Performance Work Statement (PWS)
Scientific and Engineering Support
05/05/2026

Vision Statement

The U.S. Army Aberdeen Test Center (ATC) is engaged in providing testing services to the Department of Defense (DOD) as well as other Government Agencies, foreign Governments, academia, and the private sector. These services require state-of-the-art test facilities, test capabilities, and test instrumentation.

This scientific and engineering technical services support contract will ensure ATC remains a premier test center by supporting the development and procurement of cutting-edge instrumentation systems and test facilities.

1. Introduction

This is a single award IDIQ with task orders being awarded on a T&M, FFP and COST no fee basis. The intention of this contract is to augment ATC's in-house scientific and engineering capabilities for special projects and to facilitate procurement of COTS instrumentation and fabrication of custom printed circuit boards (PCBs), cabling, and mechanical enclosures used in our custom instrumentation. Custom hardware fabrication is typically done in prototype quantities of less than 20 units but may also include small-scale production runs of approximately 50-100 units.

The contract's ceiling exists as a contingency to cover unpredictable requirements for custom instrumentation production runs. Because future funding levels are dependent on many conditions outside of our control, exact efforts are difficult to predict. It is most likely this contract will result in less than $1M per year, likely split 90-10 between procurement and labor. On top of that we currently are predicting possibly two custom instrumentation procurement "build tasks" at some time in the period of performance, but that is not guaranteed.

1.1 Mission Background

Major test mission areas at ATC include Automotive, Firepower, Survivability/Lethality, and Warfighter.

Test items associated with these mission areas may consist of traditional and autonomous combat, tactical, and commercial vehicles; surface and submersible vessels; aircraft; small caliber to large caliber weapons; mines, rockets, missiles, and explosives; soldier and support equipment; unexploded ordnance and explosives detection technologies; communications equipment; and range sustainment technologies.

In support of this mission, ATC has a team of Government engineers charged with maintaining the state-of-the-art test capabilities to meet upcoming test requirements. This in-house development team frequently develops custom hardware/software instrumentation capabilities to meet evolving requirements.

The objective of this contract is to help develop and enhance instrumentation designs, fabricate low quantities of prototypes and repair parts, develop custom data analysis and visualization software, improve instrumentation user manuals, and design and install custom test facilities. A quick response to these requirements is often required.

2. Scope

Most engineering work tasked to the Contractor will be done at the Contractor's facility. Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools and materials necessary to perform the tasks assigned including development, fabrication, configuration, production, and testing of the instrumentation systems as defined in this Performance Work Statement (PWS), except for those items specified as Government Furnished Property (GFP) and services.

2.1 Scope/Types of services to be performed:

2.1.1 Electronic/Mechanical Instrumentation Systems and Test Equipment

a) Procure Commercial Off the Shelf (COTS) products.
b) Design custom equipment based on specifications.
c) Fabricate or procure custom PCBs, Mechanical Assemblies, Cables, etc.
d) "Build to Print" custom instrumentation based on TDP provided by the Government
e) Design and fabricate packaging for electronic systems in harsh environments accounting for concerns such as temperature, shock and vibration, electromagnetic interference etc.

2.1.2 Software

a) Procure Commercial Off the Shelf (COTS) products.
b) Design write/deliver source code, executables and libraries
c) VHDL / Verilog designs for FPGA-based data collection systems
d) "On-site" or remote software developers may be required to augment ATC staff for data to day development of special projects.

2.1.3 Systems Engineering

a) COTS Integration where several commercial systems are integrated into a solution.
b) Custom Design test equipment based on specifications provided in task.
c) Perform research, analysis of alternatives, and concept design for innovations and provide documentation on results.
d) Create documentation for new designs and update/create documentation for existing systems.

2.1.4 Testing Facilities

a) Provide Commercial Off the Shelf (COTS) Sensors and data collection systems
b) Design and/or develop unique fixed and mobile test capabilities
c) Coordinate as necessary with third party government contractors to provide maintenance and upgrades to existing facilities.
d) Install test instrumentation and infrastructure at test site

All work products developed under this contract are the property of the Government. All documents, drawings, models, software source code created in the completion of a task will be

provided to the government as part of a Technical Data Package (TDP). Typical formats used are Altium for PCB design, SolidWorks for mechanical design. Software will typically be written for Windows 11, embedded Linux, or Enterprise Linux, with languages such as C++, Python3, JavaScript, MATLAB, SQL, and LabVIEW. Additional required data formats or technologies may be specified in individual tasks.

3. General Requirements

This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort. The Contractor shall comply with all Federal, State and Local laws and regulations including export controls and International Traffic in Arms Regulations (ITAR) registration.

3.1 Key Personnel

The following are considered key personnel by the Government: Project Manager and Senior Project Engineer. The Contractor shall provide a Project Manager who shall be responsible for the performance of the work. The name of this person, and the name of an alternate who shall act for the Project Manager when the Project Manager is absent, shall be identified in writing to the Contracting Officer. The Project Manager or alternate shall be available between 7:00 a.m. and 4:30 p.m. Eastern Standard Time (EST), Monday thru Friday, except Federal holidays, or when the Government facility is closed for administrative reasons.

3.1.1 Special Qualifications of Key Personnel

A resume shall be submitted by the offeror for Project Manager and Senior Project Engineer key personnel identifying the appropriate minimal qualification and relevant experience as per below. Resumes shall be no longer than 3 pages. Qualifications of replacement personnel shall be equal to or better than those possessed by the person listed in the Contractor's proposal.

