National Geospatial-Intelligence Agency (NGA)

Attachment 1

STATEMENT OF WORK (SOW)

Endor

21 May 2026

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1.0 Introduction

The National Geospatial-Intelligence Agency (NGA) is the nation's primary source of geospatial intelligence (GEOINT) for the Department of Defense and the U.S. Intelligence Community. GEOINT is the exploitation and analysis of imagery and geospatial information that describes, assesses, and visually depicts physical features and geographically referenced activities on the earth. As a DOD Combat Support Agency and a member of the IC, NGA provides GEOINT products and services to partners, decision makers, warfighters, and first responders across the globe.

2.0 Background

NGA's Source Foundation (SF) GEOINT Operations Office (SFP), provides on-line, on-demand access and dissemination of GEOINT information, products, and imagery to National System for Geospatial Intelligence (NSG) partners worldwide. Within SFP, the Dissemination Division (SFPD), GEOINT Content Exposure Branch (SFPDC), located at the Defense Intelligence Agency (DIA) Defense Intelligence Analysis Center (DIAC), supports customer requests for scanned historical film images through Digital Request Service (DRS) and Historical Imagery Digitization Services (HIDS) Programs.

NGA's Digitization Operations converts historical hardcopy film archives into high-resolution digital imagery utilizing specialized equipment. This process employs custom-built NextScan Meridian Dragon 'Apex' long-roll film scanners and Leica DSW700 precision scanning systems to achieve archival-quality digital preservation of intelligence materials for community fulfillment and accessioning requirements. The digitization programs are a collection of computer hardware and software designed to provide a robust environment for digitizing satellite and airborne film. These advanced scanning systems enable comprehensive management of imagery, providing capabilities to request, retrieve, and analyze intelligence data from hardcopy film sources. The digitization process includes precise image conditioning and formatting to generate archival-quality files in multiple formats, including TIFF (Tagged Image File Format) and NITF 2.1 (National Imagery Transmission Format), ensuring compatibility with modern exploitation systems while preserving original intelligence value. The resulting digital files will be stored and hosted from a digital repository giving NSG users request-based access to scanned historical imagery.

3.0 Scope

To ensure NGA continues to provide critical imagery support to the warfighter and defense and intelligence communities, SFPDC has a requirement for on-site film digitization, information technology (IT) support, and equipment maintenance and services. This requires a unique combination of photographic, digital, technical, and mechanical expertise, in addition to excellent communication skills, both verbal and written, to relay problems and resolutions clearly and effectively.

The federal government maintains an extensive historical imagery collection exceeding 170 million hardcopy film image frames. Digitization operations are conducted systematically at the film canister level, requiring meticulous handling and processing of each archival container to preserve intelligence integrity throughout the conversion process. Production processes encompass the retrieval and proper handling of historical film, precision scanning operations, and secure digital archiving. Technicians must demonstrate comprehensive knowledge and hands-on experience with historical space-based and airborne imagery processing.

3.1 Period of Performance

The period of performance shall consist of one base year of twelve (12) months and four option years of (12) months.

Base Year: July 12, 2026 – July 11, 2027

Option Year 1: July 12, 2027 – July 11, 2028

Option Year 2: July 12, 2028 – July 11, 2029

Option Year 3: July 12, 2029 – July 11, 2030

Option Year 4: July 12, 2030 – July 11, 2031

4.0 Requirements

4. 1 Film Digitization Operations

- The contractor shall provide one (1) on-site Site Lead to oversee staff digitization operations at DIA facility. The Team Lead shall:
    - Serve as primary liaison between contractor personnel and government stakeholders.
    - Serve as the primary point of contact for all technical issues related to digitization equipment and software, providing troubleshooting assistance and coordinating repairs as necessary.
    - Coordinate daily activities of the digitization team, including work assignments, quality control processes, and performance monitoring.

