

CONTRACT NAS1-02081

The following information has been determined to be exempt from disclosure and has been deleted from the contract and contract modifications:

- Section B.3: Cost and Fee
- Section B.4: Cost and Fee
- Section B.6: Proposed labor categories and associated pricing information, indirect rates, and application bases
- Section H.8: Cost and Fee
- Section H.16: Indirect ceiling rate and allocation base

The deleted material is exempt from disclosure under 14 C.F.R. 1206.300 (b) (4) which covers trade secrets and commercial or financial information obtained from a person and privileged or confidential. It has been held that commercial or financial matter is "confidential" for purposes of this exemption if its disclosure would be likely to have either of the following effects: (1) impair the Government's ability to obtain necessary information in the future; or (2) cause substantial harm to the competitive position of the person from whom the information was obtained, National Parks and Conservation v. Morton, 498 F2d 765 (D.C. Cir. 1974).

The cost and fee would reveal the company's profit margin and cause substantial harm to the competitive position of the company.

If NASA should release the indirect ceiling rate and allocation base information, which is considered to be company "confidential," the result could be that contractors would refuse to negotiate such agreements on the basis that the firm's pricing structure and sub-elements of cost would be made available to its competitors. Furthermore, disclosure would discourage other companies from participating in the negotiation of similar advance agreements regarding the limitation of certain cost items and billing rates.

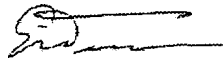
Section B.6 of the contract (pages 6-77) discloses proposed labor categories and associated pricing information, indirect rates, and application bases which are exempt from disclosure. This section is withheld in its entirety because there are no reasonably segregable portions of those pages that are subject to release. Disclosure of this information would discourage future submission of detailed and impair the Government's ability to obtain necessary information in the future, as well as cause substantial harm to the competitive position of the company.

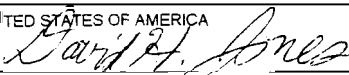
SOLICITATION, OFFER Ad., AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING N/A	PAGE 1 OF 104
2 CONTRACTNO NAS1-02081	3. SOLICITATIONNO. 1-071-SLA.1131	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 8/3/01	6. REQUISITION/PURCHASE NO. SLA.1131	
7 ISSUED BY National Aeronautics and Space Administration Langley Research Center Hampton, VA 23681-2199		8. ADDRESS OFFER TO (If other than Item 7) 9A Langley Boulevard, Building 1195A, Room 105 NASA, Langley Research Center Hampton, VA 23685-2199			

10 FOR INFORMATION CALL:	A. NAME Sandra M. Glenn	B. TELEPHONE NO. (NO COLLECTCALLS)			C. E-MAIL ADDRESS CLASIC@larc.nasa.gov
		AREA CODE (757)	NUMBER 864	EXT. 2413	

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	36
X	B	SUPPLIES OR SERVICES AND PRICE/COST	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	18	X	J	LIST OF ATTACHMENTS	44
X	D	PACKAGING AND MARKING	18	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	18	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	1
X	F	DELIVERIES OR PERFORMANCE	19	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	9
X	G	CONTRACT ADMINISTRATION DATA	19	X	M	EVALUATION FACTORS FOR AWARD	24
X	H	SPECIAL CONTRACT REQUIREMENTS	24				

13 DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52 232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated.	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
	1 & 2	8/7/01 & 8/23/01	5	8/25/01
	3 & 4	8/23/01 & 8/24/01		

15A NAME AND ADDRESS OF OFFEROR Tessada & Associates, Inc. 3530 Cinder Bed Road, Suite 1400, P.O. Box 8530 Newington, VA 22122-8530 DUNS: 92-952-5509	CODE 05ZQ4 FACILITY 4X543	16 NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) ENRIQUE A. TESSADA, PRESIDENT
15B. TELEPHONE NUMBER AREA CODE 703 NUMBER 550-2401 EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE 
		18. OFFER DATE 1/30/2002

19 ACCEPTED AS TO ITEMS NUMBERED Proposal dated 1/30/02	20. AMOUNT \$54,481,683 (core period) \$63,125,792 (AT periods) TOTAL \$117,607,475	21. ACCOUNTING AND APPROPRIATION PR: SLA.1131 Obligate \$0 (complete) PR: SLA.12121; Obligate JO M3016 (\$426,000); M3021 (\$238,000); M3 170 (\$285,000) (complete) Total Obligation = \$949,000
22 AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION. 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM 25
24 ADMINISTERED BY (If other than Item 7) CODE	25 PAYMENT WILL BE MADE BY Financial Management Office, MS 175 Langley Research Center Hampton, VA 23681-2199	CODE
26 NAME OF CONTRACTING OFFICER (Type or print) DAVID H. JONES	27 UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE 2-22-02

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED (LaRC 52.211-90) (MAY 1999)

The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to perform the requirements delineated in the Description/Specifications/ Work Statement in Section C.

B.2 GOVERNMENT-SPECIFIED COSTS

(a) The total estimated cost of this contract includes the following estimated costs:

COST ELEMENT	YEARLY ESTIMATE
MATERIALS AND SUPPLIES	
SOW 4.2 - Vehicle Repair Parts	\$150,000
SOW 5.3 - Office Supplies	\$ 33,000
SOW 7.2 - Repair Parts	\$ 22,000
EQUIPMENT	
SOW 7.2 - Purchase of Loan Pool Equipment	\$ 38,000
TRAVEL	
SOW 4.6 - Excess Property Screening Travel	\$ 25,000
TRAVEL AND OTHER DIRECT COSTS	
SOW 7.1 - Video Production Services	\$391,000
SOW 7.2 - Audio Visual Services	\$106,000
HARDWARE/SOFTWARE MAINTENANCE AND REPAIR OF GOVERNMENT-OWNED EQUIPMENT	
SOW 7.1 - Video Production Services	\$ 47,000
TOTAL	\$812,000

(b) These costs represent the Government's best estimate at time of contract award of what the actual costs will be. There will be no adjustment in the fee(s) of the contract should the actual costs be different than these estimates, unless there is a change to the contract under the Changes clause that impacts these estimates.

(c) Target cost, as defined in the Section I clause, Incentive Fee (FAR 52.216-10) includes those costs specified above as nonproposed costs. However, any overrun/underrun associated with these costs will be excluded from the computation in determining the cost incentive fee.

(-

B.3 ESTIMATED COST AND INCENTIVE FEE (1852.216-84) (OCTOBER 1996)

The target cost for the core period of this contract is [REDACTED] target fee for the core period of this contract is [REDACTED]. The total target cost and target fee as contemplated by the Incentive Fee clause of this contract are \$ 54,223,475.

The maximum fee for the core period is \$2, 840,278
The minimum fee is \$0.

*TBP -To Be Proposed.

The breakout of target cost and target cost incentive fee is as follows: TBP

Phase-In Total Price (excluding fee) Fee will be determined with first incentive fee evaluation)

\$64,535.00

CORE PERIOD

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 1 (eleven months)	[REDACTED]	[REDACTED]	\$ 9,652,758	\$ 505,621
Year 2	[REDACTED]	[REDACTED]	\$ 10,701,766	\$ 560,569
Year 3	[REDACTED]	[REDACTED]	\$ 10,987,336	\$ 575,527
Year 4	[REDACTED]	[REDACTED]	\$ 11,283,927	\$ 591,063
Year 5	[REDACTED]	[REDACTED]	\$ 11,597,687	\$ 607,498
Total Core Period	[REDACTED]	[REDACTED]	\$ 54,223,475	\$ 2,840,278

FIRST AWARD TERM PERIOD (Year 6-A)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 6-A (111107 - 6/30/07)	[REDACTED]	[REDACTED]	\$ 5,982,311	\$ 313,359

SECOND AWARD TERM PERIOD (Year 6-B)

<u>Period Covered</u>	<u>Target cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 6-B (7/1/07 - 12/31/07)	[REDACTED]	[REDACTED]	\$ 5,845,704	\$ 306,204

THIRD AWARD TERM PERIOD (Year 7)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 7 (111108 - 12/31/08)	[REDACTED]	[REDACTED]	\$ 12,241,435	\$ 641,218

FOURTH AWARD TERM PERIOD (Year 8)

<u>Period Covered</u>	<u>Target cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 8 (1/1/09 – 12/31/09)	██████████	██████████	\$ 12,653,539	\$ 662,804

FIFTH AWARD TERM PERIOD Year 9)

<u>Period Covered</u>	<u>Target cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 9 (1/1/10 – 12/31/10)	██████████	██████████	\$ 13,000,757	\$ 680,992

SIXTH AWARD TERM PERIOD Year 10-A)

<u>Period Covered</u>	<u>Target cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 10-A (1/1/11 – 6/30/11)	██████████	██████████	\$ 6,639,109	\$ 347,763

SEVENTH AWARD TERM PERIOD (Year 10-B)

<u>Period Covered</u>	<u>Target cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 10-B (7/1/11 – 12/31/11)	██████████	██████████	\$ 6,463,761	\$ 338,578

6.4 CONTRACT FUNDING (NASA 1852.232-81)(JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is ██████████. This allotment is for cost and covers the following estimated period of performance: February 22, 2002 through April 30, 2002.

(b) An additional amount of ██████████ is obligated under this contract for payment of fee.

B.5 MINIMUM AND MAXIMUM INDEFINITE DELIVERY, INDEFINITE QUANTITY (ID|Q) CONTRACT VALUE

The guaranteed minimum quantity of work which will be required under this contract, and which will be initiated through the issuance of task orders, shall be \$10,000. There will be no further obligation on the part of the Government to issue additional task orders thereafter. The total maximum value is \$5 million for the 5-year period of performance. If additional performance terms are awarded, the maximum value for ID|Q work will increase by \$600,000 per 6-month period or \$1,200,000 per year.

B.6 INDEFINITE QUANTITY WORK – UNIT PRICED RATE

Work that is of a nonrecurring nature and cannot be sufficiently identified, predetermined, or quantified in advance is identified as ID|Q work. ID|Q work the Government currently anticipates is identified in Section 9 of the Statement of Work, Exhibit A. ID|Q work will be issued as Firm Fixed Price Task Orders or Fixed Price Time and Materials Task Orders. The

Contracting Officer will request a proposal from the contractor when the requirement can be defined well enough to fix price the effort. The contractor's proposal shall be based on the unit priced rates identified below, reasonable labor hours and material dollars and other direct costs (ODC). The fixed price of the Task Order (including profit for Task Orders for other than carpet removal and installation) shall be negotiated between the Contractor and the Contracting Officer. IDIQ work may be issued by facsimile, or by electronic commerce methods including the Government Bankcard. IDIQ work shall be ordered in accordance with Section I clauses entitled "Ordering," "Order Limitations," and "Indefinite Quantity," and Section 9 of the Statement of Work, Exhibit A. IDIQ price schedules for the contract core years and each potential award-term period follow. All rates are subject to the Service Contract Act of 1965 (as amended).

**PAGES 6-77 CONTAIN PRICING INFORMATION ON
PROPOSED LABOR CATEGORIES AND IS EXEMPT
FROM DISCLOSURE.**

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

The Statement of Work is located in Section J, Exhibit A.

SECTION D - PACKAGING AND MARKING

No clauses are included in this section.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION OF SERVICES—FIXED-PRICE (FAR 52.246-4) (AUG 1996)

(a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the contract for default.

E.2 INSPECTION OF SERVICES - COST-REIMBURSEMENT (FAR 52.246-5) (APR 1984)

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the **work**.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances or (2) terminate the contract for default.

E.3 FINAL INSPECTION AND ACCEPTANCE (LaRC 52.246-94) (OCT 1992)

Final inspection and acceptance of all items specified for delivery under this contract shall be accomplished by the Contracting Officer or his duly authorized representative at destination.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.242-15 Stop-Work Order (Aug 1989) – Alternate I (Apr 1984)

F.2 PERIOD OF PERFORMANCE (LaRC 52.211-91) (AUG 1997)

The period of performance of this contract shall be 60 months from the effective date of the contract.

F.3 PLACE(S) OF PERFORMANCE (LaRC 52.211-98) (OCT 1992)

The place(s) of performance shall be NASA, Langley Research Center, Hampton, Virginia; and other sites as may be designated by the Contracting Officer.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

1852.242-71 Travel Outside of the United States (Dec 1988)

1852.242-70 Technical Direction (September 1993)

1852.242-78 Emergency Medical Services and Evacuation (April 2001)

G.2 AWARD TERM

As described herein, the contract period of performance may be extended based on overall contractor performance as evaluated by the Government.

a. Period of Performance: The contract "CORE" period of performance of five (5) years may be extended in six-month or one-year "award term" increments, up to an additional five (5) years, based on overall contract performance. These additional "award term" periods will be awarded by the Government based on cost control and overall contractor performance as evaluated in accordance with the contract's approved Award Term and Performance Evaluation Plan (ATPEP).

b. Award Term and Performance Evaluation Plan: The ATPEP will be approved by the Government and provided to the Contractor during the phase-in period. The ATPEP will provide for evaluation of technical performance and utilize the metrics described in the Performance Requirements Summary to measure technical performance. The ATPEP will serve as the basis for any award term decisions. The ATPEP may be revised by the Government and re-issued to the Contractor prior to the commencement of any 6-month evaluation period or during any evaluation period as agreed upon between the Contractor and the Contracting Officer. The Government may designate areas of special performance evaluation emphasis during any evaluation period. An Award Term Determination Official (ATDO) shall be appointed by the Government and is responsible for the overall award term evaluation and award term decisions.

c. Award Term Administration: The award term evaluation will be completed on an annual basis. The annual evaluation will be comprised of two successive 6-month "interim" evaluations and be combined to obtain the "final" annual score. The final annual score as well as Contractor cost control will be used as the basis for the award term decision. The first year of the contract will be evaluated on a "shadow" basis where the results will not be included in an award term decision. Award term decisions that affect the period of performance will commence at the end of the second contract year and will conclude at the end of contract year eight, if awarded.

d. Award Term Decisions: For the evaluation periods at the conclusion of contract years two and three, the Contractor must meet or underrun the contract target cost and the final annual adjective rating must be a "very good" or above to be awarded additional contract term. For the evaluation periods at the end of years 4-8, the Contractor must meet or underrun the contract target cost and the final annual adjective rating must be an "excellent" to be awarded additional contract term.

e. Automatic Re-competition Decision: If at the end of any annual award term period, an additional term is not earned, the contract period of performance will be fixed and will end at the then current completion date. The contractor cannot be awarded an additional term in any final year of the contract period. In no event will the contract be extended beyond a 10-year period of performance. Decisions by the Government are considered "FINAL".