3.1.1.1 Project Manager

The Project Manager shall have a Minimum of a Bachelor's degree in a Project Management, Engineering or Business discipline. No less than ten years of experience as a project manager managing contracts involving technical efforts such as engineering design and development, software development etc. Project management experience must demonstrate comprehensive knowledge in interpreting requirements and management of varied complex projects from inception through completion. Must have hands-on experience in field management as well as in-house work as well as experience in handling federal government contracts. This includes coordination of subcontractors, vendors, and in-house work to meet the requirements of the Government on a timely basis. Proven experience in the management of funds, time, and other resources. The Project Manager may also serve as the Senior Project Engineer provided the candidate meets the qualifications for Senior Project Engineer.

3.1.1.2 Senior Project Engineer

The Senior Project Engineer shall have a Minimum of a Bachelor's degree in a Science or Engineering discipline and no less than ten years of experience in project engineering. Applies extensive knowledge of instrumentation/test system, production planning and material control to oversee integration of systems and enhance manufacturing activities. May also direct the activities of others. Responsibilities include requirements planning, materials planning and control, production scheduling and control. The Project Engineer may also serve as the Project Manager provided the candidate meets the qualifications for Project Manager.

3.2 Reporting

An open line of communication between the Contractor and Government is expected to allow free and ongoing communication throughout any task. However, to ensure the Contractor and Government are on the same page the following report deliverables are specified:

Reporting Deliverables:

- A001 Monthly Progress Report
- A002 Monthly Financial Status

3.2.1 Monthly Progress Report

The Contractor shall submit a monthly report prior to billing that describes programmatic status as well as a complete overview of financial status The content and format for the report is described in CDRL A001.

3.2.2 Monthly Financial Status Report

The Contractor shall submit a monthly financial status report concurrent with invoicing. The content and format for the report is described in CDRL A002.

4. Performance Requirements

The following section specifies Performance Objectives / Performance Elements for the contract and applies to all tasks under the scope of this contract as described in section 2.

4.1 Deliverables

4.1.1 Technical Data Packages

The Contractor shall deliver all technical data including all design files, fabrication files, and computer software code for every proposed task. The Contractor shall perform design work in a pre-approved software design applications to ensure compatibility with existing Government tools and capabilities.

4.1.2 Delivery rights

All technical data including all design files, fabrication files, and computer software code for every proposed task shall be delivered with the appropriate rights to the Government as defined by the FAR and Defense Federal Acquisition Regulation Supplement (DFARS) clauses in the contract.

In accordance with these clauses, the Government will receive unlimited rights in all technical data and computer software code that is funded under this contract.

The Contractor shall deliver all technical data and software in accordance with DFARS 252.227-7013, 7014, 7016, 7017,7019, 7028, 7030, 7037 and DFARS 252.227-7103.6. The Government obtains under this CONTRACT or TO as applicable, “Unlimited Rights” to all non-commercial computer software, software source code, computer software documentation, enhancements, technical data, and similar non-commercial data developed exclusively at Government expense

and delivered to the Government under this contract. “Unlimited Rights” means rights to use, modify, reproduce, release, perform, display, or disclose in whole or in part, in any manner and for any purpose whatsoever, and to have the ability to authorize others to do so.
For all non-commercial software provided by the contractor, the contractor shall ensure that any individual who creates any of the computer software provides an assignment of any and all proprietary rights in the computer software including all copyrights and patent rights to the software so that the Government has unlimited rights to the software specified above. It is the contractor's obligation to ensure compliance with all open-source covenants or requirements if any open-source software is included in any deliverable.

The Contractor shall embed the following Code Header in all software components delivered to the Government:

//
/// SECURITY CLASSIFICATION: UNCLASSIFIED
//
/// UNLIMITED RIGHTS
/// DFARS Clause reference: 252.227-7013 (a)(16) and 252.227-7014 (a)(16)
/// Unlimited Rights. The Government has the right to use, modify, reproduce, release,
/// perform, display or disclose this (technical data or computer software) in whole or in
/// part, in any manner, and for any purpose whatsoever, and to have or authorize others
/// to do so.
/// Distribution Statement D. Distribution authorized to the Department of Defense and
/// U.S. DoD contractors only in support of US DoD efforts. Other requests shall be
/// referred to the Program Executive Officer, USTRANSCOM.
/// Warning: This document contains data whose export is restricted by the Arms Export
/// Control Act (Title 22, U.S.C., Section 2751, et seq.) as amended, or the Export
/// Administration Act (Title 50, U.S.C., App 2401 et seq.) as amended. Violations of
/// these export laws are subject to severe criminal and civil penalties. Disseminate in
/// accordance with provisions of DoD Directive 5230.25.

The Contractor agrees that regardless of how Contractor-provided data/software is developed or modified during TO performance, the Contractor shall deliver data/software marked in accordance with requirements in DFARS 252.227-7013, 252.277-7014, or other applicable DFARS references. All documentation provided under this TO is a deliverable to the Government, and the Government has Unlimited Rights to said documentation.

For commercial data delivered under this contract, the Government has the right to use, modify, reproduce, release, display, or disclose, in whole or in part, in any manner and for any purpose whatsoever, and to have or authorize others to do so. (Refer to DFARS 252.227-7015 Technical Data, Commercial Items). All deliverables shall be made electronically via email to_____. If a delivery is submitted via email and the size or the firewall prevents its delivery, the Contractor shall provide a Secure File Transfer Protocol site that allows the Government CM to download the deliverable. If a site is not available or not feasible, the Government will make one available to the Contractor.