- Assist in oversight of work schedules, time-off requests, coordinating backup coverage, and onboarding/offboarding personnel with the COR.
- Oversee technical operations of scanning equipment, ensuring optimal performance and coordinating preventive maintenance.
- Monitor production metrics and provide weekly status updates/reports to government Project Manager in parallel with reporting deliverables.
- Lead quality control efforts, including random sampling of digitized products to maintain accuracy standards.
- Conduct training as required, in collaboration with government personnel, focusing on library operations, scanning processes, and data management functions.
- Ensure that all team members adhere to health and safety guidelines while using digitization equipment and handling film.
- Evaluate workflow processes and standard operating procedure (SOP) documentation as needed.
- Continuously analyze the end-to-end digitization supply chain (from physical canister retrieval to digital file accessioning) to identify operational bottlenecks and inefficiencies.
- Research, develop, and propose technical enhancements to the Government Project Manager (PM). This includes identifying opportunities for augmented scanning, such as automated metadata tagging, scripting for bulk file conversions, or the application of machine learning tools for automated defect detection during Quality Control.
- Formalize process improvement recommendations into actionable Implementation Plans. The contractor shall submit these plans to the Government PM and COR for concurrence. Upon Government approval, the Team Lead shall oversee the integration of these efficiencies into the standard operating procedures (SOPs).
- The on-site Team Lead must possess prior leadership skills and have experience leading digitization operations environments.

- The contractor shall provide (1) Team Lead and Five (5) Digitization Specialists responsible for day-to-day scanning operations at the DIAC Facility. All staff must be trained and qualified in basic operations. Digitization Specialists shall:
  - Retrieve, handle, clean, repair, digitize, and store space-based and airborne film on multi-network repositories, in a variety of film types and formats.
  - Adhere to established procedures for retrieving film canisters from the film library, inspect film for defects and damage, perform necessary repairs, and clean film in preparation for digitization.

- Perform digitization of historical aerial film on Apex Meridian Dragon and DSW equipment to government specification and prioritization.
    - Scanning technicians are expected to scan approximately 10 cans per day, per individual (50 cans per week, per individual) on Meridian Dragon scanners.
    - Scanning technicians are expected to fulfill customer requests that utilize NARA film within five business days of film delivery using DSW equipment.
    - Internal holdings must be scanned and delivered to customers within 96 hours for processing at NGA Washington using DSW equipment.
- Perform tasks as required to generate TIFF, GeoTIFF, and NITF format files to fulfill customer requests and accessioning requirements.
- Execute required quality assurance procedures to ensure digitization of hard copy film is thoroughly reviewed to meet standards that maximize utility. Adhere to established naming conventions for digitized outputs, and that all files are systematically organized for easy access and retrieval.
- Carry out tasks necessary for the transfer and storage of digitized data to network and removable media storage, while recording the required information to document the status and location of the digitized data.
- Ensure all removable media is accurately labeled, tracked, and recorded in the database.
    - Technicians are required to complete the agency-provided DTO (Data Transfer Officer) training as part of their responsibilities in fulfilling digitization duties.

- Digitization Specialists must also be familiar with:
    - Use, maintenance, and calibration of book, microfilm, microfiche, and long-roll film scanners, including, but not limited to, FlexView, FlexScan, NextStar, Leica DSW700, iS2 CopiBook, and Phoenix scanners.
    - Metadata tagging, conditioning, indexing, and digital conversion of raw TIFFs into various GEOINT file formats.
    - Generation and use of GEOINT file formats, including, but not limited to, TIFF, GEOTIFF, NITF, and NPJE
    - Use of GEOINT software, including, but not limited to, ENVI, ArcGIS, NextStar, IrfanView, Archive Manager, and Google Earth
    - Geotagging, georeferencing, and orthorectification
    - Knowledge of cloud services, tape racks, long-term data storage, and data transmission

- Intelligence Community and Department of Defense organizations and the USG security classification systems.

