements functioning and remaining three in process, employee participation beginning to spread through organization. | Medical and safety programs strengthening. Emergency preparedness program established and exercised. | Management training in process developed, supervisor training developed, training recordkeeping and recall system developed. |

| Score | Commitment and Involvement (Element 1) | | Worksite System and Analysis (Element 2) | Hazard Prevention and Control (Element 3) | Safety and Health Training (Element 4) |
|---|---|---|---|---|---|
| | A. Management | B. Employee | | | |
| 5 | Management commitment and leadership accepted by workers, worker participation and commitment begun, metric system. | Employee representatives appointed/elected, committees beginning to perform functions (investigation, analysis, process improvement). | All subelements established, employees beginning to participate. | Rules written, medical and safety programs developing Personal Protective Equipment adequate. | Training template completed for all personnel, training needs identified, process development begun, recordkeeping and recall system being developed. |
| 4 | Management commitment and leadership flowing down to workers, metric systems being developed, incentive/recognition system in process. | All processes being established, involvement and awareness enhancement growing. | At least five subelements initiated including self-assessment, hazard reporting, mishap close call investigations. | Rules in process, emergency preparedness program being developed. | Training development in process, specialized training established. Mandatory training in process |
| 3 | Generally good management commitment and leadership, implementation plans approved for all elements | All process needs identified, awareness and involvement enhancement activities begun. | Job Hazard analysis established, investigations strengthened and include employee. | Medical program initiated; safety and health program initiated. | Training needs evaluation complete, training templates in process, recordkeeping and recall system needs to be established |
| 2 | Management exhibits some aspects of leadership, accountability systems not well defined, employee participation framework defined, limited metrics. | Committees established, little activity, employee involvement beginning, awareness of process started. | Plans established to implement all subelements, at least two subelements beginning to function. | Personal protective equipment requirements established and being enforced, plans developed for other elements. | Training needs evaluation begun, training template forms developed. |
| 1 | Subelements have not been established to any significant extent, management leadership is lacking, little or no employee participation | No committees, little or no employee involvement, no process, little process planning. | Two or fewer subelements established, no self-inspection, shallow accident investigation process. | Few or no programs or subelements established, few written rules, limited enforcement. | Training needs not established, no management training, limited or no supervisor training. |

## SAFETY PERFORMANCE EVALUATION SUMMARY

## EVALUATION CRITERIA AND PERFORMANCE RECOGNITION

Evaluation Criteria

- Management Commitment and Employee Involvement
- System and Worksite Hazard Analysis
- Hazard Prevention and Control
- Safety and Health Training

| **Score** | **≥ 36 points (Annual Score)** | **≥ 28 points (Annual Score)** | **≤ 16 points (Quarterly Score)** |
|---|---|---|---|
| LTC (Lost Time Case Rate) | **and**<br>≤ 50% of the LTC for the applicable SIC rate<br><br>**Exception:** Contractors with less than 100 employees located onsite MSFC shall have no lost time injuries during the past year | **and**<br>less than the applicable SIC rate<br><br>**Exception:** Contractors will less than 100 employees located onsite MSFC shall have no more than one lost time injury during the past year. | **or**<br>more than the applicable SIC rate<br><br>**Exception:** Contractors with less than 100 employees located onsite MSFC. A Level III rating will be given when greater than two lost time injuries are reported during the past year. |
| **Grade Levels** | **I** | **II** | **III** |
| **Recognition** | Formal award publicly recognized. Appropriate Past Performance referrals provided. | Formal letter of commendation – will impact contract evaluation and past performance. (Score must either be the same score or higher from the last evaluation.) | Formal letter expressing concern. Corrective Action Plan requested. Data placed in Past Performance Database. **Failure to improve could result in Contract Options not being exercised.** |

**NOTE: If the contractor's safety performance evaluation does not fall within one of the above categories, no recognition will be provided.**

**DEDUCTIONS**

- Failure to report information on all personnel and property mishaps that meet the criteria of a NASA NPR 8621.1B, on a monthly basis will result in a deduction of $1,000 for each occurrence of failure to report. Information to be reported includes items listed in paragraph 6 of the clause.