If the Contractor provides other than unlimited rights to technical data or computer software, then they shall specify what rights the Government is expected to receive in accordance with DFARS clauses 252.227-7013, DFARS 252.227.2714 and DFARS 252.227-7017 under each task.

4.1.3 Delivery schedule

Delivery schedule will be defined on individual tasks for all requirements. The Government will review the schedule. All deliverables must be received within indicated deadlines. Any request for deadline extension must be communicated promptly with justification as soon as possible prior to delivery date and must be approved by the Contracting Officer in writing. The government will reveiw and appriove the scheduale and the contractor will follow the schedule as dictated by the government.

4.2 Quality

The Contractor shall institute and maintain a Quality Control System that ensures high quality services/products within defined schedule and budget.
The Quality Control Plan shall include (but is not limited to) the following:

- Management and task controls to ensure work is completed while maintaining cost control.
- Contingency plans for identifying and correcting problems.
- Steps that would be taken to ensure timely delivery of quality products.

Deliverables will be defined on individual tasks for all PWS performance requirements. The Government will review the quality of deliverables prior to acceptance. The Contractor will be responsible for addressing quality defects in deliverables.

4.3 Standards

Where specified in tasks, the Contractor shall adhere to or meet specified commercial or military standards and provide appropriate designs, documentation, or test results as required. Examples of such standards include Military Standards 810, 464, 1472, 882E, and 461.

4.4 Communication

The Contractor shall communicate regularly with the Task Point of Contact (POC) to discuss task progress, and any technical hurdles encountered. Unexpected issues affecting cost, schedule, or performance of a task shall be communicated to the COR and TPOC in a timely manner to avoid risk to the task.

4.5 Travel

Where specified on an as needed basis, the Contractor shall travel to provide on-site support to install mechanical equipment/systems or provided equipment on an as needed basis.

4.6 Local support

Where specified on an as needed basis, the Contractor shall provide on-site engineering support. This may require a “local hire” be placed at the Government facility.

5. Contracting regulations

Business Relations

The Contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The Contractor shall be proactive in managing business relation problems. The Contractor shall submit proposals and respond to Government communication requests in a timely fashion. The Contractor shall effectively manage subcontractors. The Contractor shall ensure customer satisfaction and professional and ethical behavior of all Contractor personnel. The Contractor shall disclose and manage all Contractor team arrangements as required by Federal Acquisition Regulation (FAR) Subpart 9.6, Contractor Team Arrangements, to include task workload allocation between prime and teaming partners The Contractor shall provide corporate resources necessary to ensure and maintain prime and teaming partner quality levels, training, risk management, and a transition plan in-and-out of services.

5.1. Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration.

5.2. Contract Management

The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The Contractor must maintain continuity between the support operations at ATC Contractor's corporate offices. The Contractor must adhere to established boundaries between the Government, Contractor and subcontractor(s).

5.3 Contract Administration

The Contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The Contractor shall respond to Government requests for contractual actions in a timely fashion. The Contractor shall have a single point of contact between the Government and Contractor personnel assigned to support individual tasks. The Contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

5.4 Personnel Administration

The Contractor shall provide the following management and support to their own on-site personnel as required. The Contractor shall provide guidance and communication for on-site employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The Contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The Contractor shall make necessary travel arrangements for employees. The Contractor shall provide necessary infrastructure to support contract tasks. The Contractor shall provide administrative support to employees in a timely fashion (e.g. time keeping, leave processing, pay, emergency needs).

5.5 Post Award Conference/Periodic Progress Meetings

The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with the FAR Subpart 42.5. The contracting officer,

Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings, the contracting officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

5.6 Subcontract Management

The Contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime Contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to, and approval of the Procuring Contracting Officer (PCO) or COR). Cross teaming may or may not be permitted.

5.7 Contractor Personnel, Disciplines and Specialties

The Contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The Contractor shall match personnel skills to the work or task. The Contractor shall ensure the labor categories as defined in the Labor Categories Description document (see attachment), labor rates, and labor-hours utilized in the performance of each task (PWS line item) issued hereunder will be the minimum necessary to accomplish the task. The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract. The Contractor shall assign correct personnel by labor category to accomplish tasks and ensure the expected outcome from such assignments. The Contractor shall respond to surge or quick response requirements within two business days of notification and the Contractor shall have the capability to provide additional support within five business days of notification. The Contractor shall recruit, retain, and replace personnel to support the tasks as necessary, including reach back for quick responses to tasks, as well as an ability to replace personnel quickly.

5.8 Identification of Contractor Employees

All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as Contractors to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Only for means of security while on location at ATC facilities, Contractor personnel will be required to obtain and wear badges. Contractor personnel will not represent themselves as Government employees or provide supervision of Government employees.

5.9 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work at ATC and at various Contractor, subcontractor, and Government facilities. When the performance of the work is to be done at Aberdeen Proving Ground (APG), the Government will provide suitable office space, desks, workbenches and Automatic Data Processing Equipment (ADPE). Contractor employees

performing work or services at APG shall observe and comply with all prescribed rules, regulations and established working hours.