4.2 Information Technology

- Digitization Specialists must possess intermediate computer skills to effectively oversee both front-end and back-end requirements for the digitization, conversion, retrieval, and long-term storage of historical imagery files. System reliability is mission-critical; any unplanned offline status shall not exceed 48 hours, and specialists must maintain continuous operations through effective troubleshooting. Required technical proficiencies include:
  - Data visualization tools for quality control and analysis
  - Specialized GEOINT file conversion utilities including Scan2Spec, Scan2NITF, Archive Manager, and GDAL.
  - Windows operating systems administration, including management of scanning hardware configurations and implementation of security patches and software updates.
  - Microsoft Office suites for documentation, reporting, and administrative functions
  - Enterprise communication and collaboration platforms including MS Teams, Zoom, Skype, and Cisco Jabber.
  - Cloud storage systems and services across major platforms (Amazon Web Services, Microsoft Azure, Google Cloud, Oracle Cloud, IBM Cloud)
  - Enterprise tape storage systems including Oracle StorageTek and Hewlett Packard Enterprise Tape Storage solutions.

4.3 Maintenance

- The contractor shall maintain all equipment in strict accordance with the original equipment manufacturers instructions, specifications, and recommended maintenance schedules, except where explicitly modified. For the Apex 'Meridian Dragon' scanning systems and their associated software packages, the contractor must establish and maintain formal maintenance agreements with NextScan (the authorized vendor) to ensure qualified on-site maintenance support. Any unplanned offline status shall not exceed 48 hours, and systems and equipment reliability should continue without interruption. Upon written request from the government program manager and Contracting Officer's Representative (COR), the contractor shall provide all required spare parts, maintenance materials, consumable items, equipment upgrades/replacements, and technical manual updates necessary to maintain operational readiness of the digitization systems. The contractor shall maintain an inventory of critical

spare components sufficient to ensure equipment downtime does not exceed 48 hours. All replacement parts and upgrades shall be approved components that maintain or enhance system performance without compromising authorized configurations. Maintenance includes:

- Qualified on-site technical support for both hardware and software components of all scanning systems at the digitization operations center located in Washington, D.C. Equipment downtime should not exceed 48 hours.
- The contractor will provide, at minimum, once every 60 days preventative maintenance / cleaning and specify a periodic routine maintenance schedule for each piece of equipment. The contractor will provide schedule; subsequent schedules will be discussed and approved at the quarterly PMRs (Deliverable #1). Equipment maintenance is requested on the following, but not limited to:
  - NextScan Apex 'Meridian Dragon' (10x)
  - NextScan FlexScan (1x)
  - Leica DSW700 (9X)
  - iS2 CopiBook Scanner (2x)
  - Kodak Film Cleaner (2x)
  - Camden and Mesa Tables (4x)
  - Phoenix Thumbnail Scanner (2x)
- The contractor will procure general supplies in support of daily operations and/or fabricate spare parts, materials for government furnished equipment (GFE).
- The contractor will use the parts and materials procured/fabricated to upgrade scanning-related equipment. Replace existing equipment when it is more cost effective to the government.

- NextScan Apex 'Meridian Dragon' Support:
  - The vendor shall ensure that formal agreements are established with NextScan to facilitate ongoing maintenance support for all relevant systems and equipment. These agreements are a mandatory requirement and essential to guarantee the continuity and reliability of support services.
  - To minimize system downtime and ensure continuous mission operations, the contractor shall implement a tiered maintenance strategy for all NextScan 'Meridian Dragon' and associated scanning systems:
    - Tier 1 & Tier 2 Internal Triage: The contractor shall ensure that the Team Lead and at least two (2) Digitization Specialists complete formal NextScan OEM certification training within 60 days of

contract award (or personnel onboarding). These certified individuals shall be authorized to perform routine calibrations, component replacements, and Tier 1/Tier 2 "quick fixes" locally without requiring vendor dispatch.

- Tier 3 Vendor Support: The formal maintenance agreement with NextScan must mandate bi-monthly (every 60 days) on-site preventive maintenance visits, replacing the standard quarterly cadence. Furthermore, the Service Level Agreement (SLA) with NextScan must include a provision for emergency on-site vendor response within 48 hours for critical failures that exceed internal Tier 2 repair capabilities.