G.3 SUBMISSION OF VOUCHERS FOR PAYMENT (NASA 1852.216-87) (MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is identified below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b)(1) If the Contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

NASA Langley Research Center
Attn: Financial Management, MS 175
Hampton, VA 23681-2199

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim

vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.
(c) If the Contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the Contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to:

[Insert the appropriate **NASA or DCAA mailing office address for submission of cost vouchers.**]

(2) Five copies of SF 1034, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addresses:

- (i) Copy 1 NASA Contracting Officer;
- (ii) Copy 2 Auditor; —
- (iii) Copy 3 Contractor;
- (iv) Copy 4 Contract administration office; and
- (v) Copy 5 Project management office.

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers of payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

NASA Langley Research Center
Attn: Financial Management, MS 175
Hampton, VA 23681-2199

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

G.4 FREQUENCY AUTHORIZATION (NASA 1852.223-71) (DEC 1988)

(a) Authorization of radio frequencies required in support of this contract shall be obtained by the Contractor or subcontractor in need thereof.

(b) For any experimental, developmental, or operational equipment for which the appropriate frequency allocation has not been made, the Contractor or subcontractor shall provide the technical operating characteristics of the proposed electromagnetic radiating device to the Contracting Officer during the initial planning, experimental, or developmental phase of contractual performance. Procedures furnished by the Contracting Officer shall be followed in obtaining radio frequency authorization.

(c) This clause, including this paragraph (c), shall be included in all subcontracts that call for developing, producing, testing, or operating a device for which a radio frequency authorization is required.

G.5 NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING (NASA 1852.242-73) (JUL 2000)

(a) The Contractor shall submit NASA Contractor Financial Management Reports on NASA Forms 533 in accordance with the instructions in NASA Procedures and Guidelines (NPG) 9501.2, NASA Contractor Financial Management Reporting, and on the reverse side of the forms, as supplemented in the Schedule of this contract. The detailed reporting categories to be used,

which shall correlate with technical and schedule reporting, shall be set forth in the Schedule. Contractor implementation of reporting requirements under this clause shall include NASA approval of the definitions of the content of each reporting category and give due regard to the Contractor's established financial management information system.

(b) Lower level detail used by the Contractor for its own management purposes to validate information provided to NASA shall be compatible with NASA requirements.

(c) Reports shall be submitted in the number of copies, at the time, and in the manner set forth in the Schedule or as designated in writing by the Contracting Officer. Upon completion and acceptance by NASA of all contract line items, the Contracting Officer may direct the Contractor to submit Form 533 reports on a quarterly basis only, report only when changes in actual cost occur, or suspend reporting altogether.

(d) The Contractor shall ensure that its Form 533 reports include accurate subcontractor cost data, in the proper reporting categories, for the reporting period.

(e) If during the performance of this contract NASA requires a change in the information or reporting requirements specified in the Schedule, or as provided for in paragraph (a) or (c) of this clause, the Contracting Officer shall effect that change in accordance with the Changes clause of this contract.

G.6 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NASA 1852.245-711 (JUN 1998))

(a) The Government property described in the clause at 1852.245-77, List of Installation-Accountable Property and Services, shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

(1) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The contractor shall assume accountability and financial reporting responsibility for such property. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) Other user responsibilities as defined in Section C, Statement of Work.

The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b) (1) The official accountable recordkeeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area;

(ii) The contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area;

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor

is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The contractor shall assume accountability and financial reporting responsibility for such property. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

G.7 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NASA 1852.245-77) (JUL 1997)

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(b) General- and special-purpose equipment, including office furniture.

(1) Equipment to be made available is listed in Exhibit C. The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

(2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.

(3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(c) Safety and fire protection for Contractor personnel and facilities.

(d) Installation service facilities: LaRCNET, duplicating facility, photo lab, delivery service

(e) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(f) Cafeteria privileges for Contractor employees during normal operating hours.

(g) Building maintenance for facilities occupied by Contractor personnel.

(h) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.

(i) Government-provided fuel for official business for all vehicles used in performance of the contract.

(j) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

G.8 PROVIDING PROPERTY TO CONTRACTORS

A. In accordance with FAR 45.302-1, it is policy of the Government that Contractors shall furnish all property, both real and personal, required for performing Government contracts.

In keeping with the policy set forth in FAR 45.302-1, the Government will not provide NEW property, except as provided for in the Statement of Work.

B. However, the Government will provide EXISTING property as listed in Section G.6 and Exhibits C and I. Any of the existing property in Exhibit I and Exhibit C (equipment status 1) that reach the end of their useful life during the contract period, or which are beyond economical repair, shall be replaced by the Contractor, if the property is still needed for contract performance. Contractor acquisitions of property for the Government are prohibited, unless specifically authorized by the contract or consent has been obtained in writing from the Contracting Officer pursuant to FAR 45.302-1(a).

C. The Government will continue to provide special tooling, special test equipment, and agency-peculiar property over the life of the contract.

D. Notwithstanding the "Allowable Cost and Payment" clause of this contract, cost of property is not an allowable cost except when charged to this contract in accordance with your approved accounting system.

G.9 PARTIAL PAYMENTS (FIXED-PRICE)

A. In accordance with the Section I clause, Payments (FAR 52.232-1), partial payments will be made by the Government to the Contractor based on receipt of a proper invoice and satisfactory contract performance. Invoices for fixed price IDIQ task orders shall be submitted on a monthly basis after completion of the order. The Contracting Officer may approve interim partial payments for Task Orders with a total value of \$100,000 or more and a duration of 6 months or longer upon request from the Contractor.

G.10 INVOICING (LaRC 52.232-95) (JUN 1988)

Proper invoices, as determined under the Section I clause entitled "Prompt Payment," shall be submitted to the designated payment office shown in Block 25 on page 1 of this contract.

G.11 INCENTIVE FEE PAYMENTS

Incentive fee payments will be made by the Government every six months based upon cost incurred by the Contractor and upon receipt of a proper invoice from the Contractor. The contractor shall calculate the incentive fee in accordance with the Section I clause, Incentive Fee, and submit the invoice within 30 days of the end of the evaluation period. The Contracting Officer may adjust the amount of fee paid in accordance with the Incentive Fee clause.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 CENTRAL CONTRACTOR REGISTRATION (1852.204-74) (AUG 2000)

(a) Definitions. As used in this clause --

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for contractor information required for the conduct of business with NASA.

(2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent

business concern for such purposes as identifying sub-units or affiliates of the parent business concern.

- (4) "Commercial Government and Entity Code (CAGE Code)" means
- (i) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or
 - (ii) A code assigned by a member of the North Atlantic Treaty Organization (NATO) that is recorded and maintained by DLIS in the CAGE master file.
- (5) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding CAGE code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.
- (b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors performing work outside of the United States.
- (2) The Contracting Officer will verify that the offeror is registered in the CCR database.
- (3) Lack of registration in the CCR database will make an offeror ineligible for award after March 31, 2001.
- (4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.
- (c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.
- (d) Offerors and contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr2000.com> or by calling 888-CCR-2423 (888-227-2423).

H.2 RESTRICTIONS ON PRINTING AND DUPLICATING (NASA 1852.208-81) (AUG 1993)

- (a) The Contractor shall reproduce any documentation required by this contract in accordance with the provisions of the Government Printing and Binding Regulations, No. 26, S. Pub 101-9, U.S. Government Printing Office, Washington, DC, 20402, published by the Joint Committee on Printing. U.S. Congress.
- (b) The Contractor shall not perform, or procure from any commercial source, any printing in connection with the performance of work under this contract. The term "printing" includes the processes of composition, platemaking, presswork, silk screen processes, binding, microform, and the end items of such processes and equipment.
- (c) "Duplicating/copying" is not considered to be printing. It is material produced by duplicating equipment employing the lithographic process and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes not requiring the use of negatives or metal plates. The Contractor is authorized to duplicate production units provided the requirement does not exceed 5,000 production units of any one page or 25,000 units in the aggregate of multiple pages. Such plates may not exceed a maximum image size of 10-3/4 by 14-1/4 inches. A "production unit" is one sheet, size 8-112 x 11 inches (215 x 280 mm), one side only, and one color ink.
- (d) This clause does not preclude writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of this contract, or administrative

duplicating/copying (for example, necessary forms and instructional materials used by the Contractor to respond to the terms of the contract).

(e) Costs associated with printing or duplicating/copying in excess of the limits set forth above are unallowable without prior written approval of the Contracting Officer. If the Contractor has reason to believe that any activity required in fulfillment of the contract will necessitate any printing or substantial duplicating/copying, it immediately shall provide written notice to the Contracting Officer and request approval prior to proceeding with the activity. Requests will be processed by the Contracting Officer in accordance with the provisions of the Government Printing and Binding Regulations and NFS 1808.802.

(f) The Contractor shall include in each subcontract which may involve a requirement for any printing and/or any duplicating/copying in excess of the limits specified in paragraph (c) of this clause, a provision substantially the same as this clause, including this paragraph (f).

H.3. SAFETY AND HEALTH (NASA 1852.223-70) (MAY 2001)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract Schedule; or property loss of \$25,000 or more, or Close Call (a situation or occurrence with no injury, no damage or only minor damage (less than \$1,000) but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service contractors (excluding construction contracts) shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract Schedule.

(e) The Contractor shall investigate all work-related incidents, accidents, and Close Calls, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may require, of the investigative findings and proposed or completed corrective actions.

(9) (1) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. The Contractor shall promptly take and report any necessary corrective action.

(2) If the Contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (f)(1) of this clause, the Contracting Officer may invoke the stop-work order

clause in this contract or any other remedy available to the Government in the event of such failure or refusal.

(g) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions, with appropriate changes of designations of the parties, in subcontracts of every tier that –

(1) Amount to \$1,000,000 or more (unless the Contracting Officer makes a written determination, after consultation with installation safety and health representatives, that this is not required);

(2) Require construction, repair, or alteration in excess of \$25,000; or

(3) Regardless of dollar amount, involve the use of hazardous materials or operations.

(h) Authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the Contractor's safety and occupational health measures under this clause.

(i) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. NASA and the Contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor shall submit for NASA concurrence --

(1) Written hazardous operating procedures for all hazardous operations; and/or

(2) Qualification standards for personnel involved in hazardous operations.

H.4. MAJOR BREACH OF SAFETY OR SECURITY (NASA 1852.223-75) (MAY 2001)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. Safety is essential to NASA and is a material part of this contract. NASA's safety priority is to protect: (1) the public; (2) astronauts and pilots; (3) the NASA workforce (including contractor employees working on NASA contracts); and (4) high-value equipment and property. A major breach of safety may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of safety must be related directly to the work on the contract. A major breach of safety is an act or omission of the Contractor that consists of an accident, incident, or exposure resulting in a fatality or mission failure; or in damage to equipment or property equal to or greater than \$1 million; or in any "willful" or "repeat" violation cited by the Occupational Health and Safety Administration (OSHA) or by a state agency operating under an OSHA approved plan.

(b) Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or attack. A major breach of security may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of security may occur on or off Government installations, but must be related directly to the work on the contract. A major breach of security may arise from any of the following: compromise of classified information; illegal technology transfer; workplace violence resulting in criminal conviction; sabotage; compromise or denial of information technology services; damage or loss greater than \$250,000 to the Government; or theft.

(c) In the event of a major breach of safety or security, the Contractor shall report the breach to the Contracting Officer. If directed by the Contracting Officer, the Contractor shall conduct its own investigation and report the results to the Government. The Contractor shall cooperate with the Government investigation, if conducted.

H.5 EXPORT LICENSES (NASA 1852.225-70) (FEB 2000)

- (a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.
- (b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at NASA Langley Research Center, where the foreign person will have access to export-controlled technical data or software.
- (c) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.
- (d) The Contractor shall be responsible for ensuring that the provisions of this clause apply to its subcontractors.

H.6 OBSERVANCE OF LEGAL HOLIDAYS (NASA 18-52.242-72) (AUG 1992)
ALTERNATE II (OCT 2000)

- (a) The on-site Government personnel observe the following holidays:

- New Year's Day
- Labor Day
- Martin Luther King Jr.'s Birthday
- Columbus Day
- President's Day
- Veterans Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

Any other day designated by Federal statute, Executive Order, or the President's proclamation.

- (b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.
- (c) On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph (a) above, except as follows: the Contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative. If the Contractor's on-site personnel work during a holiday other than those in paragraph (a) above, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work that would have been overtime regardless of the status of the day as a holiday.
- (d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by the Contracting Officer.
- (e) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of

critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

(f) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (e) above, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for employees in accordance with the Contractor's established accounting policy.

H.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42)
(MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Monetary Wage</u>
1. Accounting Clerk IV	\$11.32
2. Audiovisual Librarian	\$14.03
3. Computer Operator II	\$11.32
4. Computer Operator III	\$12.62
5. General Clerk IV	\$10.12
6. Personnel Assistant II	\$10.12
7. Secretary III	\$12.62
8. Supply Technician	\$14.03
9. Word Processor III	\$11.32

FRINGE BENEFITS

- Annual Leave - Receives 13 days paid leave for service up to 3 years; 20 days for 3 to 15 years service; and 26 days for 15 years service or over.
- Sick Leave - Receives 13 days paid leave per year
- Holidays - Receives 10 paid holidays per year.
- Health Insurance - Government pays up to 60% of health insurance.
- Group Life Insurance - Government pays two-thirds of life insurance rate premiums.
- Retirement - The Government provides three retirement plans identified as the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), and the CSRS Offset. Under the CSRS, the Government contributes 7% of the employees' base pay towards the retirement benefit and 1.45% towards Medicare. Under the FERS, the Government contributes 11.4% of the employees' base pay towards a basic benefit plan, 6.2% to Social Security, 1.45% towards Medicare, and 1% (plus matching contributions of up to 4% of basic pay, depending on employees' contributions) to a thrift savings plan. Under the CSRS Offset, the Government contributes

0.8% of the employees' base pay towards the retirement benefit, 6.2% to Social Security, and 1.45% towards Medicare.