5.9.1 Normal Hours of Operation

Established working hours are 7:00 a.m. until 4:30 p.m., Monday through Friday, excluding alternate Fridays and Federal holidays, or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. ATC does observe a modified work schedule that allows for every other Friday off for all employees but this is subject to change. ATC reserves the right to switch to a standard eight-hour five day a week schedule with working hours from 7:00 a.m. until 3:30 p.m., Monday through Friday. The Contractor will not be reimbursed when the Government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential. All employees shall be available during core hours.

5.9.2 Recognized Holidays:
Federal Holidays in each calendar year are identified below. When such holidays fall on Saturday, the preceding Friday will be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday is considered a holiday.

- New Years' Day, January 1(or observed)
- Martin Luther King's Birthday, the third Monday in January
- Washington's Birthday, the third Monday in February
- Memorial Day, the last Monday in May
- Juneteenth, June 19 (or observed)
- Independence Day, July 4 (or observed)
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veterans Day, November 11(or observed)
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25 (or observed)
- Any other day designated by Federal law, Executive Order, or Presidential Proclamation

In the event of a government furlough the COR will provide direction on continuation of work.

5.9.3 Travel / Temporary Duty (TDY)

The Contractor may be required to attend meetings, conferences, etc. at various locations throughout the United States. Travel shall be directly related to a specific task assignment. Reimbursement will not be made for travel within and between the separated areas of Aberdeen Proving Ground Aberdeen Area/Edgewood Area (APG AA/EA). Contractor is authorized to utilize all available discounts in agreement with the federal Government when performing authorized work at other sites. Travel to other Government facilities or other Contractor facilities that may be required. All travel requirements (including plans, agenda, itinerary, or dates)

shall be pre-approved by the Government (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy & procedures; may reference FAR).

6 Security

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

6.1 Security Requirements

At least the two key Contractor employees working under the contract shall be cleared up to and including Secret (final based on at least a National Agency Check) at the time of award.

6.2 Facility Clearance

The contractor shall possess a SECRET Facility Clearance at the time this contract is awarded. Verification by the ATC S2 shall be made to the Defense Security Service (DSS) using the National Industrial Security Program (NISP) Central Access Information Security System (NCAISS).

6.3 Personnel Security Clearances

All contract employees working under this contract shall possess a final SECRET clearance at the time this contract is awarded. Every cleared contract employee will receive a security indoctrination briefing. The briefing will be conducted within 30 days of issuance of a security clearance. The briefing will at a minimum include the following topics: general security education, OPSEC awareness, Information Systems Security, Force Protection, and training on the Threat Awareness Reporting Program (TARP). The training will also provide any additional security training that may be job specific. The contractor will notify the Government in writing when this initial security training has been completed. A visit request must be submitted via Joint Personnel Adjudications Systems (JPAS) to the ATC SMO code of W4QUAA by the Facility Security Officer (FSO) or Alternate FSO. At the conclusion of this contract, the FSO or Alternate FSO, will submit a termination letter to the ATC Visitor Desk and a copy sent to the ATC Security Manager. Contract personnel whose security clearances are suspended shall not be permitted to work under this contract until their security clearance is reinstated.

6.4 Information Systems (IS) Access

Personnel with access to IT will be defined as non-critical sensitive, critical sensitive, or special sensitive. Additional guidance is available in DOD 5200.02. The contractor shall request the appropriate personnel security investigation based upon the IT position designation. The investigations must be favorably completed prior to employees being permitted access to IS and being placed in an IT position. In accordance with Army Regulation 25-1, all employees requesting access to an IS shall be required to sign an Acceptable Use Policy (AUP) and adhere to the policies outlined in the document regarding acceptable use of Government-owned computer systems and networks. This document will be reviewed and signed annually thereafter. Also, prior to gaining access to a Government computer system, all employees must take initial Cybersecurity Awareness Training and annually thereafter. The contractor shall ensure that all IS used by contractor personnel are protected and accredited in accordance with Army Regulation 25-2 and related supporting directives and AUP guidance published by ATC.

All contractor employees with access to a Government information systems must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Cybersecurity Awareness prior to access to the IS and then annually thereafter.

All contractor employees and associated sub-contractor employees must complete the DoD Cybersecurity awareness training before issuance of network access and annually thereafter. All contractor employees working cybersecurity/IT functions must comply with DoD and Army training requirements in DoDD 8140.01, DoD 8570.01-M and AR 25-2 within six months of appointment to Cybersecurity/IT functions.

Per DoD 8570.01-M , DFARS 252.239.7001 and AR 25-2, the contractor employees supporting Cybersecurity/IT) functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award. Contractor shall design, develop, and integrate cybersecurity into the instrumentation (to include, but not limited to, all hardware, software and/or equipment) IAW the DOD, Department of the Army (DA), any other applicable Government Agency standards or regulations. This work shall be done IAW ALL applicable Cybersecurity Regulations and Directives. The contractor will utilize the latest DoD approved Operating Systems for all systems provided. All hardware provided will be on the DISA Approved Products list.

https://rmfks.osd.mil/

https://army.deps.mil/NETCOM/sites/RMF/SitePages/Home.aspx

The Contractor shall refer to the above sites for the most current guidance and information related to RMF assess only execution for hardware and software additions to an Army authorized network. The minimum control set identified in the NETCOM Assess Only TTP must be met prior to processing DoD data or connection to an Army network. Access to the above sites require a valid CAC for authentication and access to the websites. Deficiencies in this control set will be identified, along with mitigations, to the local Information System Security Manager for inclusion in their system POA&M. The Contractor shall not install or connect non-Government owned computing systems or devices to Government networks nor utilize non Government owned systems or devices for Government data without the COR's coordinating and obtaining proper authorization from the appropriate Command or Local level Information Systems Security Manager (ISSM).