- The agreements must clearly outline specific response times for maintenance support requests. This includes:
  - Initial acknowledgment of support requests.
  - Timelines for addressing various levels of urgency (e.g., critical, high, medium, low).
  - Expected timeframes for resolution or escalation, ensuring that all parties are aligned on expectations.
- The agreements should specify service level commitments, including:
  - Availability of support personnel (e.g., hours of operation).
  - Performance metrics for response and resolution times.
  - Procedures for reporting performance and effectiveness of maintenance support
- The agreement must include operator training, allowing certified staff to perform preventative maintenance.
- The agreement must include part lists, equipment specifications, etc. for review.
- Regular reviews of the partner/pairing agreements shall be conducted to assess their effectiveness and to implement any necessary updates, ensuring that the agreements remain aligned with the Government's operational needs and expectations.

4.4 Digitization Equipment Training

- Annual in-person training must be conducted at the Defense Intelligence Agency (DIA) facility to ensure hands-on learning experience. This training should cover all necessary operational aspects of the scanning equipment.
  - A standardized training curriculum must be established and documented to ensure consistency across training sessions. This documentation should serve as a comprehensive guide for all training participants and be available to staff at all times.

- Comprehensive technical documentation and specifications for each piece of scanning equipment must be supplied. These documents should include operational guidelines, maintenance procedures, safety protocols, and any relevant troubleshooting information. This ensures that all personnel are fully informed about the equipment they will be using.
- Detailed step-by-step training documentation should be provided to participants well in advance of each training session. This documentation must include clear instructions, troubleshooting tips, and best practices. Additionally, updates to this documentation should be issued quarterly to reflect advancements in equipment or procedures (Deliverable #2).
- Upon successful completion of training, all team members must receive a certificate indicating their level of proficiency. Certificates should correspond with the specific training level completed and serve as a formal acknowledgment of their skills and knowledge.
    - Team members shall not perform preventive maintenance on any machine components unless they have completed the advanced-level troubleshooting training and received explicit authorization from the Government Point of Contact.
- Ensure that all training instructors have the requisite expertise and experience with the scanning equipment. Instructors should also be capable of catering to diverse learning styles and adapting training methods accordingly.

4.5 Operations Center Attire

- Contractor personnel shall comply with all dress code requirements as specified in NGA Instruction 1400.9 'NGA Dress Code Policy.' Adherence to these professional appearance standards is mandatory for all contract staff working at NGA facilities.
- Additionally, while working on the digitization operations floor and/or digitizing film, personnel must wear complete clean room attire including laboratory coats, hair covers, non-slip shoe covers, gloves, beard nets (if applicable), and masks. Proper donning and wearing of all clean room garments are mandatory to maintain environmental standards and protect archival materials.
    - Safety shoes are required at all times.
    - When on the floor of the operations: lab coats are required at all times.
    - When scanning imagery: gloves, eye wear, beard nets, and hair nets are required.

4.6 Physical

- Contractor personnel shall be required to handle hard copy film canisters of varying weights and dimensions in a controlled manner. This handling includes safely lifting, opening, and resealing film canisters while maintaining strict environmental and archival preservation standards to protect the integrity of historical imagery.
    - Individuals must meet the physical requirements of the job and be able to lift and carry 25 pounds, lift hands over head, stand for prolong periods of time, escort uncleared vendors over significant distances, and push weight on carts in excess of 45 pounds.
    - Must be able to work at an elevated height, bending, and kneeling.
    - Individuals must be able to aptly distinguish colors on various film types and systems.
    - Must be able to travel, including overnight, via air and car.

4.7 Safety

- Due to the physical requirements outlined in section 4.6, knowledge of and experience with safety equipment is mandatory for all personnel assigned to the contract. This includes but not limited to:
    - Safety footwear and eyewear designed to protect the wearer from injury. Footwear must be compliant with the Occupational Safety and Health Administration (OSHA) Standard 1910.136: Foot protection.
    - It is also required that each employee have safety eyewear and coated fabric gloves as an additional safety measure.