Part-time Federal employees receive pro rata annual leave, sick leave, holiday leave, health insurance, and group life insurance benefits based on the number of hours worked.

H.8 PRICED AWARD TERM PERIODS

Pursuant to the Section G clause entitled "Award Term," the Government may extend the term of the contract for seven additional periods as described below. Such terms are to be added by issuance of a unilateral modification after determination by the ATDO that an additional term has been earned by the Contractor. Upon issuance of the modification, the following items will be increased by the amount specified below for each award term period.

<u>Item</u>	<u>First Award Term Period</u> <u>Year 6-A</u>	<u>Second Award Term Period</u> <u>Year 6-B</u>	<u>Third Award Term Period</u> <u>Year 7</u>	<u>Fourth Award Term Period</u> <u>Year 8</u>
Period of Performance (Ref. F.2)	6 months	6 months	12 months	12 months
Target Cost (Ref. B.3)	[REDACTED]	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Target Fee (Ref. B.3)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Maximum Fee (Ref. B.3)	\$ 313,359	\$ 306,204	\$ 641,218	\$ 662,804

<u>Item</u>	<u>Fifth Award Term Period</u> <u>Year 9</u>	<u>Sixth Award Term Period</u> <u>Year 10-A</u>	<u>Seventh Award Term Period</u> <u>Year 10-B</u>
Period of Performance (Ref. F.2)	12 months	6 months	6 months
Target Cost (Ref. B.3)	\$ [REDACTED]	[REDACTED]	[REDACTED]
Target Fee (Ref. B.3)	[REDACTED]	[REDACTED]	[REDACTED]
Maximum Fee (Ref. B.3)	\$ 680,992	\$ 347,763	\$ 338,578

H.9 SECURITY PROGRAM/FOREIGN NATIONAL EMPLOYEE ACCESS REQUIREMENTS (LaRC 52.204-91) (FEB 2000)

Foreign nationals must meet the eligibility requirements outlined in NPG 1371.2 prior to performing any work under a contract. Eligibility determinations will be based solely on the scientific and technical contributions of the contractor, as outlined in the statement of work. Foreign nationals who meet the eligibility requirements will undergo a rigorous approval and

investigative process prior to physical access to the Center and/or to NASA information. Foreign nationals must be sponsored by a NASA Civil Service employee. The sponsor must submit a formal request to the Security Office for access to the Center and/or NASA information, to include electronic information. The request will be processed through the Center's Export Administrator and subject to approval by the International Visits Coordinator. Normal processing time for a request is between 60 and 90 days depending on the nationality of the foreign national. All approvals will be for a maximum of one year, and must be resubmitted annually. Following approval, the foreign national will undergo a National Agency Check Investigation (NACI). As part of the NACI, the foreign national will submit a "Name Check Request" (NASA Form 531) and a completed "applicant" fingerprint card, to the LaRC Security Office, Mail Stop 450. Normal processing time for a NACI is between 90 to 120 days. Until the NACI is completed and favorably adjudicated, the foreign national will require complete escort from entry onto and exit off of the Center, and will not be allowed access to electronic information unless approved by the Center Information Technology Security Manager. Upon completion of the NACI, the foreign national will only be granted unescorted access to an approved workplace and to designated open areas during normal weekday work hours between 6:00 a.m. and 6:00 p.m. The foreign national will not be granted access during non-work hours, weekends, and holidays. Derogatory information developed concerning the foreign national may be grounds for visit termination.

H.10 UNESCORTED ACCESS BY CONTRACTOR EMPLOYEES (LaRC 52.204-102) (SEP 2000)

Background investigations are required for Contractor employees to have unescorted access to the Langley Research Center. All Contractor employees must, as a minimum, have a favorably adjudicated NASA Agency Check (NAC). However, a NAC is not required if the Contractor can certify that an employee has an active United States Government Security Clearance, Confidential or higher, meeting the requirements of Executive Order #12968 or a current LaRC favorably adjudicated NAC investigation.

The Contractor shall submit a "Name Check Request" (NASA Form 531), an "Authorization for Release of Credit Reports" (NASA Form 1684), and a completed FD-258, "Applicant" fingerprint card to the LaRC Badge and Pass Office, Mail Stop 232. Normal processing time for a NAC is approximately 60 days. When it is necessary for an employee to perform work prior to completion of the NAC, the employee may be escorted by an individual who has a favorable NAC or a current National Security Clearance level or as otherwise approved by the LaRC Security Officer.

H.11 INFORMATION TECHNOLOGY (IT) IMPLEMENTATION SECURITY PLAN INCORPORATED BY REFERENCE (LaRC 52.204-103) (AUG 2000)

In accordance with the Section I NFS Clause 1852.204-76, Security Requirements for Unclassified Information Technology Resources, an Information Technology (IT) Security Implementation Plan shall be submitted within 14 days of the contract effective date to the Contracting Officer Technical Representative and LaRC IT Security Manager for approval. The plan is incorporated herein by reference upon approval.

H.12 (LIMITED) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (LaRC 52.204-104) (JAN 2001)

(a) NASA may find it necessary to release information submitted by the Contractor, either in response to this solicitation or pursuant to the provisions of this contract, to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these

individuals. Accordingly, by submission of this proposal, or signature on this contract or other contracts, the Contractor hereby consents to a limited release of its Confidential Business Information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to, the following:

(1) To other Agency contractors and subcontractors, and their employees tasked with assisting the Agency in handling and processing information and documents in the evaluation, the award or the administration of Agency contracts, such as providing both preaward and post award audit support and specialized technical support to NASA's technical evaluation panels;

(2) To NASA contractors and subcontractors, and their employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.

(c) NASA recognizes its obligation to protect the contractor from competitive harm that could result from the release of such information to a competitor. Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) or (2) only pursuant to non-disclosure agreements signed by the assisting contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract.

(d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.

(e) The Contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of CBI by the subcontractor.

H.13 NORMAL BUSINESS HOURS

In order that the necessary and proper inspection of the Contractor's work may be effectively accomplished, and to assure the availability of required Government interface, the Contractor shall staff all work areas from 8:00 a.m. to 4:30 p.m., Monday through Friday unless otherwise specified in the SOW or approved by the Contracting Officer.

H.14 OBSERVATION OF REGULATIONS AND IDENTIFICATION OF CONTRACTOR'S EMPLOYEES (LaRC 52.21 1-104) (APRIL 2000)

A. Observation of Regulations--In performance of that part of the contract work which may be performed at Langley Research Center or other Government installation, the Contractor shall require its employees to observe the rules and regulations as prescribed by the authorities at Langley Research Center or other installation including all applicable Federal, NASA and Langley or other local installation safety, health, environmental and security regulations.

B. Identification Badges--At all times while on LaRC property, the Contractor shall require its employees, subcontractors and agents to wear badges which will be issued by the NASA LaRC Badge and Pass Office, located at 1 Langley Boulevard (Building No. 1228). Badges shall be issued only between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday. Contractors will be held accountable for these badges, and may be required to validate outstanding badges on an annual basis with the NASA LaRC Security Office. Immediately upon

employee termination or contract completion, badges shall be returned to the NASA LaRC Badge and Pass Office.

H.15 INCORPORATION OF SECTION K OF THE PROPOSAL BY REFERENCE
(LaRC 52.215-107) (JUN 1998)

Pursuant to FAR 15.204-1(b), the completed Section K of the proposal dated 31 August 2001 is hereby incorporated herein by reference.

H.16 ADVANCE AGREEMENT ON INDIRECT RATE(S) (LaRC 52.231-90)
(JUN 1988)*

A. Notwithstanding the provisions of the Section I clause entitled "Allowable Cost and Payment," the Contractor will be reimbursed at the indirect ceiling rates specified below or the actual rates, whichever are less, for each of the Contractor's fiscal years applicable to this contract. The Contractor's fiscal year is [REDACTED]. Any costs that are not reimbursed due to the ceilings shall be deemed unallowable costs. These unallowable costs shall not be recovered under this or any other Government contract.

<u>Indirect cost Pool</u>	<u>Ceiling Percentage</u>	<u>Allocation Base</u>
G&A	[REDACTED]	[REDACTED]

B. The above rate ceilings are predicated upon the bases listed above and the accounting practices and accounting system in effect on 31 August 2001. If the Contractor changes its accounting practices or accounting system in any way, the Contractor will immediately notify the Government. Within 30 days of such change the Contractor shall present to the Contracting Officer information that demonstrates that the change will not impact the allowable cost computed using the above rates or shall submit a proposal for adjustment of the ceilings so that the total costs allowable will not exceed the total costs that would have been allowable had the Contractor not changed its accounting practices or accounting system. In the event that the parties cannot agree on new ceilings using the Contractor's new accounting practices or system and the Contractor does not agree to return to the previous accounting practices and system, the Contracting Officer may equitably adjust the ceilings.

*To be filled in by offeror only if indirect rate ceilings are proposed.

H.17 SAFETY AND HEALTH PLAN

The Contractor's Safety and Health Plan is hereby incorporated into the contract as Exhibit H.

H.18 OPTION TO PURCHASE CONTRACTOR-OWNED VEHICLES AND EQUIPMENT

At the end of the contract period of performance, the contractor grants the Government options for the following: (a) the contractor agrees to sell any contractor-owned property used in performance of this contract to the successor contractor at its depreciated value based on the contractor's depreciation schedule; or (2) the contractor agrees to sell any contractor-owned property used in performance of this contract to the Government at its depreciated value based

on the contractor's depreciation schedule; or (3) the contractor agrees to utilize the depreciated property on a follow-on contract if the contractor is the successor contractor; or (4) the contractor agrees to sell the property for fair market value within 120 days after the end of the period of performance and will credit the contract for the amount of any excess of the sale price minus the depreciated value and selling expenses. The Government may exercise one of the above options by unilateral modification issued to the contractor not later than 30 days after the end of the contract period of performance.

H.19 TASK ORDERING PROCEDURE (NASA 1852.216-80) (OCT 1996)

- (a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.
- (b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:
- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
 - (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
 - (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.
- (c) With 14 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.
- (d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:
- (1) Date of the order.
 - (2) Contract number and order number.
 - (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
 - (4) Performance standards, and where appropriate, quality assurance standards.
 - (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
 - (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
 - (7) Delivery/performance schedule including start and end dates.
 - (8) If contract funding is by individual task order, accounting and appropriation data.
- (e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 2 calendar days after receipt of the task order.
- (f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.
- (g) The Contracting Officer may amend tasks in the same manner in which they were issued.
- (h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail

H. 20 MANAGEMENT AND PROTECTION OF DATA

During the performance of this contract, the contractor will have access to export-controlled information (ITAR, 22 CFR Parts 120-130; EAR, 15 CFR Parts 730-799), proprietary data (including trade secrets and commercial business information of other companies; see 18

U.S.C 1905), information subject to Privacy Act (see 5 CFR Part 294 and 14 CFR Part 1212), NASA Administratively Controlled information (NASA NPG 1620.1), and sensitive information from other Government agencies. The contractor agrees to protect such data from unauthorized release or disclosure and agrees to use or disclose such data only to the extent necessary to perform the work required under the contract by employees having a bona fide need to know. Notwithstanding the protection of data requirements elsewhere in the contract, the contractor shall require employees, prior to having access to sensitive information, to execute a non-disclosure statement. The type of data protected shall include the above categories. The employees will be required to certify as to their citizenship status. In addition, the Government has the right to perform periodic inspections of the contractor's work site, technical capabilities, and operations for the purpose of ensuring continued efficacy and efficiency of safeguards against threats and hazards to data security, integrity, and confidentiality.

H.21 CONTRACT ADJUSTMENTS ASSOCIATED WITH CHANGES IN WORKLOAD QUANTITIES – ADVANCED AGREEMENT

- (a) At any time during the contract term, the estimated workload quantities stated in Exhibit A, Statement of Work (SOW), are subject to variations. If workload quantities increase or decrease more than 10% from those quantities set forth in the SOW, negotiations for an equitable adjustment may be initiated. Within 20 business days after the end of each six month period, the contractor shall submit to the Contracting Officer a comparison of workload quantities that deviate plus or minus 10% from those quantities identified in Section C with the associated cost impact, if any. Along with this comparison, the Contractor can present evidence and request consideration for additional target fee provided the increase in workload was experienced at no fault of the Contractor. The ratio of the target fee adjustment to the target cost adjustment must be equal to or less than the ratio of the target fee to the target cost in the contract.
- (b) Conversely, the Contracting Officer may make a downward adjustment in the target fee (equal to the ratio for the target fee to the target cost in the contract) when the net actual cost associated with a decrease of more than 10% below the workload quantities identified in SOW is experienced. At the Contracting Officer's discretion, an adjustment may include consideration of efficiencies in the Contractor's performance, including productivity improvements.
- (c) Adjustment to the contract price shall be made semi-annually only for that portion of any increase or decrease in the total workload that exceeds 10%.