**[END OF ATTACHMENT J-12]**

# ATTACHMENT J-13

## INSTALLATION-PROVIDED PROPERTY AND SERVICES

The Government will provide the use of the following property and services to all on-site personnel under this contract as necessary. These items include the following:

(1) Computer workstations (one seat license per person under MSFC's Outsourcing Desktop Initiative for NASA (ODIN) contract and accountable to the ODIN contract) and associated maintenance (general and specialized)

(2) Printers, plotters, and scanners

(3) Application software

(4) Specialized Commercial-Off-The-Shelf (COTS) software as required to meet specific MSFC program/project objectives

(5) Document Reproduction Equipment and Reproduction Services

(6) A Government vehicle (at MSFC) as needed for local travel

(7) Taxi service

(Note: The Government will not supply cell phones, pagers, and/or personal data assistant devices for Contractor use.)

**[END OF ATTACHMENT J-13]**

# ATTACHMENT J-14

## APPLICABLE REGULATIONS AND PROCEDURES

The documents listed herein contain specifications to which performance of the contract requirements and work described in the Performance Work Statement (Attachment J-1) and Data Procurement Document (Attachment J-2) shall conform. The contractor shall comply with all the requirements of these documents and all revisions thereto. Current versions shall be utilized, unless authorization to use obsolete versions has been properly documented. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith when performing work onsite at MSFC.
As a Services Contract provider, the contractor shall utilize all NASA and MSFC Directives and Standards as applicable, as well as the Office of Human Capital Organizational Instructions (OIs).

NASA and MSFC Directives can be found at the following URL:
https://repository.msfc.nasa.gov/directives

NASA and MSFC Standards can be found at the following URL: http://standards.nasa.gov

OMB CIRCULAR

| | |
|---|---|
| Circular A-130 | Management of Federal Resources |

NASA DOCUMENTATION

| | | |
|---|---|---|
| 1490.1 | NPD | NASA Printing, Duplicating, and Copying Management |
| 1600.1 | NPR | NASA Security Program Procedural Requirements |
| 1620.3 | NPR | Physical Security Requirements for NASA Facilities/Property |
| 2810.1 | NPR | Security of Information Technology |
| 3100.1 | NPR | Management of the Senior Executive Service |
| 3300.1 | NPR | Appointment of Personnel To/From NASA |
| 3300.3 | NPD | Recruitment, Hiring, Placement, Advancement, and Retention of Individuals with Disabilities and Disabled Veterans |
| 3317.1 | NPR | Senior Executive Service Career Appointee Merit Staffing in NASA |
| 3319.1 | NPR | Management of Senior Scientific and Technical and Other Senior Level Positions |
| 3330.1 | NPR | NASA Career Transition Assistance Plan |
| 3335.1 | NPR | Internal Placement of NASA Employees |
| 3410.2 | NPD | Employee and Organizational Development |

| | | |
|---|---|---|
| 3435.1 | NPR | NASA Performance Management Plan for the Senior Executive Service |
| 3510.5 | NPR | Position Classification |
| 3600.1 | NPR | Attendance and Leave |
| 3713.2 | NPD | Federal Equal Opportunity Programs of NASA |
| 3792.1 | NPR | Plan for a Drug-Free Workplace |
| 4100.1 | NPR | NASA Materials Inventory Management Manual |
| 4200.1 | NPR | NASA Equipment Management Manual |
| 5100.4 | NPR | Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto |
| 8621.1 | NPR | NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping |
| 8700.1 | NPD | NASA Policy for Safety and Mission Success |
| 8705.6 | NPR | NASA Procedural Requirements for Safety and Mission Assurance Reviews and Assessments |
| 8715.3 | NPR | NASA Safety Manual |
| 9501.2 | NPR | NASA Contractor Financial Management Reporting |