4.8 Travel

- The contractor shall provide on-site, on-demand maintenance support for scanning equipment at the digitization operations center located in Washington, D.C., as specified in Sections 4.3 and 4.4. All authorized travel to this location shall be reimbursed based on actual costs incurred, in accordance with the Joint Travel Regulations (JTR). The contractor shall obtain written approval from the COR prior to any trip and shall submit all required documentation for travel reimbursement as specified:
    - All contractor travel must be coordinated and approved by both the government Project Manager (PM) and the Contracting Officer's Representative (COR) a minimum of two (2) weeks prior to the intended departure date. The contractor shall submit a detailed travel plan that includes dates, objectives, personnel traveling, and any requirements for shipping materials or equipment. This advance coordination is required

to ensure proper alignment of schedules, clear understanding of trip objectives, and appropriate arrangements for any logistical requirements.

- The contractor shall submit comprehensive travel documentation for each planned trip, including detailed travel schedules with specific dates and locations, itemized cost estimates adhering to government per diem rates as established by GSA, and a complete list of tasks and specific objectives to be accomplished during the visit. This documentation must be submitted with the initial travel request to enable proper government planning, resource allocation, and trip authorization (Deliverable #3).
- Within five (5) business days of travel completion (Deliverable #4), the contractor shall submit a comprehensive trip report to COR and PM that includes:
  - A detailed invoice itemizing all travel expenses with supporting documentation in accordance with Federal Travel Regulations.
  - A thorough summary of all accomplishments achieved during the travel period.
  - Clear identification of any incomplete tasks or unresolved issues requiring further attention.
  - Specific recommendations for follow-up actions necessary to advance project objectives.
- This report will serve as documentation for travel reimbursement and will inform ongoing project management decisions.

5.0 Work Schedule

5.1 Normal Duty Hours

- Standard duty hours require on-site presence for two, eight (8) hour shifts, 0500-1300 & 1200-2000 (Monday through Friday), Eastern Standard Time with no less than two people on each shift, covering 15 hours daily. Contract personnel assigned to the contract are deemed mission essential and required to perform the duties of their position during NGA's business within the normal 40-hour work week (Monday through Friday). Any changes in schedules must be coordinated and approved by the Government PM in writing. The work schedule of the individuals providing these services shall conform to the government work schedule in the office in which they support. In the event of a national emergency or pandemic, and agency-wide shift schedules are implemented, the GOV PM will assign which days/weeks the contract personnel are allowed onsite.

5.2 Work Site

- The designated primary duty station for all contract personnel is the DIA Headquarters facility located in Washington, D.C. Personnel may be required to travel to NGA headquarters in Springfield, Virginia for employee indoctrination, professional training, and organizational functions. Such visits are scheduled as needed to support program requirements. In the event that it becomes necessary for personnel to perform their work duties at an alternative worksite, efforts should be coordinated and approved by the Contractor Officer, Program Manager, and COR.

6.0 Reporting Requirements

Effective communication between the NGA and the contractor is fundamental to mission success, operational efficiency, and the continuous improvement of the program. The contractor shall comply with the following structured reporting requirements to maintain transparency, facilitate accountability, and ensure alignment with mission objectives:

6.1 Weekly Status Report

- The contractor shall submit detailed weekly status reports to the PM each Friday throughout the period of performance (Deliverable #5). These reports shall include, at minimum:
    - Comprehensive task status updates against the approved project schedule.
    - Current digitization performance metrics (cans processed, images digitized, quality control statistics, etc.)
    - Status of all deliverables with percentage complete and projected completion dates.
    - Identified technical issues, with root cause analysis and resolution plans.
    - Resource utilization data and personnel availability for the upcoming period.
    - Risk management updates with mitigation strategies.
    - Travel schedules if applicable.