6.5 Reports of Adverse Information

The contractor shall report to the ATC Security Manager all adverse information on contractor personnel such as security violations, arrests, bankruptcy, wage garnishments and denial, suspension, or revocation of security clearances. The ATC Security Manager may deny employees' access into APG restricted areas based upon the adverse information.

6.6 Installation Access

Unescorted access will be permitted into the APG restricted areas provided the contractor employee was issued a final SECRET clearance with no break in service that exceeds 24 months and there is no known adverse information, the contractor employee can have unescorted access. Most areas of ATC are within the restricted areas of APG.

6.7 Access into Restricted Areas

Unescorted access will be permitted into the APG restricted areas provided the contractor employee was issued an interim SECRET clearance. If a contractor employee had a previously favorable National Agency Check (NAC) or a National Agency Check with Local Agency Check and Credit Check (NACLC) or a final SECRET clearance with no more than 24 months of a break in service since the date of the termination of their security clearance and there is no known adverse information, the contractor employee can have unescorted access. Most areas of ATC are within the restricted areas of APG.

6.8 Common Access Card

All contractor employees who require computer access or travel on official Government business shall be issued a Department of Defense Common Access Card (CAC) through the Defense Enrollment Eligibility Reporting System (DEERS). CACs are processed in accordance with the guidelines for the Trusted Associate Sponsorship System (TASS). The contractor organization's security manager gets the upcoming applicant vetted per requirements and forwards that information to the COR who is the Trusted Agent (TA) identified in the TASS. Once the TA receives the required information, it is entered into the TASS. The system generates an ID and new applicant password. The ID and password is forwarded to the applicant who will enter this information into TASS. The system will receive this information and it will notify the applicant with an approval email. Once the TA approves issuance of a CAC to the applicant through the TASS, the applicant can go to the nearest RAPIDS center with the proper Identification and will be processed for a CAC which will be issued to them on the spot.

6.9 Foreign Nationals/Immigrant Aliens

Foreign nationals/immigrant aliens cannot be granted unescorted access to the restricted area, and shall not be scheduled to perform work under this PWS.

6.10 Loss or Possible Compromise of Classified Information

The contractor shall immediately report the loss or possible compromise of classified information or material to the ATC Security Manager or his designee in accordance with ATC Regulation 380-5, Information Security program. In the event that there is a data spillage, the contractor will immediately notify their Government supervisor, ATC Security Manager or his designee and the ATC Information Systems Security Manager (ISSM).

6.11 Security Training

The contractor shall develop and implement a security education program to ensure contractor personnel understand and are familiar with security requirements. The contractor shall conduct security indoctrination for all new employees within 30 days after their arrival and refresher sessions annually thereafter. Upon completion of the security indoctrination, the contractor will have each employee sign the Standard Form (SF) 312 Classified Information Nondisclosure Agreement prior to granting access to classified information. The contractor will maintain the SF 312 on each employee and this document should be available to the Government upon request. Contractor personnel may attend ATC's annual refresher training; however, contractor personnel who are unable to attend the training shall receive the same training from contractor management. This training will include general security education, OPSEC awareness, Information Systems

Security, Force Protection, and training on the Threat Awareness Reporting Program (TARP). Designated ATC Security personnel will conduct Anti-Terrorism/Force Protection training for contractor personnel traveling OCONUS. The FSO or the alternate FSO will provide through the COR a record of all contractor employees who have attended annual mandatory training by name and date of attendance to the ATC Security Manager.

6.12 Operations Security (OPSEC)
All written (hard copy) and electronic material produced by the contractor which will be disseminated outside of ATC will be subject to an OPSEC and Security review to be performed by the ATC OPSEC Officer prior to release. This includes all written (hardcopy) and electronic materials produced such as organizational press releases and marketing material. All information associated with a program that is indicated as unclassified/sensitive by the COR shall be afforded protection sufficient to preclude disclosure to individuals who do not have a need to know of the material. As a minimum, the following requirements apply:

a. Distribution of information/reports of this contract shall be limited to personnel associated with this contract and applicable Government personnel.
b. Documents/material shall be kept under lock and key when not in use.
c. Documents/material indicated by the COR as unclassified/sensitive which are no longer

required shall be destroyed by shredding or by placing information in a box for destruction during a trip to the incinerator.

6.13 Usage of Privately Owned Personal Electronic Devices (PEDs) in Restricted Area
A privately owned Personal Electronic Device (PED) is defined as a civilian multifunction cell phone, personal digital assistant, tablet, blackberry, digital inventory devices and electronic recording/storage devices. Contractor personnel shall not use the PED's photographic/recording capability within the ATC Restricted Area (RA). PEDs (Government or personal) are prohibited in any area that contains a Secure Internet Protocol Router Network (SIPRNET) connection; in any area or briefing room where classified material is being discussed; and in any area designated as a Special Access Program (SAP) area. PEDs are authorized for private, non-work related matters. Under no circumstances will a privately owned PED be used to transmit sensitive Government information.