MSFC DOCUMENTATION (MWIs, MPDs, and MPDs)

| | | |
|---|---|---|
| 1040.3 | MPD | MSFC Emergency Program |
| 1040.3 | MPR | MSFC Emergency Plan |
| 1280.1 | MGM | Guidance for Continual Improvement |
| 1280.1 | MPD | Marshall Management Manual |
| 1280.3 | MWI | Corrective/Preventive Action Notification System |
| 1280.4 | MPD | MSFC Corrective Action System |
| 1280.5 | MWI | MSFC ALERT Processing |
| 1440.2 | MPR | MSFC Records Management Program |
| 1600.1 | MPR | MSFC Security Procedural Requirements |

| | | |
|---|---|---|
| 1810.1 | MPR | MSFC Occupational Medicine |
| 1840.2 | MPR | MSFC Hazard Communication Program |
| 2500.1 | MPR | Marshall Telecommunications and Audio Visual Services |
| 2810.1 | MPR | Security of Information Technology |
| 3312.1 | MPD | Position Management |
| 3334.1 | MWI | Intergovernmental Personnel Act Assignments |
| 3600.1 | MGM | Attendance and Leave Guidance |
| 3410.1 | MWI | Personnel Certification Program |
| 4000.2 | MPR | Property Management |
| 4200.1 | MWI | Equipment Control |
| 4220.1 | MWI | Space Utilization, Communications, Furniture, Relocation, and Special Event Services |
| 4300.1 | MWI | Disposal Turn-Ins/Reutilization Screening |
| 4500.1 | MWI | Program Stock, Storage, and Retail Store Operations |
| 4520.1 | MWI | Receiving |
| 4520.2 | MWI | Use of the Procurement Discrepancy Tracking System (PDTS) |
| 5116.1 | MWI | Evaluation of Contractor Performance under Contracts with Award Fee Provisions |
| 6700.1 | MPR | Motor Vehicle and Motor Pool Operations |
| 7120.2 | MWI | Data Requirements Identification Definition |
| 7120.3 | MPR | Data Management Programs/Projects |
| 7120.6 | MWI | Program Project Continuous Risk Management |
| 8040.2 | MPR | Product Identification and Traceability |
| 8500.1 | MPR | MSFC Environmental Management Program |
| 8550.5 | MWI | Hazardous Material Management |
| 8621.1 | MWI | Close Call and Mishap Reporting and Investigation Program |
| 8715.1 | MPR | Marshall Safety, Health and Environmental (SHE) Program |

| | | |
|---|---|---|
| 8715.3 | MWI | Hazard Identification and Warning System |
| 8715.9 | MWI | Occupational Safety Requirements for MSFC Contractors |

OHC Organizational Work Instructions

| | |
|---|---|
| HS20-OWI-001 | Delegated Examining Procedures |
| HS20-OWI-002 | Staffing Internal/External Vacancies |
| HS30-OWI-003 | Student Volunteer Program |
| HS40-OWI-005 | Incentive Awards |
| HS40-OWI-017 | Learning and Organizational Development Office Processes |
| HS50-OWI-004 | Position Management and Position Classification |
| HS50-OWI-009 | Drug-Free Workplace Program |
| HS50-OWI-011 | Employee Assistance Program |
| HS50-OWI-014 | Senior Executive Service Staffing Qualification Determinations |
| HS50-OWI-015 | Senior Level and Scientific Positions |

Miscellaneous Documents

| | |
|---|---|
| 29 CFR 1910 | Department of Labor; Occupational Safety and Health Standards |
| 29 CFR 1926 | Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry |
| 29 CFR 1960 | Basic Program Elements for Federal Employee Occupational Safety and Health Programs |
| 40 CFR | Protection of the Environment |
| 48 CFR Chapter 1 | Federal Acquisition Regulations |
| 48 CFR Chapter 18 | NASA FAR Supplement |
| NASA-STD 8719.11 | Safety Standard for Fire Protection |
| Executive Order 13101 | Greening the Government through Waste Prevention, Recycling, and Federal Acquisition |
| HSPD-12 | Homeland Security Presidential Directorate |