6.2 Monthly Status Report

- The contractor shall submit comprehensive monthly performance reports to the Project Manager and COR no later than the 5th business day of each month (Deliverable #6). Monthly reports shall consolidate and analyze data from the preceding month's activities and provide strategic insights beyond the tactical information contained in weekly reports. Each monthly report shall include:
    - Executive summary highlighting major accomplishments, challenges, and recommended actions.

  - Consolidated performance metrics with trend analysis compared to previous periods.
  - Detailed financial status includes expenditures against budget, burn rate analysis, and projected costs.
  - Comprehensive equipment status including maintenance activities performed, outstanding issues, and operational availability percentages.
  - Personnel status including staffing levels, and any anticipated changes.
  - Quality control statistics with analysis of error rates, root causes, and corrective actions.
  - Forecast of major activities and milestones for the upcoming month.
  - Updated risk register with any newly identified risks and mitigation strategies.
- Monthly reports will serve as input for quarterly program reviews.

6.3 Quarterly Program Management Review (PMR)

- The contractor shall conduct formal Quarterly Program Management Reviews (PMRs) to provide comprehensive assessment of all contract activities, performance metrics, and strategic planning (Deliverable #7). These reviews shall be conducted at a government facility or via secure government-approved teleconference platform, as directed by the PM and COR. PMRs shall include:
  - Program status, major accomplishments, challenges, and previous action item status.
  - Digitization metrics, quality statistics, equipment availability, and technology updates.
  - Budget execution, variance analysis, burn rate projections, and travel expenditures.
  - Staffing levels and turnover statistics.
  - Updated risk register, mitigation strategies, and contingency plans.
  - Summary of significant problems, root cause analysis, and corrective actions.

6.4 Deliverable Schedule:

Task #	Section	Report Name	Recurring	Delivery Method	Distribution
1	4.3	Digitization Equipment Maintenance Schedule	Upon Award / Annually	Word / PDF via email	PM, COR
2	4.4	Digitization Equipment Training Manuals	Annually	Word / PDF via email	PM, COR
3	4.8	Pre-Travel Estimated Expense Report	Before Each Trip	Word / PDF via email	PM, COR
4	4.8	Post Travel Report	After Each Trip	Word / PDF via email	PM, COR
5	6.1	Weekly Activity Report (WAR)	Weekly	Word / PDF via email	PM, COR
6	6.2	Monthly Status Report (MSR)	Monthly	Word / PDF via email	PM, COR
7	6.3	Quarterly PMR	Quarterly	VTC or In Person Meeting	PM, COR

7.0 Security Information

7.1 Classified Work Performance Security Requirements

- Contractor personnel performing Top Secret/Sensitive Compartmented Information (TS/SCI) work on the contract are required to have active TS/SCI clearances for access to NGA facilities, when performing duties within TS/SCI environments, and for access to TS/SCI NGA computer systems. Contractors are subject to a Counterintelligence Scope Polygraph, as requested by the Government. All Contractor personnel shall possess a current Top-Secret Personnel Security Clearance and be eligible for favorable NGA adjudication for SCI access. The government will be responsible for verifying security clearances/SCI eligibility of the Contractor personnel IAW Security Executive Agent Directive (SEAD) 7: “Reciprocity of Background Investigations and National Security Adjudications”. NGA will sponsor SCI accesses, NGA Badges, Common Access Cards (CAC) and other items (e.g. parking hangtags) when applicable, for required contract personnel.
- Contractors must abide by the DD Form 254 - Contract Security Classification Specification and applicable security policies and regulations.
- Contractor personnel shall follow all applicable NGA, IC, and DoD information security and operational security policies and guidance during performance of contract requirements.