SECTION I - CONTRACT CLAUSES

1.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
52.202-1	Definitions (Oct 1995)
52.203-3	Gratuities (Apr 1984)
52.203-5	Covenant Against Contingent Fees (Apr 1984)
52.203-6	Restrictions on Subcontractor Sales to the Government (Jul 1995)
52.203-7	Anti-Kickback Procedures (Jul 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Jan 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (Jan 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (Jun 1997)
52.204-2	Security Requirements (Aug 1996)
52.204-4	Printing or Copied Double-Sided on Recycled Paper (Aug 2000)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Jul 1995)
52.211-15	Defense Priority and Allocation Requirement (Sep 1990)
52.215-2	Audit and Records – Negotiation (Jun 1999)
52.215-8	Order of Precedence – Uniform Contract Format (Oct 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data – Modifications (Oct 1997)
52.215-13	Subcontractor Cost or Pricing Data – Modifications (Oct 1997)
52.215-14	Integrity of Unit Prices (Oct 1997)
52.215-17	Waiver of Facilities Capital Cost of Money (Oct 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications (Oct 1997) –Alternate III (Oct 1997) [Insert "(Excel 97 PC version, 3.5-inch floppy disk or compact disk)" in paragraph (c).]
52.216-7	Allowable Cost and Payment (Mar 2000)
52.216-18	Ordering (Oct 1995) [Insert "from contract effective date through contract completion date" in paragraph (a).]
52.216-22	Indefinite Quantity (Oct 1995) [Insert "90 days" in paragraph (d).]
52.219-8	Utilization of Small Business Concerns (Oct 2000)
52.219-11	Special 8(a) Contract Conditions (Feb 1990) (DEVIATION) [Insert "NASA Langley Research Center" in paragraphs (c), (d), and (f).]
52.219-14	Limitations on Subcontracting (Dec 1996)
52.222-1	Notice to the Government of Labor Disputes (Feb 1997)
52.222-2	Payment for Overtime Premiums (Jul 1990) [Insert "zero" in paragraph (a).]
52.222-3	Convict Labor (Aug 1996)
52.222-4	Contract Work Hours and Safety Standards Act – Overtime Compensation (Sep 2000)
52.222-21	Prohibition of Segregated Facilities (Feb 1999)
52.222-26	Equal Opportunity (Feb 1999)

52.222-35 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (Apr 1998)

52.222-36 Affirmative Action for Workers with Disabilities (Jun 1998)

52.222-37 Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (Jan 1999)

52.222-41 Service Contract Act of 1965, as Amended (May 1989)

52.222-43 Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (May 1989)
 [Insert "NCI Information Systems, Inc. and DynCorp Technical Services, Inc., and International Association of Machinists and Aerospace Workers, Local 2531" in the second sentence of the clause.]

52.223-5 Pollution Prevention and Right-to-Know Information (Apr 1998)

52.223-6 Drug-Free Workplace (Jan 1997)

52.223-10 Waste Reduction Program (Aug 2000)

52.223-12 Refrigeration Equipment and Air Conditioners (May 1995)

52.223-14 Toxic Chemical Release Reporting (Oct 2000)

52.224-1 Privacy Act Notification (Apr 1984)

52.224-2 Privacy Act (1984)

52.225-1 Buy American Act – Balance of Payments Program - Supplies (Feb 2000)

52.225-13 Restrictions on Certain Foreign Purchases (Jul 2000)

52.227-1 Authorization and Consent (Jul 1995)

52.227-2 Notice and Assistance Regarding Patent and Copyright Infringement (Aug 1996)

52.227-14 Rights in Data – General (Jun 1987)—as modified by NASA FAR Supplement 1852.227-14

52.227-17 Rights in Data—Special Works (Jun 1987)—as modified by NASA FAR Supplement 1852.227-17
 Insert the following as paragraph (c)(iii): "The Contractor agrees to assign copyright to any special work first produced in the performance of the contract to the Government."

52.228-5 Insurance—Work on a Government Installation (Jan 1997)

52.228-7 Insurance—Liability to Third Persons (Mar 1996)

52.229-3 Federal, State and Local Taxes (Jan 1991)

52.229-5 Taxes—Contracts Performed in the U.S. Possessions and Puerto Rico (Apr 1984)

52.232-1 Payments (Apr 1984)

52.232-8 Discount for Prompt Payment (May 1997)

52.232-17 Interest (Jun 1996)

52.232-18 Availability of Funds (Apr 1984)

52.232-22 Limitation of Funds (Apr 1984)

52.232-23 Assignment of Claims (Jan 1986)

52.232-25 Prompt Payment (Jun 1997)

52.232-34 Payment by Electronic Funds Transfer – Other Than Central Contractor Registration (May 1999)
 [Insert "no later than 15 days prior to submission of the first request for payment" in paragraph (b)(1).]

52.232-36 Payment by Third Party (May 1999)

52.232-37 Multiple Payment Arrangements (May 1999)

52.233-1 Disputes (Dec 1998) – Alternate I (Dec 1991)

52.233-3 Protest After Award (Aug 1996) – Alternate I (Jun 1985)

52.237-2 Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)

52.237-3 Continuity of Services (Jan 1991)

52.239-1 Privacy or Security Safeguards (Aug 1996)

52.242-1	Notice of Intent to Disallow Costs (Apr 1984)
52.242-3	Penalties for Unallowable Costs (Oct 1995)
52.242-12	Report of Shipment (REPSHIP) (Jul 1995)
52.242-13	Bankruptcy (Jul 1995)
52.242-4	Certification of Final Indirect Costs (Jan 1997)
52.243-1	Changes – Fixed Price (Aug 1987) – Alternate II (Apr 1984)
52.243-2	Changes -- Cost-Reimbursement (Aug 1987) - Alternate II (Apr 1984)
52.244-2	Subcontracts (Aug 1998) – Alternate I (Aug 1998) [Insert “none” in the table of paragraph (e) and “none” in the table of paragraph (k).]
52.244-5	Competition in Subcontracting (Dec 1996)
52.245-1	Property Records (Apr 1984)
52.245-5	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) (Jan 1986) (DEVIATION) (Jul 1995)
52.246-25	Limitation of Liability--Services (Feb 1997)
52.248-1	Value Engineering (Feb 2000)
52.249-6	Termination (Cost-Reimbursement) (Sep 1996)
52.249-8	Default (Fixed-Price Supply and Service) (Apr 1984)
52.249-14	Excusable Delays (Apr 1984)
52.251-1	Government Supply Sources (Apr 1984)
52.252-6	Authorized Deviations in Clauses (Apr 1984)
52.253-1	Computer Generated Forms (Jan 1991)

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
1852.204-75	Security Classification Requirements (Sep 1989) [Insert “Secret” and “Attachment “Section J, Exhibit B”” in the blanks of the first and second sentences, respectively.]
1852.204-76	Security Requirements for Unclassified Information Technology Resources (July 2000)
1852.209-72	Composition of the Contractor (Dec 1988)
1852.215-84	Ombudsman (June 2000) [Insert “Belinda Adams, direct inquires to Sandra S. Ray, NASA Langley Research Center, Mail Stop 134, Hampton, VA 23681-2199; phone (757) 864-2428; facsimile (757) 864-8541; email s.s.ray@larc.nasa.gov” in paragraph (b).]
1852.216-89	Assignment and Release Forms (Jul 1997)
1852.219-74	Use of Rural Area Small Businesses (Sep 1990)
1852.219-76	NASA 8 Percent Goal (Jul 1997)
1852.223-74	Drug- and Alcohol-Free Workplace (Mar 1996)
1852.237-70	Emergency Evacuation Procedures (Dec 1988)
1852.243-71	Shared Savings (Mar 1997)
1852.245-70	Contractor Requests for Government-Owned Equipment (July 1997)

12 CLAUSES IN FULL TEXT

The clauses listed below follow in full text:

52.252-2	Clauses Incorporated by Reference (FEB 1998)
52.216-10	Incentive Fee (Mar 1997)
52.216-19	Order Limitations (Oct 1995)

- 52.219-18 Notification of Competition Limited to Eligible 8(a) Concerns (Jun 1999)
(DEVIATION)
- 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-designated
Products (Aug 2000)
- 52.227-23 Rights to Proposal Data (Technical)(June 1987)
- 52.244-6 Subcontracts for Commercial Items and Commercial Components (Oct 1998)
- 1852.228-75 Minimum Insurance Coverage (Oct 1988)

13 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

14 INCENTIVE FEE (FAR 52.216-10) (MAR 1997)

(a) General. The Government shall pay the Contractor for performing this contract a fee determined as provided in this contract.

(b) Target cost and target fee. The target cost and target fee specified in the Schedule are subject to adjustment if the contract is modified in accordance with paragraph (d) below.

(1) "Target cost," as used in this contract, means the estimated cost of this contract as initially negotiated, adjusted in accordance with paragraph (d) below.

(2) "Target fee," as used in this contract, means the fee initially negotiated on the assumption that this contract would be performed for a cost equal to the estimated cost initially negotiated, adjusted in accordance with paragraph (d) below.

(c) Withholding of payment. Normally, the Government shall pay the fee to the Contractor as specified in the Schedule. However, when the Contracting Officer considers that performance or cost indicates that the Contractor will not achieve target, the Government shall pay on the basis of an appropriate lesser fee. When the Contractor demonstrates that performance or cost clearly indicates that the Contractor will earn a fee significantly above the target fee, the Government may, at the sole discretion of the Contracting Officer, pay on the basis of an appropriate higher fee. After payment of 85 percent of the applicable fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the applicable fee or \$100,000, whichever is less. The Contracting Officer shall release 75 percent of all fee withholds under this contract after receipt of the certified final indirect cost rate proposal covering the year of physical completion of this contract, provided the Contractor has satisfied all other contract terms and conditions, including the submission of the final patent and royalty reports, and is not delinquent in submitting final vouchers on prior years' settlements. The Contracting Officer may release up to 90 percent of the fee withholds under this contract based on the Contractor's past performance related to the submission and settlement of final indirect cost rate proposals.

(d) Equitable adjustments. When the work under this contract is increased or decreased by a modification to this contract or when any equitable adjustment in the target cost is authorized under any other clause, equitable adjustments in the target cost, target fee, minimum fee, and maximum fee, as appropriate, shall be stated in a supplemental agreement to this contract.

(e) Fee payable. (1) The fee payable under this contract shall be the target fee increased by 60 cents for every dollar that the total allowable cost is less than the target cost or decreased by

40 cents for every dollar that the total allowable cost exceeds the target cost. In no event shall the fee be greater than 10 percent or less than 0 percent of the target cost.

(2) The fee shall be subject to adjustment, to the extent provided in paragraph (d) above, and within the minimum and maximum fee limitations in subparagraph (1) above, when the total allowable cost is increased or decreased as a consequence of (i) payments made under assignments or (ii) claims excepted from the release as required by paragraph (h)(2) of the Allowable Cost and Payment clause.

(3) If this contract is terminated in its entirety, the portion of the target fee payable shall not be subject to an increase or decrease as provided in this paragraph. The termination shall be accomplished in accordance with other applicable clauses of this contract.

(4) For the purposes of fee adjustment, "total allowable cost" shall not include allowable costs arising out of -

(i) Any of the causes covered by the Excusable Delays clause to the extent that they are beyond the control and without the fault or negligence of the Contractor or any subcontractor; —

(ii) The taking effect, after negotiating the target cost, of a statute, court decision, written ruling, or regulation that results in the Contractor's being required to pay or bear the burden of any tax or duty or rate increase in a tax or duty;

(iii) Any direct cost attributed to the Contractor's involvement in litigation as required by the Contracting Officer pursuant to a clause of this contract, including furnishing evidence and information requested pursuant to the Notice and Assistance Regarding Patent and Copyright Infringement clause;

(iv) The purchase and maintenance of additional insurance not in the target cost and required by the Contracting Officer, or claims for reimbursement for liabilities to third persons pursuant to the Insurance - Liability to Third Persons clause;

(v) Any claim, loss, or damage resulting from a risk for which the Contractor has been relieved of liability by the Government Property clause; or

(vi) Any claim, loss, or damage resulting from a risk defined in the contract as unusually hazardous or a nuclear risk and against which the Government has expressly agreed to indemnify the Contractor.

(5) All other allowable costs are included in "total allowable cost" for fee adjustment in accordance with this paragraph (e), unless otherwise specifically provided in this contract.

(f) Contract modification. The total allowable cost and the adjusted fee determined as provided in this clause shall be evidenced by a modification to this contract signed by the Contractor and Contracting Officer.

(g) Inconsistencies. In the event of any language inconsistencies between this clause and provisioning documents or Government options under this contract, compensation for spare parts or other supplies and services ordered under such documents shall be determined in accordance with this clause.

1.5 ORDER LIMITATIONS (FAR 52.216-19)(Oct 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$0, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$1,000,000;

(2) Any order for a combination of items in excess of \$1,000,000; or

(3) A series of orders from the same ordering office within 5 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of

any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.6 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS (FAR 52.219-18) (JUN 1999) (Deviation)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) The CLASIC contractor will notify the National Aeronautics and Space Administration Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

I.7 ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (FAR 52.223-9) (AUG 2000)

(a) Definitions. As used in this clause--

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."

"Recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall--

(1) Estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and

(2) Submit this estimate to Director, Office of Security and Environmental Management, Mail Stop 418.

18 RIGHTS TO PROPOSAL DATA (TECHNICAL) (FAR 52.227-23) (JUN 1987)

Except for data contained on pages _____, it is agreed that as a condition of award of this contract, and notwithstanding the conditions of any notice appearing thereon, the Government shall have unlimited rights (as defined in the "Rights in Data - General" clause contained in this contract) in and to the technical data contained in the proposal dated _____ upon which this contract is based.

19 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (FAR 52.244-6) (OCT 1998)

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1 Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

1.10 MINIMUM INSURANCE COVERAGE (NASA 1852.228-75) (OCT 1988)

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

(a) Worker's compensation and employer's liability insurance as required by applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The

amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.



PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Section J - List of Attachments

- | | |
|-----------|---|
| Exhibit A | Statement of Work, Consolidated Logistics, Administrative, and Scientific Information Contract (CLASIC), February 22, 2002 |
| Exhibit B | Contract Security Classification Specification, DD Form 254 |
| Exhibit C | Installation-Accountable Government Property, June 2001 |
| Exhibit D | Register of Wage Determination and Fringe Benefits, May 15, 2001, Revision No. 23 |
| Exhibit E | Collective Bargaining Agreements, Agreement Between Dyncorp Technical Services, Inc. And District Lodge #74 International Association of Machinists And Aerospace Workers Local 2531 AND Agreement Between NCI Information Systems, Inc. And District Lodge #74 International Association of Machinists And Aerospace Workers Local 2531 including Addendum |
| Exhibit F | Contract Documentation and Distribution Requirements |
| Exhibit G | Reserved |
| Exhibit H | Safety and Health Plan |

Exhibit A
Statement of Work
for
Consolidated Logistics,
Administrative, and
Scientific Information
Contract (CLASIC)

Contract No. NAS 1-02081
February 22, 2002

Table of Contents

1. Introduction 7

2. General Requirements 7

 2.1. Performance Standards 8

3. Information Technology (IT) Requirements 10

 3.1. Performance Standards 11

4. Logistics 12

 4.1. General Transportation and Delivery Services 12

 4.2. Vehicle Maintenance and Control 13

 4.3. Materials Management and Warehouse Operations..... 13

 4.4. Tool Crib Operation 15

 4.5. Property Storage and Disposal 15

 4.6. NASA Excess Property Screening..... 15

 4.7. Shipping and Receiving Operations 16

 4.8. Equipment Management 16

 4.9. Correspondence and Records Management 17

 4.10, Performance Standards 18

5. Administrative Services 35

 5.1. Resources Management 35

 5.2. Financial Management Service Pool 35

 5.3. Procurement Service Pool 37

 5.4. Administrative Service Pool 39

 5.5. Human Resources Service Pool 40

 5.6. Engineering Drawing Files/Micrographics Services 44

 5.7. Reserved 45

 5.8. Information Technology Contract Administration 45

 5.9. Performance Standards 46

6. Scientific Information 54

 6.1. Media Services Center Customer Service..... 54

 6.2. Technical Publications Services 55

 6.3. Photographic Laboratory and Archival Services 56

 6.4. Duplicating Facility Operation 58

 6.5. Graphics Services 61

6.6.	Performance Standards	61
7.	Video Support Services	69
7.1.	Video Production Services	69
7.2.	Audio/Visual Services.....	71
7.3.	Performance Standards	71
8.	Technical Library Services	74
8.1.	Performance Standards	77
9.	Indefinite Delivery Indefinite Quantity (IDIQ) Requirements	80
9.1.	Fixed Price Task Orders	80
9.2.	Fixed Price Time & Materials Task Orders	81
9.3.	Carpet Installation and Removal	81
9.4.	Data Conversion for Integrated Financial Management System	81
9.5.	Library Scanning and Data Conversion	82
9.6.	Performance Standards	83

Definitions

AACR 2: Anglo-American Cataloging Rules II

ALA: American Library Association

AMS: Acquisition Management System

APPL: Academy of Program/Project Leadership

Applicable, laws, regulations, directives and standards: Those included in tables at the end of each major SOW section.

ASAP: Aeronautics and Space Access Page – NASA-developed web site that allows access to scientific and technical information from NASA, other Government, and scientific organizations

AN: Audio/visual

CAGE: Contractor and Government Entity

CMTS: Chemical Material Tracking System

CO: Contracting Officer

Concatenate: To link together, referring to linking Postscript files together for printing or on-line dissemination

ConITS: Consolidated Information Technology Services

COSATI: Committee on Scientific and Technical Information.

COTR: Contracting Officer's Technical Representative

COTS: Commercial-off-the-shelf

Curator, web site: The person responsible for publishing and maintaining information on each web page in a web site

DCAA: Defense Contract Audit Agency

DCMA: Defense Contract Management Agency

DLA: Defense Logistics Agency

DRD: Data requirements document

DRMO: Defense Reutilization and Marketing Office

Dublin Core: The Dublin Core Metadata Initiative (DCMI) is an open forum engaged in the development of interoperable online metadata standards that support a broad range of purposes and business models. DCMI's activities include consensus-driven working groups, global workshops, conferences, standards liaison, and educational efforts to promote widespread acceptance of metadata standards and practices.

ECN: Equipment control number

EO: Executive Order

ESP: Employee Suggestion Program

EPRS: Electronic Purchase Request System

FAQ: Frequently asked questions

FAR: Federal Acquisition Regulations

FCC: Federal Communication Commission

FEDLOG: Federal Logistics

FED/MIL: FEDSTRIP or MILSTRIP orders

FEDSTRIP: Federal Standard Requisitioning and Issue Procedures

Fegli: Federal Employees Group Life Insurance

FEHB: Federal Employee Health Benefits

FP: Fixed price

FPT&M: Fixed price time and materials

FTP: File transfer protocol

FLIS: Federal Logistics Information System
FY: Fiscal year for Federal Government is Oct. 1 to Sept. 30
GSA: General Services Administration
JCP: Joint Committee on Printing—Congressional committee overseeing all Government printing
HTNIL: Hypertext markup language
IDIQ: Indefinite delivery indefinite quantity
IFMS: Integrated Financial Management System – Commercial-off-the-shelf software that is being implemented to modernize NASA’s business systems into an integrated system for financial management
IT: Information technology
IUP: Infrastructure upgrade proposals
LAPD: Langley Policy Directive
LAPG: Langley Procedures and Guidelines
LaRCNet: Langley network
LC: Library of Congress.
LISAR: Langley Image Scanning, Archival, and Retrieval
LMS: Langley Management System
Local area: within 75 miles of LaRC
LTRS: Langley Technical Reports Server
MARC: Machine readable cataloging
MEC: Multimedia Education Center
Metadata: The data about information that describes content; how, when, and by whom information was published; where it is available; and other data needed to locate the information within a library, data warehouse, or other repository.
MILSTRIP: Military Standard Requisitioning and Issue Procedures
MSC: Media Services Center
NAD: Network attached device – ODIN seat providing connection to LaRCNet
NASA formal reports: All NASA Special Publications (SPs) and NASA Technical Papers (TPs)
NASA GALAXIE: The integrated library system (ILS) used by NASA Libraries to perform various functions of acquisitions, cataloging, circulation, and serials control. NASA GALAXIE uses Sirsi software
NASA Thesaurus: Subject terms used to catalog documents in the NASA RECON system.
NEBA: NASA Employee Benefits Association
Near-site: Within 10-mile radius of LaRC
NEMS: NASA Equipment Management System
NET: NASA Engineering Training
NF: NASA form
NFS: NASA FAR Supplement
NPD: NASA Policy Directive
NPG: NASA Procedures and Guidelines
NPDMs: NASA Property Disposal Management System
NPPS: NASA Personnel and Payroll System
NSMS: NASA Supply Management System
NSP: Network Server Plus (Xerox)
NTSC: National Television System Committee

OCFO: Office of Chief Financial Officer
OCLC: Online Computer Library Center
ODC: Other direct costs
ODIN: Outsourcing the Desktop Initiative in NASA
OHR: Office of Human Resources
ONR: Office of Naval Research
OP: Office of Procurement
OPF: Official personnel folder
OUM: Organizational Unit Manager
PAL: Phase alternating line – video format
PC: Personal computer – running Microsoft Windows or NT operating system
PCARSS: Plant Clearance Automated Reutilization Screening System
PCO: Patent Counsel Office
PDF: Portable document format – format (readable by Adobe Acrobat reader) commonly used
-- for electronic dissemination of documents
POC: Point of contact
PR: Purchase request
PS: Postscript – page description language commonly used by digital printers
RDO: Raster document object
RECON: Research Connection - NASA developed database that allows access to scientific and technical information from NASA and other Government and scientific organizations
R&I: Receipt and inspection, referring to report indicating acceptance or rejection
SECAM: Sequential Contour Avec Memoire - video format
SMPTE: Society of Motion Picture and Television Engineers
SOW: Statement of Work
SQL: Standard Query Language
STI: Scientific and technical information
STILAS: Integrated library management software manufactured by Sirsi on which NASA GALAXIE is based
TCPO: Technology Commercialization Program Office
Technographer: a technical co-facilitator who supports the operation of interactive systems used to facilitate remote interactive participation through an electronic meeting system
TIFF: Tagged image file format
TO: Task order
TSP: Thrift Savings Plan
Unit, printing: 1 unit equals single side of 8-1/2 x 11-in. sheet in one color; i.e., 20 double-sided black & white, 8-1/2 x 11-in. sheets are 40 units; 20 double-sided color 8-1/2 x 11-in. sheets are 160 units; 20 double-sided black & white 5-1/2 x 4-1/4-in. sheets are 20 units.
Want List: List of property developed from requests from Agency customers
2D: Two dimensional, referring to animation format
3D: Three dimensional, referring to animation format
4D: 4th Dimension, referring to database software

1. Introduction

The NASA Langley Research Center (LaRC) in Hampton, Virginia has been instrumental in shaping aerospace history for more than eight decades. Established in 1917 as the first national civil aeronautics laboratory, LaRC has become a comprehensive, world-class center for aeronautics, earth science, space technology, and structures and materials research. Further information on the LaRC mission and its contribution to the NASA vision can be obtained from the web site <http://www.larc.nasa.gov>.

This Statement of Work (SOW) covers the requirements for Logistics, Administrative, and Scientific Information support services at LaRC. The statement of work is organized into seven sections, or work areas: General Requirements, Information Technology Requirements, Logistics, Administrative Services, Scientific Information, Video Support Services, and Technical Library Services. Each section ends with performance standards, which are implemented by the Performance Requirements Summary contained in the Award Term and Performance Evaluation Plan. At the end of each section, tables specify applicable laws, regulations, standards, directives, computer system requirements, and workload.

2. General Requirements

It is anticipated that the services and products required under this contract shall be provided from on-site facilities at the Langley Research Center, located in Hampton, Virginia. Contractor personnel may be required to travel to temporarily provide services off-site. The following requirements apply to all work areas:

- 1) The contractor shall provide on-site staff to manage the services provided by its personnel.
- 2) The contractor shall provide qualified and fully trained personnel to provide the services required. The majority of the requirements encompassed by this contract will necessitate that personnel have prior relevant experience. The Government will provide training to support specialized systems and equipment in Government-equipped facilities. The contractor shall provide training required for professional employee development or for maintaining existing skills of contractor personnel.
- 3) Contractor personnel with access to classified information shall comply with applicable classified information security procedures. The contractor shall develop for the Contracting Officer's approval and then execute an information protection plan to ensure protection of proprietary, Privacy Act, confidential business, export-controlled, or other sensitive information. The plan shall include an awareness program and the use of non-disclosure statements.
- 4) All contractor personnel shall identify their company affiliation when answering or making telephones calls and sending email and when attending meetings where Government personnel or representatives from another contractor firm are present. The Government will provide all contractor personnel with a LaRC Contractor Employee Badge, which they shall wear while performing duties.
- 5) The contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary and/or incidental to the performance of the work areas identified below. All vehicles furnished by the contractor shall be neat in appearance, in good state of repair, and display the company name.

- 6) The contractor shall establish and maintain a current and effective system of work control and scheduling, customer support, and problem follow-up and resolution. The contractor shall develop, maintain, and follow internal operating procedures, including procedures for accepting work from LaRC personnel and assigning it to contractor personnel. These procedures shall be delivered to the Government for review and approval in accordance with Exhibit F, Contract Documentation and Distribution Requirements. The contractor shall make changes as needed to conform with changes to NASA policies and procedures. The contractor shall submit any revisions to procedures to the Government prior to implementation. For each work area, a continuity file shall be prepared and maintained detailing tasks being performed, operating procedures, information on file location and content, and samples of standard reports being produced. These folders shall be updated annually and submitted to the Government for review and approval in accordance with Exhibit F. Other report deliverables required by the Government to perform Government functions or monitor contractor performance are listed in Exhibit F; the contractor shall propose report content and format to the Government for acceptance.
- 7) Work shall be performed in accordance with applicable laws, regulations, standards, and directives, and listed in Table 2.1 and in tables in subsequent sections. All official records maintained by the contractor shall be filed, retained, and disposed of in accordance with NASA Policy Directive (NPD) 1441.6, Records Management; NASA Procedures and Guidelines (NPG) 1441.1, NASA Records Retention Schedules; and Langley Policy Directive (LAPD) 1440.1, Records Management Program.
- 8) NASA's safety priority – protecting (1) the public, (2) astronauts and pilots, (3) NASA workforce (including contractors working on NASA contracts), and (4) high-value equipment and property – shall be incorporated into every aspect of performance of this contract. The contractor shall establish and administer a safety and health program that stresses safety in the workplace through strict adherence to all applicable health, safety, and environmental regulations.
- 9) Plan, project and track costs for each of the following SOW areas: Logistics, Administrative Services, Scientific Information, Video Services, and Technical Library Services. These costs shall be broken down for each subarea of the SOW (e.g., 4.1 General Transportation and Delivery Services).

2.1. Performance Standards

The following standards will be applied in determining management and safety performance. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|----------|--|
| SOW 2 | Comply with contract terms and conditions |
| SOW 2 | Use adequate and sound management systems such as purchasing and subcontracting, time and attendance, property control, and delivery order management. |
| SOW 2 | Corporate management provides valuable, timely assistance, and support to local staff |
| SOW 2(2) | Provide qualified, fully trained personnel to perform work at all times. |
| SOW 2(3) | Ensure that personnel understand sensitivity of information and properly protect sensitive and classified information. |

NAS1-02081 - Exhibit A

- SOW 2(6) Maintain up-to-date internal operating procedures and ensure that personnel follow them.
- SOW 2(6) Deliver accurate reports on schedule: daily reports by 10:00 a.m., weekly reports by close of business first working day of week, monthly reports by 5th working day of month, quarterly and annual reports by 15th working day of the period, or as specified in Exhibit F)
- SOW 2(6) Proactively identify and resolve problems (within contractor's control) without Government intervention.
- SOW2(8) Contractor personnet work in safe environment and are cognizant of risks and safety measures required to protect (1) the public, (2) pilots and astronauts, (3) Government and contract employees, and **(4)** high-value equipment.