6.14 Departing Employees

The contractor shall ensure all contractor employees return photographic security identification badges and Common Access Cards/ Identification Cards and all permits issued by the Government at the completion of their employment. The turn in of these items will be completed no later than 24 hours after their departure. The contractor will ensure that all contract employees receive a security debriefing upon their departure. Following the debriefing, the employee will sign the bottom portion of the SF 312. The contractor will ensure that all
employees who maintain a hand receipt do not leave the installation until all items have been accounted for and all equipment under their control has been transferred to the new hand receipt holder. An employment/installation clearance procedure and checklist will be developed and implemented by the contractor to ensure that an employee has turned in all badges, Government property, and keys before leaving employment on the installation and access to the Local Area Network (LAN)/email has been cancelled. This checklist will contain a signature block for the ATC

Security and Intelligence Division to initial to ensure all contract employees have cleared all aspects of employment at ATC. Security badges will be returned to the ATC Security and Intelligence Division on the employee's last day of employment with the Government. If departure is after normal business hours, the FSO will collect the badge on the last day of employment and turn the badge in to ATC Security and Intelligence Division the next business day. Keys and proximity cards will be returned to the issuing key custodian prior to the employee departing ATC. In addition, contractor personnel briefed on SAPs shall contact ATC
Security personnel to complete a termination briefing prior to termination of employment.

6.15 Safeguarding Government Information and Property
The Contractor shall be responsible for safeguarding all Government information and property provided for Contractor use. The Contractor shall safeguard information and material designated as classified, unclassified sensitive, For Official Use Only (FOUO), Operations Security (OPSEC) sensitive, and Personally Identifiable Information (PII) IAW applicable directives stated in Item 13 (Security Guidance). The Contractor will not release any work related information to the public without prior authorization. In addition, the Contractor will not post any personal comments associating them with working for the federal government or any type of work related information on social media platforms. This includes discussion forums, blogging, etc. Contractor personnel who have access to ADSS will not disclose ADSS information to any person or entity without explicit authority. Government-furnished property will be secured IAW AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive).

6.16 Photographic and Recording Permits
The Contractor shall obtain applicable permits to use Government issued only photographic and recording equipment within APG restricted areas. Contractor employees who must take photographs in the course of their official duties shall ensure that they have the camera icon on their security area picture badge. At no time will a contractor be permitted to take any type of photographs, video or recording with their personal cellular or Smartphone. All images/video captured in the restricted area are for official purposes only and must be OPSEC reviewed/approved prior to distribution. In order to take recording devices (other than personal cellular or Smartphone) into the restricted areas, the contractor employee must get written permission from the ATC Security Manager.

6.17 Courier Card

The contractor may be required to hand carry classified material from one location on the installation to another location. Also, the contractor may be required to hand carry classified to another cleared facility or military organization. In accordance with Army Regulation 380-5, Department of the Army Information Security Program, the contractor will be in possession of the DD Form 2501, Courier Authorization Card. The card authorizes the appropriately cleared government civilian and contractor to hand carry classified material. The contractor's level of clearance will be the same level of classified material that is being hand carried. If a contractor needs a DD Form 2501, their government sponsor must submit a written request to the COR. The COR will forward request to ATC Security for approval and subsequent issuance of the card. A courier briefing will be given by ATC Security to all courier card holders prior to issuance of the card. If the contractor loses access or leaves employment with the contractor, the card will be returned to ATC Security.

6.18 Disclosure of Proprietary and Intellectual Information

The contractor may be required to access data and information that is proprietary to another government agency, government contractor or of such a nature that its dissemination or use other than as specified would be adverse or contradictory to the government's interest. The contractor shall comply with FAR Part 9.505 -4(b) Obtaining Access to Proprietary Information, prior to receipt of any third party proprietary information. The contractor and their employees shall not divulge or release data or information developed or obtained under this contract except to authorized government personnel or upon written approval from the Contracting Officer. The Contractor shall not use, disclose or reproduce proprietary data that bears a restrictive legend. The Contractor shall obtain written permission of the originator prior to releasing any information. Under Title 18, Sections 793 and 798, the Contractor and the Contractor employees are liable for any improper release. The Contractor will direct all inquiries,
comments, or complaints arising from matters observed, experienced, or learned as a result of, or in connection with the performance of this contract to the Contracting Officer. The resolution of which may require dissemination of official information. In this case, the Contracting Officer, upon a request from the contractor, will coordinate with the ATC Security Manager or designee for guidance. Inquiries the Contractor receives for information relative to the Freedom of Information Act (FOIA) shall be directed to the Contracting Officer, or COR for evaluation. The Government retains the authority to release or deny access to the information. The Contractor shall be responsible for search and submission of records under the Contractors control upon Government request.

6.19 iWATCH Training

All contractors who perform their tasks within an Army controlled installation, facility or area must be briefed on iWATCH procedures. The contractor and all associate sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Anti-Terrorism Officer (ATO)). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 days of new employees commencing performance with the results reported to the COR upon completion of this training.

6.20 Force Protection

The contractor shall ensure that each contractor employee receives annual Level I Antiterrorism awareness training per Army Regulation 525-13 (Antiterrorism). Contractor personnel may attend ATC's annual Force Protection training; however, contractor personnel who are unable to attend the training shall receive the same training from contractor management

7. Safety

The Contractor is responsible for compliance with all base, federal, state and local laws, the Occupational, Safety and Health Act (OSHA) (Public Law 91-596) and the resulting standards, OSHA Standards 29 CFR 1910 and 1926, as applicable, and the protection of their employees. Additionally, the Contractor is responsible for the safety and health of all subcontractor employees. Record of Accidents/Incidents. The Contractor shall comply with reporting requirements of 29 CFR Part 1904, AR 385-40, APGR 385-4, and ATC Regulation 385-2, and shall report accidents resulting in injury or death and accidents resulting in damage to Government property, supplies, and equipment to the COR or ACOR within 30 minutes of the occurrence.