- The Contractor shall inform the Government when its employees no longer support the contract (see DD254). The Government desires notification prior to the day the individual no longer supports the contract, but requires notification no later than the day support ends. If Contractor personnel will no longer be supporting NGA via an NGA contract, any debriefing paperwork, notifications, and/or requests for further direction from the COR or Industrial Security shall be turned into the NGA Workforce Support Center, NGA Site Security Office, or the COR. If Contractor personnel are unable to turn these items into the NGA Workforce Support Center, NGA Site Security Office, or COR then it is the Contractor's security office's responsibility to collect the items from the individual. If the Contractor debriefs the employee, the Contractor shall send a copy of the debriefing statement, plus any Government items (e.g. NGA Badge, CAC, Courier Card, parking hangtags, etc.) within four (4) business days (timeline may be extended with authorized documented exceptions by NGA Security) to an NGA Site Security Office or the NGA Workforce Support Center.
- All classified work performed at a non-NGA facility must be approved by the COR. Any classified work performed at collaborator sites must be performed in either an NGA accredited SCIF or an Other Government Agency (OGA) SCIF that has either a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Joint Use Agreement or Co-Use Agreement with NGA for this contract.
- Cleared Contractor personnel may hand-carry contract-related classified information as authorized by the COR. Contractor personnel will obtain NGA courier authorization prior to hand-carrying of contract-related classified information. Contractor personnel will be limited to hand-carrying classified information between the Contractor facilities and NGA facilities only.
- Cleared Contractor personnel will be enrolled into Director of National Intelligence (DNI) Continuous Evaluation System (CES) throughout the lifecycle of the contract while at NGA IAW SEAD 6: "Continuous Evaluation". Cleared Contractor personnel must self-report security issues, foreign contacts, and other reporting requirements in accordance with SEAD 3: "Reporting Requirements for Personnel With Access to Classified Information or Who Hold a Sensitive Position" and NGA Instruction 5205.3, "Security Reporting Requirements". In addition, cleared Contractors will be required to submit electronic fingerprints and will be enrolled into NGA's Report of Arrest and Prosecution Background (RAPBack) program, which supports CES.
- Cleared Contractor personnel, who are designated as Tier 3 Privileged Users or holding enhanced access through a Special/Controlled Access Program (SAP/CAP), will be required to participate in NGA's annual Security Financial

Disclosure Program (SFDP) as directed by D/NGA in the 20 November 2020 memorandum titled "Designation of NGA Personnel Required to Participate in the Security Financial Disclosure Program.

- Foreign nationals *are not* permitted to perform unclassified work under the terms of this contract.
- Contractor personnel shall not release any unclassified information, regardless of medium (e.g. film, tape, document), pertaining to any part of this contract or any program related to this contract, unless the COR has given prior written approval or in performance of a project that has been scoped and negotiated by NGA.
- Contractor personnel visiting NGA facilities and/or sites will receive the appropriate visitor badge and be escorted, as appropriate. The visitor badge will be returned at the end of each visit day. NOTE: NGA reserves the right to refuse access to any personnel.
- Contractor personnel are forbidden from bringing in prohibited, unauthorized, and/or Portable Electronic Devices (PEDs) items into any NGA installation or any secure office/working location covered under this agreement. A list of PEDs includes but is not limited to cell phones, cameras, two-way pagers, laptops, recorders (e.g. digital, tape, etc.), flash drives, or any other kind of removable media, without prior approval and approval paperwork from NGA. See NGA instructions/regulations/policy for a full list of prohibited and unauthorized items. Security violation repercussions will be determined on the severity of the violation.

7.2 Information Handling

- Contractor personnel will comply with the NGA, DoD, and IC policies and regulations (to include, but not limited to, the Consolidated NGA (CoNGA) Security Classification Guide) to properly mark (to include portion marking) classified and unclassified documentation, media, etc.
- Document markings will be in accordance with the lowest security classification possible to ensure the confidentiality and integrity for the greatest release to partners in accordance with NGA and mission partner marking guides for classified information.
- All Government-furnished information released to the Contractor or created in the performance of this contract will be destroyed or returned by the Contractor to NGA upon contract termination or when no longer required for contract performance. The determination to destroy or return will be at the direction of the NGA CO or COR.