-----	Laws, Regulations, Directives, and Standards	SOW Area
	NASA and Langley Directives	
	NPD 1440.6 NASA Records Management	2, 4 to 9
	NPG 1441.1 NASA Records Retention Schedules	2, 4 to 9
	LAPD 1440.1 Records Management Program	2, 4 to 9
	NPG 8715.1 NASA Safety and Health Handbook Occupational Safety and Health Programs	2, 4 to 9
	NPG 8715.3 NASA Safety Manual	2, 4 to 9

3. Information Technology (IT) Requirements

The contractor shall furnish all computer equipment and software (such as desktop computers and office software) for their use on this contract and shall provide all system administration and end user support for these systems. Any specialized software, hardware, and equipment provided by the Government will be specified either in particular SOW areas or in Exhibit C, Installation-Accountable Government Property.

- 1) The contractor shall operate and maintain information systems necessary to perform the requirements of this SOW and ensure adequate, cost effective, efficient, and timely computerized support of all functions. The contractor shall develop or purchase additional systems to support new requirements, automate existing requirements, and pursue opportunities to utilize information systems to enhance integration across functions. The contractor shall identify and propose system improvements and enhancements to Government-furnished facilities to benefit operations or achieve cost savings through further automation, software development/acquisition, or innovation.
- 2) The contractor shall maintain their software versions and hardware specifications in accordance with NASA Langley standards and schedules as implemented under the Outsourcing the Desktop Initiative in NASA (ODIN) contract (<http://www.odinlarc.com>). The ODIN contract has a provision that allows a NASA contractor to consider contracting directly with the ODIN contractor for computer hardware, maintenance, and support.
- 3) The Government will provide telephones and network attached device (**NAD**) connections to the LaRC network (LaRCNet) as required for contractor personnel and equipment located on-site through the NASA ODIN contract. The contractor's system administrator shall inform the Government of requirements for NADs. As part of ODIN NAD services, the ODIN contractor will provide central calendar, email service, network time service, directory service, central LaRC Microsoft Windows domain, antivirus software for PC and Mac computers, and public key infrastructure (PKI) encryption software where required. The ODIN help desk will provide basic assistance for Eudora, Netscape, and Meeting Maker. Under LaRC's licensing agreements, the CLASIC contractor will be provided licenses to Eudora email and Netscape browser, and the contractor is expected to use these licensing agreements. Use of the LaRC telephone, network, and email systems is for official use only, with some exceptions permitted as defined in LAPD 28 10.1, Appropriate Use of NASA Langley Research Center Information Technology Resources. There should be no expectation of privacy on any of these systems. All contractor systems on LaRCNet shall be meet the security requirements of NPG 28 10.1, Security of Information Technology, and LAPD 28 10.2, Minimum Information Technology Security Requirement for LaRCNet.
- 4) Information technology is expected to continue to change rapidly requiring the Government to upgrade technology with impact to all work areas over the entire term of this contract. Contractor personnel must be able to embrace technology innovation, develop skills with new technology, adjust workflow, and modify work procedures.

3.1. performance Standards

The following standards will be applied in determining management performance. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- SOW 3(1) Provide IT equipment and software adequate to permit excellent performance and remain compatible with Government systems.
- SOW 3(3) Use Government network, email, and telephone systems for official use only.
- SOW 3(3) Meet IT security requirements of *NPG 2810.1*.
- SOW 3(4) Adjust work processes and train personnel to capitalize on new technology.

Table 3.1 Applicable Laws, Regulations, Directives, and Standards for Information Technology Requirements (SOW 3)

Applicable Laws, Regulations, Directives, and Standards	SOW Area
NASA and Langley Directives	
NPG 2810.1, Security of Information Technology	3
LAPD 2810.1, Appropriate Use of NASA Langley Research Center Information Technology Resources	3
LaRCNet	

4. Logistics

The contractor shall provide comprehensive logistics services covering all aspects of general transportation and delivery, vehicle maintenance and control, materials management and warehouse operations, tool crib operation, property storage and disposal, **NASA** excess property screening, shipping and receiving operations, equipment management, correspondence and records management, and carpet installation (as IDIQ). Warehousing facilities totaling 83,000 square feet are provided on-site to support materials management, warehouse operations and property storage and disposal. All activities shall be performed in accordance with the applicable laws, regulations, and standards in Table 4.1. All vehicles shall be operated in compliance with Virginia Department of Motor Vehicles laws and regulations. All contractor personnel in affected task areas must adhere to safety requirements specified in LAPG 1740.2 Facility Safety Requirements; LAPG 1740.4 Personnel Protection — Clothing and Equipment; LAPG 1740.6 Personnel Safety Certification; and comply with 29 CFR Part 1910—Occupational Safety And Health Standards. System requirements are specified in Table 4.2. The Contractor shall develop for Government approval a method of soliciting and assessing customer satisfaction on a monthly basis for all of the service in SOW 4. Specific services include the following at the workload levels specified in Table 4.3:

4.1. General Transportation and Delivery Services

Provide all aspects of transportation services including general transportation, mail and package delivery, and moving services. All transportation and delivery services shall be provided from 7:30 a.m. to 4:00 p.m. on all working days. Required services include the following:

- 1) Provide on-call bus service (using a Government-provided bus) for the following: round-trip service between LaRC, **NASA** Headquarters, and Goddard Space Flight Center (12-hour day), local-area (within 75-mile radius) trips, and miscellaneous long-distance day trips including Wallops Flight Facility. Trips may occur outside normal working hours and on weekends.
- 2) Pick up and deliver equipment, materials, and supplies (including hazardous materials, sensitive instruments, and classified materials) to and from approximately 235 on-site facilities and **30** near-site (10-mile radius) locations. Secret clearance is required.
- 3) Relocate cargo and compressed gas trailers (greater than 26,001 lbs.) on-site and off-site (approximately 150-mile radius). Drivers shall assist in loading and off-loading activities.
- 4) Provide for the complete operation of the LaRC mail processing and distribution program from a Government-equipped Mail Center. All incoming mail shall be examined using the Government-provided x-ray machine. Research addresses for misaddressed or unaddressed mail pieces using the LaRC Locator system. Perform one daily (Monday - Friday) scheduled mail/package pick-up and delivery to approximately 275 on-site and 25 near-site mail stops. Perform at least three pick-ups and deliveries between the LaRC Mail Center and the correspondence management operation (SOW 4.9) located in the LaRC Headquarters building (Building 1219). Operate a Government-provided metered mail system to meter outgoing mail. Assure the accountability for all controlled mail (registered, certified, and insured). Maintain and update the Mail Stop Custodians Database on a monthly basis.
- 5) Provide comprehensive moving services for the relocation of office furnishings, equipment, and associated items to accommodate personnel moves. Collaborate with communications,

logistics, and related functions in establishing move schedules. Additionally, deliver furniture (primarily originating in the on-site furniture warehouse) to LaRC buildings, and pick up and return excess furniture to the furniture warehouse. Uncrate and assemble new furniture. Clean and perform minor repairs on used furniture items reissued to customers from the warehouse. Pick up Government furniture from GSA furniture warehouses in Franconia, Virginia, approximately 2 times annually.

- 6) Distribute customer surveys to all Center Mail Stop Custodians on a monthly basis.

4.2. Vehicle Maintenance and Control

Provide comprehensive maintenance and repair and fleet management for **LaRC** vehicles as follows:

- 1) Provide preventive maintenance and repair (in accordance with manufacturers' specifications) to general purpose and special purpose Government-owned vehicles using a Government-equipped facility. Vehicle types include sedans, pickup trucks, vans, stake-body trucks/step vans, riding lawnmowers, scooters, aircraft "tugs", forklifts, and other types of equipment to include trailers, pumps, and generators as well as bicycles. The vehicle fleet profile is listed in Table 4.4. Services include vehicle cleaning, replacement of automotive parts to manufacturer specification, and mechanical repairs. Automotive body repair and painting shall be provided through off-site commercial sources. Provide towing for off-site service calls.
- 2) Provide a complete Government-owned vehicle control operation using ExtraFleet fleet management system. Services include scheduling and issuing general-purpose vehicles, providing on-the-spot response to on-site service calls, and dispensing and tracking Government-provided fuel used. Reorder fuel as required.
- 3) On a monthly basis, the contractor shall distribute customer surveys to all customers who use vehicles.

4.3. Materials Management and Warehouse Operations

Provide comprehensive materials management and warehouse operations on all working days as follows:

- 1) Operate the LaRC Stockroom. Provide "over-the-counter" operations from 7:00 a.m. to 4:00 p.m. all working days. Order, receive, bin, warehouse, maintain, and issue stock items; conduct inventory and validation in accordance with applicable regulations. The NASA Supply Management System (NSMS) shall be utilized to support these functions. Extract information from NSMS to support recurring and ad hoc reports related to stock management. Distribute customer surveys to all customers receiving services from the Stockroom Operations
- 2) Utilize the NSMS and other Government-provided automated systems such as Federal Logistics (FEDLOG) data on compact disc and Federal Logistics Information System (FLIS) to manage stockroom inventory consisting of approximately 5,000 line items. Generate purchase requests for replenishment of stores and standby stock using the Electronic Purchase Request System (EPRS); optimize stock levels in accordance with approved internal operating procedures; manage acquisitions according to Federal Standard Requisitioning and Issue Procedures (FEDSTRIP), Military Standard Requisitioning and

Issue Procedures (MILSTRIP), and commercial purchase procedures; and process inventory adjustments.

- 3) Input data related to requests for stock issue into NSMS. Ensure that necessary authorizations required in NSMS are obtained prior to issuing special items (such as safety-related or those requiring functional or supervisory approval). Resolve out-of-balance stock discrepancies in accordance with approved internal operating procedures. Notify requesters when items are out of stock. Work stoppage stock requests have highest priority and shall be immediately filled. Urgent stock requests shall be given next highest priority.
- 4) Perform metal cutting and burning operations in a Government-equipped facility involving approximately 800 items. Provide rough cuts of stock metal based on requester's written dimensions, sketches, or drawings; set up and operate equipment including mobile and fixed lifting devices necessary to position heavy plate metal; and make final cuts in accordance with specifications. Operate industrial band saws, large rotary cut-off saws, power shears, cutting torches, and shape cutting machines.
- 5) Input transactions and maintain LaRC as an active participant in the Federal Cataloging Program. Maintain the on-line LaRC Stores Stock Catalog. Interact with the General Services Administration (GSA) and the Defense Logistics Agency (DLA) regarding registration and withdrawal actions, collaborations, and item reduction studies. Annually screen and report LaRC's Stores Stock Catalog specifications against the Defense Logistics Services Center's file.
- 6) Schedule and perform material physical inventories in accordance with NPG 4100.1D, NASA Material Inventory Management Manual, utilizing the NSMS and Program Stock Management System. Identify and research physical inventory discrepancies, analyze results, and recommend corrective actions for Government approval.
- 7) Screen all Government-initiated purchase requests against existing Federal Product Descriptions to assess accuracy of description, assign proper object class codes, and determine availability from Federal sources. If the request is available from Federal sources, place the order using NSMS. If not available from Federal sources, input commercial buy information into NSMS.
- 8) Maintain hardcopy files for LaRC Purchase Requests/Purchase Orders for non-stock FED/MIL orders and Issue Release/Receipt Documents for all FED/MIL orders.
- 9) Manage the distribution of gas cylinders from stock. Input gas cylinder data into the Government-provided Chemical Material Tracking System (CMTS) for all incoming non-stock gas cylinders centrally received. Conduct tri-annual inventory and validation of all gas cylinders on the Center (stock and non-stock) in accordance with NPG 4100.1D. Validate invoices for demurrage/rental payments of cylinders on Center using CMTS and information available through EPRS and provide to the Government for signature. Manage the distribution of liquid oxygen and liquid nitrogen from stock. Prepare shipping documents for the return of gas cylinders.
- 10) Test new releases of NSMS (typically 2-5 new releases per year). Test in accordance with a Government-provided test plan, and report orally on results to the NSMS Software Manager.

4.4. Tool Crib Operation

Operate a Government-provided machine shop tool crib consisting of approximately 1,000 line items from 7:00 a.m. to 3:30 p.m. all working days. Issue or accept tools, maintain tool catalogs, stay current with advancing tool technology and development, and assist NASA personnel in identifying tool requirements. Receive, bin, and maintain items ordered from the LaRC Stockroom. Identify precision hand tools in need of calibration and prepare documentation in accordance with approved procedures. Maintain Government-provided automated and manual records systems. Perform inventory and validation of the entire tool crib over a period of 5 years with approximately 20% inventoried on an annual basis.

4.5. Property Storage and Disposal

Provide complete property storage and disposal services including receipt and inspection, storage, warehousing, retrieval and issuance, inventory control, and housekeeping as follows:

- 1) Provide storage services for materials, publications, supplies, and equipment in on-site warehouse facilities. Process storage transactions in a Government-provided storage system relating to the storage or release of materials, publications, supplies, or equipment.
- 2) Process idle, excess, and surplus property for reutilization, transfer, sale, and disposal in accordance with applicable standards. Items shall be received and entered in the NASA Property Disposal Management System (NPDMS). Check hard drives in excessed computers to ensure that they were cleaned properly. Property shall be separated and sorted based on its reutilization potential (i.e., for redistribution on-site, to NASA or to other Government activities or for transfer to school districts and other eligible recipients), potential for exchange (trade-in) or open market sale, and lack of potential usefulness (i.e., property that should be scrapped). Prepare surplus property for NASA sale and group into lots to minimize the cost of the sales process while obtaining an optimum level of sales receipts. All property (except for property bearing precious metals) shall be reported to the General Services Administration through NPDMS. Property bearing precious metals shall be transferred to the Defense Reutilization and Marketing Office (DRMO). All property shall be controlled for its protection and safeguarding until it is reutilized, transferred, or otherwise disposed of in accordance with applicable standards. Maintain status of property in NPDMS from receipt to final disposition.
- 3) Deliver and retrieve on an on-call basis approximately 70 Government-owned dumpsters ranging in size from 2 cubic yards to 4 cubic yards used for on-site collection of non-toxic scrap waste and scrap metals. Dispose of scrap waste. The collection, handling, and disposal of scrap metal shall be conducted in accordance with applicable regulations and in a manner that maximizes the sales proceeds to the Government. Accordingly, all scrap metals shall be segregated to the maximum extent practicable. Strict record-keeping and reporting requirements shall apply.
- 4) On a monthly basis, the contractor shall distribute customer surveys to all customers who receive storage or disposal services.