# ATTACHMENT J-15

## ACRONYMS AND ABBREVIATIONS LIST

| | |
|---|---|
| A&M | (Alabama) Agriculture and Mines |
| ACO | Administrative Contracting Officer |
| AO | Administrative Officer |
| AESP | Aerospace Education Services Program |
| APG | Annual Performance Goal |
| APPEL | Academy of Program, Project, and Engineering Leadership |
| AQL | Acceptable Quality Level |
| ATP | Authority to Proceed |
| BA | Bachelor of Arts |
| BICE | Bureau of Immigration and Customs Enforcement |
| BS | Bachelor of Science |
| CaER | Customer and Employee Relations |
| CAITS | Centerwide Action Tracking System |
| CAS | Cost Accounting Standards |
| CCS | Center Chief of Security |
| CDP | Career Development Program |
| CER | Center Export Representative |
| CFR | Code of Federal Regulations |
| CITSPP | Contract Information Technology Security Program Plan |
| CLIN | Contract Line Items |
| CMS | Competency Management System |
| CO | Contracting Officer |
| COTR | Contracting Officer's Technical Representative |
| COTS | Commercial Off-the-Shelf |
| CPP | Competitive Personnel Placement |
| CPIF | Cost Plus Incentive Fee |
| CS | Client Soulutions |
| CSO | Corporate Security Officer |
| CSRS | Civil Service Retirement System |
| CTAP | Career Transition Assistance Program |
| CY | Contract Year |
| DCAA | Defense Contract Audit Agency |
| DCB | Documentation Control Board |
| DCL | Document Change Log |
| DCMA | Defense Contract Management Agency |
| DDMS | Design Data Management System |
| DoL | Department of Labor |
| DOT | Department of Transportation |
| DPD | Data Procurement Document |
| DRD | Data Requirements Description |
| DRFP | Draft Request for Proposal |
| DRL | Data Requirements List |
| EAP | Educator Astronaut Program |
| EAP | Employee Assistance Program |
| EAR | Export Administration Regulation |

| | |
|---|---|
| ECP | Engineering Change Proposals |
| ECWC | Electronic Collaborative Workforce Commitment |
| EDCATS | Education Computer Aided Tracking System |
| EEIS | Education Evaluation and Information System |
| EIS | Executive Information System |
| EMRPT | Electronic Marshall Resources Planning Tool |
| EMS | Electronic Meeting System |
| EOD | Entrance On Duty |
| EPOD | Education Program Office Database |
| ER | Executive Resources |
| ERC | Educator Resource Center |
| ERP | Executive Resources Program |
| ESA | Executive Support Assistant |
| ETF | Education Training Facility |
| FAR | Federal Acquisition Regulations |
| FCIP | Federal Career Intern Program |
| FEI | Federal Executive Institute |
| FERS | Federal Employee Retirement System |
| FICA | Federal Insurance Compensation Act |
| FIPS PUB | Federal Information Processing Standards Publication |
| FIRST | For Inspiration and Recognition of Science and Technology |
| FISMA | Federal Information Security Management Act |
| FPPS | Federal Personnel and Payroll System |
| FSO | Facility Security Officer |
| FTE | Full Time Equivalent |
| FUI | Federal Unemployment Insurance |
| G&A | General and Administrative |
| GED | General Education Degree |
| GSRP | Graduate Student Research Program |
| HQ | (NASA) Headquarters |
| HCIE | Human Capital Information Environment |
| HGPRC | High Grade Position Review Committee |
| HR | Human Resources |
| HRS | Human Resources Specialist |
| HSPD | Homeland Security Presidential Directive |
| IAGP | Installation – Accountable Government Property |
| IDEAS | Innovative Dynamic Employee Action Solutions |
| IDIQ | Indefinite Delivery Indefinite Quantity |
| IDMS | Identity Management System |
| IDP | Individual Development Plan |
| IEC | Integrated Engineering Capability |
| IEMP | Integrated Enterprise Management Program |
| IPA | Intergovernmental Personnel Action |
| IPT | Integrated Product Team |
| ISCWAD | Integrated Stakeholder Coalition for Workforce Development |
| IT | Information Technology |
| ITAR | International Traffic in Arms Regulations |
| LTC | Lost -Time Case Rate |
| JSC | Johnson Space Center |
| MI | Marshall Institute |