Complete safety Investigation of Injury/Accident Report for Contractors, within ten (10) calendar days of the occurrence and submit it to the ATC Safety Office with a copy to the COR.

8. References and Related Documents
Documents and forms applicable to services performed under this PWS are listed below.
PUBLICATION CODES
Codes Title
DOD Department of Defense
FAR Federal Acquisition Regulation
CFR Code of Federal Regulation
AR Army Regulation
DA Department of the Army
TB Technical Bulletin
AMCR Army Materiel Command Regulation
APGR Aberdeen Proving Ground Regulation
ATC Aberdeen Test Center
ATCR Aberdeen Test Center
Regulation SOP Standing Operating
Procedure
PUBLICATIONS. The following publications are applicable to the overall performance of this PWS. Contractor shall adhere to the most current version of any of the published regulations found below. State and Federal regulations current version publicly available on the internet. Prior to 2 Jun 95, ATCs name was Combat Systems Test Activity. When CSTA regulations and SOPs are updated, they will reflect ATC instead of CSTA.
29 CFR Part 1904 Recording and Reporting Occupational Injuries and Illnesses
29 CFR Part 1910 Occupational Safety and Health Standards
29 CFR Parts 778.105 Determining the Workweek
40 CFR Protection of Environment
5 CFR Part 551 Pay Administration under the Fair Labor Standards Act
5 CFR Parts 551.422 Time Spent Traveling
AR 11-2 Managers Internal Control Program
AR 25-1 Army Knowledge Management and Information Technology
AR 25-2 Information Assurance
AR 25-400-2 The Army Records Information Management System ARIMS
AR 71-32 Force Development and Documentation Consolidated Policies
AR 73-1 Test and Evaluation Policy
AR 190-11 Physical Security of Arms, Ammunition and Explosives
AR 190-13 The Army Physical Security Program
AR 190-51 Security of Unclassified Army Property Sensitive & Non-sensitive
AR 380-5 Department of the Army Information Security Program
AR 380-10 Foreign Disclosure and Contacts with Foreign Representatives
AR 380-67 Personnel Security Program
AR 530-1 Operations Security (OPSEC)
AR 385-10 The Army Safety Program
AR 600-55 The Army Driver and Operator Standardization Program Selection, Training, Testing, and Licensing
AR 600-63 Army Health Promotion

AR 600-85 Army Substance Abuse Program ASAP
AR 700-139 Army Warranty Program
AR 710-2 Supply Policy Below the National Level
AR 735-5 Policies and Procedures for Property Accountability
AR 750-43 Army Test, Measurement, and Diagnostic Equipment
APGR 190-4 Movement Control Within the Installation
APGR 385-4 APG Safety and Occupational Health SOP Program
APGR 420-1 Fire and Emergency Services Program
ATCR 70-9 Use of Test Plan/Report Routing Sheet, STEAC-AD Form 175 for Technical ATCR Reporting and Planning Documents
ATCR 380-5 ATC Information Security Program
ATCR 380-8 Security Key and Lock Control
ATCR 380-12 Use of Cameras, Recording Equipment & Personal Electronic Devices in the ATC Restricted Area
ATCR 380-13 Receiving, Safe Storage, & Shipment of Classified Equipment
ATCR 380-16 Test Project Operations Security OPSEC
ATCR 380-35 Crime Prevention Program
ATCR 385-2 ATC General Safety Program
ATCR 385-17 ATC System Safety Engineering Program
ATCR 385-22 Development, Use and Review of Standing Operating Procedures and Risk Management Process
ATCR 600-10 Timekeeping, Hours of Duty, Premium Pay, and Leave
ATCR 700-5 Approval to Fabricate Equipment Locally
ATCR 700-7 Equipment Management Program
COMAR 26 Department of the Environment
DA PAM 73-1 Test and Evaluation in Support of System Acquisition
DA PAM 710-2-1 Using Unit Supply System Manual Procedures
DA PAM 750-8 The Army Maintenance Management System TAMMS Users Manual
DoD 4161.2-M DoD Manual for the Performance of Contract Property Administration
DoD 4500.36-R Management, Acquisition, and Use of Motor Vehicles
DoD 5500.7-R Joint Ethics Regulation JER
Materiel Readiness Command
ATC Standard Operating Procedures
ATC Test Operating Procedures
ATC Internal Test Operating Procedures
Military Standard 461 DOD Interface Standard – Requirements for the Control of Electromagnetic Interference Characteristics of Subsystems and Equipment
Military Standard 464 DOD Interface Standard – Electromagnetic Environmental Effects Requirements for Systems
Military Standard 810 Environmental Engineering Considerations and Laboratory Tests
Military Standard 1472 DOD Design Criteria Standard – Human Engineering
Public Law 99-23 Federal Civilian Employee and Contractor Travel Expenses Act of 1985
ISO 9001 Standard – Quality Management
IPC-A-610 Standard – Acceptability of Electronic Assemblies

9 Definitions and Acronyms

The following definitions are provided for terms used throughout this contract:

9.1 GENERAL DEFINITIONS

Acquisition Strategy. The steps for project execution from project initiation through postproduction or post-installation support. It is anticipated that this strategy will usually be limited to those who have purchasing and installation responsibilities.

Alternate Work Schedule. Tours of duty differing from the normal USATC Operations Hours of 0700 to 1630 Mondays through Thursdays and 0700 to 1530 on the first Friday of each pay period. Calendar Day. The time from midnight to midnight.