4.6. NASA Excess Property Screening

Provide Agency-wide services by assessing and contributing to a "Want List" of NASA property requirements. Visit approximately 150 sites annually (within a Government-defined travel budget) including all NASA installations, Defense Reutilization and Marketing Offices, and

other governmental installations nationwide. Determine the availability of idle/excess property, “freeze” or reserve such property, prepare all required documentation to transfer property to NASA recipient, and coordinate physical transfer. Screen all DOD Industrial Plant Equipment Requisitions (DDF 1419) against automated federal disposal systems to determine whether property is available through excess. Utilize Plant Clearance Automated Reutilization Screening System (PCARSS) to screen all LaRC contract and grant excess property to determine whether there is an LaRC need for the property. Process requisition and ensure delivery of property. Track and report monthly the metrics posted on the LaRC Surplus Property Program web site. Update metrics on web site quarterly. Distribute customer surveys to all customers who receive excess/surplus property.

4.7. Shipping and Receiving Operations

Perform shipping and receiving services as follows:

- 1) Provide complete shipping services for out-bound domestic and foreign shipments in compliance with Export Control Regulations and approved procedures. Assess all requirements and effect the most efficient, effective, and economical mode of conveyance. Extreme care shall be exercised in packaging of hazardous materials and sensitive items in accordance with applicable regulations.
- 2) Offload, inspect, receive, and distribute all in-bound shipments received at the warehouse of non-controlled equipment, stock and non-stock supplies, and materials. Receive, inspect, tag and distribute all controlled equipment and related components whether received centrally or at user site in accordance with approved procedures. User sites include approximately 265 on- and near-site facilities. Maintain copies of purchase orders and contracts generated by the Office of Procurement. Verify compliance with purchase order/contract specifications and prepare documentation related to Government acceptance or rejection. Approximately 20% of the work, requiring time-intensive processing, shall be sustained during the months of September and October. Schedule reports from NEMS and NSMS with the Central Business Computing Center to support recurring and ad hoc reports. Answer telephone calls from customers and assist walk-in customers requesting status of property and picking up property.
- 3) Process stock turn-ins by entering data into NSMS and returning item(s) to stock.
- 4) Occasional trips within local area shall be required to coordinate shipments and receipts (less than 1%) with U.S. Customs Service.
- 5) Distribute customer surveys to all recipients of shipping and receiving services.

4.8. Equipment Management

Provide comprehensive equipment management support as follows:

- 1) Enter and update data in the computerized NASA Equipment Management System (NEMS) 53,000-item database (expected to decline to 43,000 items over the next three years), maintaining accurate and standardized data elements. Update NEMS as changes are received from Industrial Property Officer, Property Loan Officer, and Property Custodians. Enter data from Receipt & Inspection (R&I) Reports for all incoming controlled equipment, ensuring that the financial data for all line items are captured and the NEMS database is updated. Note that the last two weeks of September and first several days of October each year constitute the peak performance period, approximately 20 percent of R&I workload, to close

the Center's financial records. Determine, schedule with the Central Business Computing Center, and distribute all reports generated from the NEMS system. Schedule, distribute, and expedite return of property custodian reports, entering all changes annotated on returned reports into NEMS. Perform follow-up action on shipping documents for equipment temporarily off-Center to ensure equipment has been returned. Review the Central Transfer file on a monthly basis to ensure all equipment transactions on the file that apply to LaRC have been processed per NPG 4200.1E, NASA Equipment Management Manual.

- 2) Coordinate annual equipment walkthrough by Organizational Unit Managers (OUM) per NPG 4200.1E. Distribute notification letters to OUMs, collect data, and compile data by organization and action required, and provide report to NEMS Equipment Manager. Annually submit a report on the total dollar value of non-controlled equipment transferred to other NASA Centers and other Government agencies during the fiscal year. Maintain all files pertaining to NEMS transactions; magnitude of these files requires archiving storage strategy (such as microfilming or scanning).
- 3) Conduct a biannual comprehensive equipment inventory. The inventory shall include the following as detailed in the NPG 4200.1E: Verify the recorded equipment on hand, confirm or determine current location and custodial responsibility for equipment, identify unrecorded equipment that qualifies for control, locate or identify missing equipment, identify obviously unused or underutilized equipment, and identify equipment obviously in need of repair or rehabilitation. Inventory cycle and type will be at the discretion of the Government. Schedules will be established to ensure that monthly progress reflects a projected timely completion of the inventory cycle. Government property custodians shall be provided comprehensive account data in advance of scheduled inventories, account discrepancies discovered during inventories, and final results of inventories. Final results of inventories shall also be provided to cognizant OUMs. The complete inventory cycle shall be closed within established schedules. Provide quarterly progress report on status of inventory and details of inventory results. Provide inventory progress and statistics on an annual basis for preparation of the annual report to the Center Director. A comprehensive final inventory report shall be prepared documenting overall results. Distribute customer surveys to all Property Custodians whose accounts are inventoried.
- 4) Maintain supply of Government-provided equipment control tags. Maintain accurate logbook tracking equipment control numbers (ECN), purchase order of equipment, and date.
- 5) Test new releases of NEMS (typically 2-4 new releases per year). Test in accordance with a Government-provided test plan, and report orally on results to the NEMS Software Manager.

4.9. Correspondence and Records Management

Provide centralized correspondence and records management services:

- 1) Screen, analyze, and prioritize incoming (from the LaRC Mail Center) and outgoing (originating in Building 1219) mail, correspondence, publications, reports, and directives. Stamp incoming correspondence with date, time, and sequential 4-digit document locator number. Based on approved internal operating procedures, copy and distribute correspondence, faxes, and other documents. Determine whether material should be entered into the LaRC official filing system in accordance with LAPD 1460.1, Mail Management, and distribute.

- 2) File official incoming and outgoing correspondence by document locator number. Assign action-due suspense dates, and follow up on past-due actions. Research LaRC's automated filing system to locate cross-reference material and on a daily basis add cross-reference material to existing automated files. Access the centralized database file system to retrieve information when requested.
- 3) Notify recipients, arrange pickup and delivery, and track special courier or expedited express mail and facsimile messages. Prepare records for microfilming monthly in accordance with approved procedures, and verify the accuracy of the finished product. Ensure that classified materials are handled in accordance with applicable security procedures. Maintain a record of all incoming checks and forward them daily to Financial Management. Send, receive, and deliver facsimiles.
- 4) Provide file copies for Research Information Management (RIM) and Langley Technical Library, on correspondence regarding conferences, papers, and lectures.
- 5) Sort and deliver mail for approximately 15 mail stops in LaRC Headquarters Building (Building 1219).
- 6) Distribute customer surveys to all those receiving correspondence and records management services.

4.10. Performance Standards

The following performance standards will be applied in the Logistics work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

SOW 4 Ensure customer satisfaction in all areas.

SOW 4 Ensure accurate data entry into all systems.

SOW 4.1 Pick up and deliver equipment, materials and supplies within **8** working hours.

SOW 4.1 Provide scheduled and secure messenger service.

SOW 4.1 Provide on-time round-trip bus service between LaRC, NASA Headquarters, and Goddard Space Flight Center and local-area trips.

SOW 4.1 Relocate cargo and gas trailers within 8 working hours.

SOW 4.1 Receive and sort 1st class mail within 6 working hours and 3rd and 4th class mail within 16 working hours.

SOW 4.1 Research addresses for improperly addressed mail within **16** working hours.

SOW 4.1 Meter all outgoing mail the same day it is received.

SOW 4.1 Call recipients of special courier mail for pickup within 1½ working hours.

SOW 4.1 Pick up and deliver mail according to schedule at all officially assigned mail stops.

SOW 4.1 Relocate personnel according to schedule.

SOW 4.1 Pick up and deliver furniture without damage.

SOW 4.2 Ensure a high degree of fleet readiness.

SOW 4.2 Accurately track fuel dispensed.

SOW 4.3 Provide good customer service in issuing stock including urgent issues and work stoppage issues.

SOW 4.3 Issue stock requests for "work stoppage" issues, urgent issues, and regular issues within 0.5, **2**, and 12 working hours of receipt, respectively.

SOW 4.3 Enter stock request forms using the NSMS within 6 working hours.

- SOW 4.3 Maintain an inventory sufficient to satisfy a minimum of 92 percent of all requests for stock issue.
- SOW 4.3 Screen purchase requests within 3 working hours.
- SOW 4.3 Input FED/MIL direct-buy requisitions using the NSMS within 6 working hours.
- SOW 4.4 Issue correct tool upon request.
- SOW 4.4 Maintain an inventory of tools calibrated and ready to fill 97% of requests.
- s o w 4 . 5 Process storage transactions within 2 working days and disposal transactions within 2 working days.
- s o w 4 . 5 Ensure the efficient and safe use of warehouse space and equipment.
- SOW4.6 Maintain an up-to-date "Want List" of NASA property requirements.
- SOW4.6 Locate and coordinate the transfer of excess Government property to NASA installations.
- SOW4.6 Screen contract/grant excess property, process requisition, and ensure delivery within 20 working days.
- SOW4.6 Screen DDF 1419 requests within 8 working hours.
- SOW 4.7 Properly package and process outbound shipments within 8 working hours.
- s o w 4 . 7 Process incoming shipments (including receipt, inspection, and tagging of controlled equipment received centrally and at user site) within 12 working hours (8 working hours during Sept.-Oct.).
- SOW 4.7 Process turn-ins of stores stock within 3 working days.
- SOW4.8 Process all NEMS transactions within 12 working hours.
- SOW4.8 Verify shipping documents within 15 working days.
- SOW4.8 Ensure that equipment transfers are receipted and processed in the Central Transfer File within 35 working days.
- SOW4.8 Maintain adequate supplies of equipment control tags and an accurate logbook.
- SOW4.8 Conduct a comprehensive biannual equipment inventory.
- s o w 4 . 9 Process and distribute incoming mail within the LaRC Headquarters building within 5 working hours.
- s o w 4 . 9 Correctly file incoming and outgoing correspondence on a daily basis.
- s o w 4 . 9 Maintain up-to-date status of action items.
- s o w 4 . 9 Expedite distribution of express mail and facsimile messages.
- s o w 4 . 9 Accurately record incoming checks on daily basis.
- s o w 4 . 9 Independently research files to obtain reference material for customers.
- s o w 4 . 9 Research automated filing system daily to locate and add cross-references within 16 working hours.

Table 4.1 Applicable Laws, Regulations, Standards, and Directives for Logistics (SOW 4)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Federal Regulations, Executive Orders, and Guidance	
CFR 1910	4.1, 4.2, 4.3 4.4, 4.5, 4.6, 4.7, 4.8, 4.9
39 CFR Chapter 1 Parts 1-999 United States Postal Service	4.1
CFR 41, Ch. 101-29 Federal Product Descriptions	4.3
CFR 41 101-42 Utilization and Disposal of Hazardous Materials and Certain Categories of Property	4.5
Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition	4.3, 4.5, 4.7
EPA Comprehensive Procurement Guidelines (CPG) Program	4.2, 4.3, 4.5, 4.7
EO 13148, Greening the Government Through Leadership in Environmental Management.	4.5
EO 13149 Greening the Government Through Federal Fleet and Transportation Efficiency	4.2
NASA and Langley Directives	
LAPG 1740.2, Facility Safety Requirements	4
LAPG 1710.4, Personnel Protection - Clothing and Equipment	4
LAPG 1740.6, Personnel Safety Certification	4
NPD 1490.1E, NASA Printing, Duplicating, Copier, Forms and Mail Management	4.1, 4.9
LAPD 1440.6, Records Management Program	4.1, 4.9
LAPD 1460.1, Mail Management	4.1, 4.9
NPD 1440.6E, NASA Records Management,,	4.1, 4.9
LAPD 6000.1, Transportation Management	4.1
NPD 6000.1, Transportation Management	4.1
LAPD 6000.3, Motor Vehicle Management	4.2
NPG 6000.1E, Requirements for Packaging, Handling, and Transportation ... Equipment and Associated Components	4.1
LAPD 6000.2, Incoming and Outgoing Shipments	4.7
NPD 4100.1, Supply Support and Material Management Policy	4.3
NPG 4100.1D, NASA Materials Inventory Management Manual	4.3
NPG 8830.1, Affirmative Procurement Plan for Environmental Preferable Products	4.3
NPD 4300.1, NASA Personal Property Disposal Policy Directive	4.5
NPG 4300.1A, NASA Personal Disposal Procedures and Guidelines	4.5
NPG 4310.1, NASA Identification and Disposition of NASA Artifacts Guidelines	4.5
LAPD 4300.2, Langley Recovery of Precious Metals Policy Directive	4.5
NPG 4200.1E, NASA Equipment Management Manual	4.7, 4.8
NPG 4200.2B, NASA Equipment Management Manual for Property Custodians	4.8
LAPD 4200.6, Management and Accountability of Special Equipment Which Does Not Meet the Criteria for Control	4.8
NPG 1441.1C, NASA Records Retention Policy Guidance	4.9
NPG 1450.10C, NASA Procedures and Guidelines, NASA Correspondence Management and Communications Standards and Style	4.9
Other	
The Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) User and Operations Guide for the NSMS,	4.3, 4.5

Applicable Laws, Regulations, Standards, and Directives	SOW Area
http://www1.msfc.nasa.gov/sesaas/nsms/ http://www1.msfc.nasa.gov/sesaas/npdms/ http://www1.msfc.nasa.gov/sesaas/nems/	

Table 4.2 Special System Requirements for Logistics

Application/System Requirements	SOW Area
Comparable ODIN seat: GP2	4
Contractor computers must access the Government-furnished systems/applications listed below	4
Commercial-off-the-shelf software (COTS)	
fleet management software	