| | |
|---|---|
| MMM | Marshall Management Manual |
| MPD | Marshall Policy Directive |
| MPIS | Marshall Personnel Information System |
| MPR | Marshall Procedural Requirement |
| MSA | Management Support Assistance |
| MSFC | Marshall Space Flight Center |
| MSIP | Minority Summer Internship Program |
| MTA | Management and Technical Approach |
| MUREP | Minority University Research and Education Program |
| MWI | Marshall Work Instruction |
| NAAS | NASA Automated Awards System |
| NAC | National Agency Check |
| NACI | National Agency Check with Inquiries |
| NAICS | North American Industry Classification System |
| NASA | National Aeronautical and Space Administration |
| NCC | NASA Classification Codes |
| NCIC | National Crime Information Center |
| NCR | Non-Conformance Rating |
| NEAT | Network of Educator Astronaut Teachers |
| NEEIS | NASA Education Evaluation Information System |
| NES | NASA Explorer Schools |
| NET | NASA Engineering Training |
| NFNMS | NASA Foreign National Management System |
| NFS | NASA FAR Supplement |
| NPR | NASA Procedural Requirements |
| NRRS | NASA Records Retention Schedule |
| NSSC | NASA Shared Services Center |
| NEX | NASA Excepted |
| NTE | Not-to-Exceed |
| OCE | Office of the Chief Engineer |
| OCI | Organizational Conflicts of Interest |
| OD | Organizational Development |
| ODC | Other Direct Cost |
| ODEO | Office of Diversity and Equal Opportunity |
| OHC | Office of Human Capital |
| O&LD | Organization and Leadership Development |
| OMB | Office of Management and Budget |
| OPM | Office of Personnel Management |
| OPR | Office of Primary Responsibility |
| ORCA | Online Representation and Certifications Application |
| OSAC | Office of Strategic Analysis and Communications |
| OSHA | Occupational Safety and Health Administration |
| PACS | Physical Access Control System |
| PC | Personal Computer |
| PCS/TCS | Permanent Change of Station/Temporary Change of Station |
| PD | Position Description |
| PDM | Position Description Manager |
| PDTS | Procurement Discrepancy Tracking System |
| PIP | Professional Intern Program |
| PIV | Personal Identity Verification |

| | |
|---|---|
| PM | Program Manager |
| PMAC | Personnel Management Advisory Council |
| PRL | Page Revision Log |
| PSA | Property Support Assistant |
| PWS | Performance Work Statement |
| RFP | Request for Proposal |
| RFR | Request for Request |
| RRA | Resident Research Associateship |
| S&MA | Safety and Mission Assurance |
| SAT | Simplified Acquisition Threshold |
| SATERN | System for Administration, Training, and Education Resources for NASA |
| SBA | Small Business Administration |
| SBIR | Small Business Innovative Research |
| SCA | Service Contract Act |
| SCRS | Safety Concerns Reporting System |
| SEC | Source Evaluation Committee |
| SES | Senior Executive Service |
| SEMO | Supply and Equipment Management Office |
| SF | Standard Form |
| SIC | Standard Industrial Classification |
| SHE | Safety, Health, and Environmental |
| SL | Senior Leader |
| SLaTS | Space Launch and Transportation Systems |
| SLI | Student Launch Initiatiative |
| SME | Subject Matter Expert |
| SSA | Source Selection Authority |
| SSLC | Self Study Learning Center |
| SSN | Social Security Number |
| ST | Scientific/Professional |
| STC | Staffing and Total Compensation |
| STEM | Students in Science, Technology, Engineering and Mathematics |
| STEM+G | Students in Science, Technology, Engineering, Mathematics + Geography |
| SUI | State Unemployment Insurance |
| SVSP | Student Volunteer Service Program |
| TO | Task Order |
| TOP | Task Order Plan |
| TOR | Task Order Request |
| URL | Universal Resource Locator |
| USRA | Universities Spaces Research Association |
| VERO | Visiting Research Exchange and Outreach |
| WBS | Work Breakdown Structure |
| WTTS | Workforce Transformation Tracking System |
| WIMS | Workforce Integrated Management System |
| WYE | Work Year Equivalents |

**[END OF ATTACHMENT J-15]**