Contracting Officer (KO). A person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

Contracting Officers Representative (COR). An individual designated in writing by the Contracting Officer to act as an authorized representative of the Contracting Officer to perform specific contract administration functions within the scope and limitations of the contract.

Contract Line Item Number (CLIN). An item of supply or service for which the bidder must bid a separate price.

Contractor. The Contractor, its subsidiaries and affiliates, joint ventures involving the Contractor, or any entity with which the Contractor may have merged or any individual or entity that assisted or advised the Contractor in the preparation of a proposal under this solicitation.

Deliverable. A complete, concise, and usable product provided to the Government in the format and timeframe requested. These products will be provided by fully qualified personnel, per the Certifications/Licensing/Training/Requirements to meet the requirements specified by published manuals, Test Plans and the direction given by Government points of contact.

Department of the Army Pamphlet (DA Pam). An official Army publication that provides guidance and assistance with performance of procedures required by Army Regulations (ARs) or other statutory documents.

Design. A plan, sketch, drawing, and/or detailed description of how an item is to be developed and completed.

Equipment. Items used to perform maintenance and service tasks.

Federal Holidays. Federal Holidays are identified in the Location and Hours of Work section.

Financial Liability Investigations. An instrument for recording the circumstances concerning loss, damage, or destruction of Government property. It serves as, or supports, a voucher for dropping articles from the property records on which they are listed. It also serves to determine any question of responsibility (financial or otherwise) for absence or condition of the articles.

Government-Furnished Property (GFP). All equipment, goods, and land possessed by the Government and, subsequently, delivered or otherwise made available to the Contractor.

Government Furnished Materials (GFM). Expendable items furnished by the Government for Contractor use during contract performance.

Linux. Unix-like operating system.

Quality Assurance. Those actions taken by the Government to assure that the quality of purchased goods and services received is acceptable in accordance with established standards and requirements of the contract.

Technical Exhibit. A listing of GFP that has been assigned to a separate entity.

Test Measurement and Diagnostic Equipment (TMDE) Calibration- To check, adjust, or determine by comparison with a standard to ensure the TMDE measurements are accurate.
UNIX. Multitasking, multiuser operating system.
Windows 7, 8, XP, NT, 10. Graphical interface operating systems developed and sold by Microsoft.

9.2 ACRONYMS.
ADMAS Advanced Distributed Modular Acquisition System
ADSS ATEC Decision Support System
AIS Automation information systems
APG Aberdeen Proving Ground
APG AA Aberdeen Proving Ground Aberdeen Area
APG EA Aberdeen Proving Ground Edgewood Area
AR Army Regulation
ATC Aberdeen Test Center
ATEC Army Test and Evaluation Command
C4ISR Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance
CFR Code of Federal Regulations
CIMS Contractor Management Information System
COMAR Code of Maryland Regulations
CONUS Continental United States
COR Contracting Officers Representative
COTS Commercial Off the Shelf
DA Department of the Army
DD250 Department of Defense Form 250 (Receiving Report)
DFARS Defense Federal Acquisition Regulation Supplement
DOD Department of Defense
DSS Defense Security Service
EPA Environmental Protection Agency
EST Eastern Standard Time
FAR Federal Acquisition Regulation
FLIPL Financial Liability Investigation of Property Loss
FOUO For Official Use Only
FSO Facility Security Officer
G&A General & Administrative
GAPG Garrison Aberdeen Proving Ground
GFE Government-Furnished Equipment
GFEBS General Fund Enterprise Business System
GFP Government-Furnished Property
GOTS Government off the shelf
GSA General Services Administration
IAM Information Assurance Manager
ID/IQ Indefinite Delivery / Indefinite Quantity
IDD Instrumentation Development Division
IPC Association Connecting Electronics Industries
ISFD Industrial Security Facilities Database
IS Information System

ISO International Organization for Standardization
IT Information Technology
ITAR International Traffic in Arms Regulations
LAN Local Area Network
JPAS Joint Personnel Adjudication Systems
KO Contracting Officer
MOSH Maryland Occupational Safety and Health
NAC National Agency Check
NACLC National Agency Check with Local Agency Check and Credit Check
NIOSH National Institute for Occupational Safety and Health
O&M Operations and Maintenance
OCI Organizational Conflict of Interest
ODC Other Direct Costs
OCONUS Outside Continental United States
OPSEC Operations Security
OS Operating System
OSHA Occupational and Safety Health Act
PC Personal Computer
PCO Procuring Contracting Officer
PED Personal Electronic Device
PII Personally Identifying Information
PIPO Phase In/Phase Out
PM Program Manager
POC Point of Contact
PR Purchase Request
PWS Performance Work Statement
QA Quality Assurance
QAP Quality Assurance Program
QASP Quality Assurance Surveillance Plan
QC Quality Control
QCP Quality Control Program
RA Restricted Areas
SAP Special Access Program
SIPRNET Secure Internal Protocol Router Network
SMO Security Management Office
SQL Structured Query Language
TARP Threat Awareness Reporting Program
TE Technical Exhibit
TRL Technology Readiness Level
TT Test Technology Directorate
RAM Reliability, Availability, and Maintainability
SAEDA Subversion and Espionage Directed Against The Army
SAP Special Access Program
SOP Standing Operating Procedure
TDY Temporary Duty
TOP Test Operating Procedure
WBS Work Breakdown Structure