Government-Furnished Applications/ Systems	SOW Area
Federal systems:	
Federal Logistics (FEDLOG) Data - Compact disk (CD)	4.3
Federal Logistics Information System (FLIS) - Web-based information system	4.3
Defense Logistics Agency DAASC Automated Message Exchange System (DAMES)	14.3
Defense Reutilization and Marketing Service (DRMS) - Web-based information system	4.5, 4.6
Federal Excess Disposal System (FEDS) - Web-based information system	4.5, 4.6
Computers for Learning - Web-based information system	4.5
General Services Administration Auctions - Web-based information system	4.5
LaRC Surplus Property Program - Web-based information system	4.5
Plant Clearance Automated Reutilization Screening System (PCARSS) - Web-based information system	4.6
NASA mainframe applications:	
NASA Management System (NMS)	4.3, 4.5, 4.7
NASA Property Disposal Management System (NPDMS)	4.5, 4.6
NASA Equipment Management System (NEMS)	4.5, 4.7, 4.8,
Acquisition Management System (AMS)	4.3, 4.7, 4.8
User applications:	
Ad hoc/user written programs are available for all NASA systems - Natural programs written to perform queries and other functions	4.3, 4.5, 4.7, 4.8
Langley-unique systems and applications:	
Mail Stop Custodians Database - Mainframe application	4.1
LaRC Locator System - on-line database of location information for LaRC staff	4.1, 4.9
Electronic Purchase Request System (EPRS) - LaRC server-based database	4.3, 4.7, 4.8
LaRC Stores Stock Catalog - On-line web-based application	4.3
Storage System - Mainframe application	4.5
Chemical Management Tracking System (CMTS) - Web-based information system	4.3
Liquid Nitrogen - Mainframe application	4.3
Automated Tool Crib records system	4.4
LaRC Surplus Property web site	4.6
Central Correspondence Filing System - Mainframe application	4.9

Table 4.3 Workload for Logistics (SOW 4)

Workload for General Transportation and Delivery Services (SOW 4.1)		
Function	Estimated quantity	Timeframe
On-call shuttle-bus trips	36	Annually
On-call local-area trips	150	Annually
Items picked up and delivered	80,000	Annually
On-site cargo and gas trailer relocations	30	Annually
Off-site cargo and gas trailer relocations	12	Annually
Incoming pieces of mail (Post Office)	300,000	Annually
Incoming express pieces of mail	9,500	Annually
Incoming certified pieces of mail	500	Annually
Incoming registered pieces of mail	250	Annually
Incoming insured pieces of mail	50	Annually
Pieces of internal mail (messenger envelopes)	375,000	Annually
Outgoing pieces of mail (metered)	150,000	Annually
Outgoing certified pieces of mail	650	Annually
Outgoing registered pieces of mail	75	Annually
Outgoing insured pieces of mail	25	Annually
Personnel moves requiring relocation of furniture and associated items	600	Annually
Pieces of furniture delivered from warehouse	1000	Annually
Pieces of furniture picked up and returned to warehouse	3000	Annually
Pieces of new furniture uncrated and assembled	1000	Annually

Workload for Vehicle Maintenance Services (SOW 4.2)		
Function	Estimated quantity	Timeframe
General-purpose and special-purpose vehicles maintained	500	
Bicycles maintained	60	
No. of trips for which general-purpose vehicles are issued	2000	Annually
On- or off-site service calls	600	Annually
Gallons of fuel dispensed and tracked	85,000	Annually

Workload for Materials Management and Warehouse Operations (SOW 4.3)		
Function	Estimated quantity	Timeframe
Stock items issued	25,000	Annually
Percent regular	60%	
Percent urgent	20%	
Percent work stoppage	20%	
Metal cuts performed	10,000	Annually
Receipts of metal shipments	850	Annually
Metal items issued	2,500	Annually
Data entries in NSMS (adding ordered items)	20,000	Annually
Purchase requests screened	8000	Annually
Fed/Mil direct buys	20	Monthly
Commercial direct buys	600	Monthly
Shipping documents prepared for return of gas cylinders	125	Annually
NSMS input transactions processed (catalog change transactions)	1000	Annually
GSA or DLA actions, collaborations, and studies	100	Annually
LaRC PR/POs for non-stock FED/MIL orders	3000	Annually
Issue release/Receipt Documents for FED/MIL orders	3000	Annually
Stores Stock Items Managed	5000	Annually
Testing of the NSMS Software Release	2-5	Annually

Workload for Tool Crib Operation (SOW 4.4)		
Function	Estimated quantity	Timeframe
Items issued from or turned in to tool crib	13,000	Annually
Items ordered from stockroom for tool crib	3,000	Annually
Items sent out for Calibration	1,000	Annually

Workload for Property Storage & Disposal (SOW 4.5)		
Function	Estimated quantity	Timeframe
Storage transactions processed	2000	Annually
Idle, excess, or surplus property items processed	7000	Annually
Tons of scrap waste retrieved and disposed of	700	Annually
Tons of scrap metals retrieved	200	Annually

NAS1-02081 - Exhibit A

Workload for Shipping and Receiving (SOW 4.7)		
Function	Estimated quantity	Timeframe
Line items received in shipments of stock and non-stock supplies, materials, and uncontrolled equipment	25,000	Annually
Stock tum-ins	250	Annually
Line items received for controlled equipment	6000	Annually
Supply and equipment rejections	250	Annually
Shipments received	3000	Annually
Percent received centrally	33%	
Percent received at user site	67%	
Outbound shipments	6000	Annually
Percent foreign	5%	

Workload for Equipment Management (SOW 4.8)		
Function	Estimated quantity	Timeframe
Receipt and Inspection Reports entered into NEMS	3000	Annually
Percentage during September-October	20%	
Credit card equipment receipts (no R&I)	1200	Annually
Number of NEMS transactions processed	38,000	Annually
NEMS upgrades tested	2-4	Annually
Quarterly metrics for inventory	4	
Monthly metrics for NEMS control	12	
Notifications to Property Custodians	1200	Annually
Equipment items inventoried	53,000	Biannually

Workload for Correspondence Management (SPW 4.9)		
Function	Estimated quantity	Timeframe
Pieces of mail entered into Official filing system	5,500	Annually
Action due/suspense items tracked	780	Annually
Requests for information retrieval from centralized database file system	385	Annually
No. of pieces of special courier or expedited express mail	5100	Annually
No. of faxes received and delivered	275	Annually
No. of faxes sent	175	Annually
Send out customer surveys	360	Annually
Copies made of various correspondence	115,000	Annually

Table 4.4 Equipment and Vehicle Fleet Profile

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE 43	AIR COMPRESSOR	SEARS	3Z408L	1994	N/A		N/A
NA 1610	AIR STAIRS	DODGE	BZ50	1978	570d	Miles	Unleaded
NA 2029	AMBULANCE	GMC	K3500	1986	6116	Miles	Unleaded
NA 2074	AMBULANCE	FORD	F-350	1999	21205	Miles	Diesel
NE 1885	BACKHOE	FORD	550	1981	5825	Hours	Diesel
NE 1836	BACKHOE	CATERPILLR	426B	1993	3063	Hours	Diesel
NA 1678	BUS	NATIONAL	RE	1991	294894	Miles	Diesel
NA 2061	BUS	MCI	M89	1983	88451	Miles	Diesel
NA 1894	BUS MINI	FORD	E-350	1990	38522	Miles	Diesel
NE 8350	BUSH HOG	WOODS	TZ	1981	N/A		N/A
NE 8351	BUSH HOG	WOODS	HD315	1988	N/A		N/A
NE 1335	COMPRESSOR	SULLAIR	375Q	1989	610	Hours	Diesel
NE 1335	COMPRESSOR	SULLAIR	375Q	1989	1089	Hours	Diesel
NE 1052	COMPRESSOR	SULLAIR	H1300Q	1989	4460	Hours	Diesel
NE 1039	COMPRESSOR	SULLAIR	H1300		2067	Hours	Diesel
NE 1630	COMPRESSOR	DAVEY	12M125RPDQ	1988	874	Hours	Diesel
NE 1948	CONVEYOR	LANTIS	606-1EZ	1989	630	Hours	Diesel
NE 1582	CRANE	GALION	80	1975	1983	Hours	Unleaded
NE 1810	CRANE	GROVE	36	1976	1214	Hours	Unleaded
NE 41	CRUSHER CAN	DUERR	130202	1985	N/A		Unleaded
NA 1757	DUMP STAKE	DODGE	W-350	1983	39458	Miles	Unleaded
NE1289A	DUST COLLEC	ECS, INC.	ECS18	1992	5877	Hours	Diesel
NE1289C	DUST COLLEC	ECS, INC	1800 CFM	1988	3899	Hours	Diesel
NE 1862	ENG 18 HP	WISCONSIN	V-465D	1985	1023	Hours	Unleaded
NE Z	FORKLIFT	CLARK	NSI-ZO	1980	407	Hours	Electric
NE 1024	FORKLIFT	YALE	KGA51AT-40UF	1963	3709	Hours	Unleaded
NE 1068	FORKLIFT	YALE	G51C-060CFT	1965	2521	Hours	Unleaded
NE 1204	FORKLIFT	TCM	FHB25H4	1984	1038	Hours	Electric
NE 1205	FORKLIFT	CLARK	C500-YS60D	1984	309	Hours	Diesel
NE 1314	FORKLIFT	MERCURY	A-4000-18	1963	2808	Hours	Electric
NE 1875	FORKLIFT	PRIMEMOVER	RC-40	1975	1425	Hours	Electric
NE 1876	FORKLIFT	PRIMEMOVER	RC-40	1975	802	Hours	Electric
NE1881	FORKLIFT	ALLIS CHAL	ACC40	1978	2612	Hours	Unleaded
NE1883	FORKLIFT	CLARK	C500-25	1974	957	Hours	Propane
NE 1884	FORKLIFT	ALLIS CHAL	FP40-24PS	1980	710	Hours	Unleaded
NE 1890	FORKLIFT	TOYOTA	FD-30	1986	1397	Hours	Diesel
NE 1898	FORKLIFT	CLARK	TM20	1989	2507	Hours	Electric
NE 1029	FORKLIFT	CLARK	DPS320I	1989	702	Hours	Diesel
NE 1528	FORKLIFT	TCM	FD30Z7ST	1990	716	Hours	Diesel
NE 1369	FORKLIFT	JCB	930-2	1991	1986	Hours	Diesel
NE1SZ9	FORKLIFT	CLARK	DPS30I	1990	847	Hours	Diesel
NE 1043	FORKLIFT	TCM	FCG15	1991	1199	Hours	Propane
NE 1049	FORKLIFT	CLARK	GPX23	1991	1247	Hours	Diesel
NE 1113	FORKLIFT	TCM	FTB15A	1992	18	Hours	Electric
NE 1210	FORKLIFT	HYSTER	EM8	1978	7382	Hours	Electric
NE 1817	FORKLIFT	TCM	FTB15A	1994	7700	Hours	Electric
NE 1849	FORKLIFT	CLARK	TM17	1994	175	Hours	Electric
NE 1396	FORKLIFT	CATERPILLR	RT100	1989	2188	Hours	Diesel
NE 1021	FORKLIFT	CLARK	GX127E	1995	307	Hours	Propane
NE 1041	FORKLIFT	DAEWOO	G25S	1995	458	Hours	Propane
NE 1548	FORKLIFT	CLARK	TM17	1996	559	Hours	Electric
NE 1803	FORKLIFT	BAUMANN	HX3S	1996	65	Hours	Propane

NAS1-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE 1812	FORKLIFT	TCM	FCG15T8T	1996	401	Hours	Propane
NE 1116	FORKLIFT	YALE	ERC050RFN36	1996	393	Hours	Electric
NE 1940	FORKLIFT	DONKEY	D12	1991	555	Hours	Diesel
NE 1621	FORKLIFT	ALLIS CHAL	ACP-50	1981	820	Hours	Diesel
NE 19dI	FORKLIFT	YALE	ERC050RFN36	1997	122	Hours	Electric
NE 1023	FORKLIFT	MITSUBISHI	FD-25	1988	4502	Hours	Diesel
NE 1922	FORKLIFT	YALE	GLP	1998	76	Hours	Propane
NE 1918	FORKLIFT	HYSTER	FB40B	1978	1080	Hours	Electric
NE 1919	FORKLIFT	HYSTER	FB40B	1978	5794	Hours	Electric
NE 1927	FORKLIFT	YALE	NR040A-EE	1990	50d	Hours	Electric
NE 1586	GENERATOR	KOHLER	80R	1981	736	Hours	Diesel
NE 1853	GENERATOR	SEARS	2054	1975	N/A		Unleaded
NE 1854	GENERATOR	CATERPILLR	SR4	1976	3215	Hours	Diesel
NE 1855	GENERATOR	CATERPILLR	SR4	1976	3695	Hours	Diesel
NE 1856	GENERATOR	ACME	SW3000HS	1987	862	Hours	Unleaded
NE 34	GENERATOR	HONDA	EM2200X	1989	N/A		Unleaded
NE 35	GENERATOR	KAWASAKI	GA1000A	1989	N/A		Unleaded
NE 39	GENERATOR	DAYTON	3W014J		N/A		Unleaded
NE 1291	GENERATOR	KOHLER	20R	1981	787	Hours	Diesel
NE 1248	GENERATOR	KOHLER	60R	1986	312	Hours	Diesel
NE 1465	GENERATOR	J.R.HOLLIN	A/M32A-86	198d	3186	Hours	Diesel
NE 1926	GENERATOR	EEE	Z000-I Z	1991	78	Hours	Propane
NE 44	GENERATOR	DAYTON	4W115		N/A		Diesel
NE 1027	GENERATOR	ONAN	T000	Z000	15	Hours	Unleaded
NE 1809	HIGH LIFT	JLG	60-66	1976	878	Hours	Unleaded
NE 33	JAW OF LIFE	HURST/B&S	114702	1989	1	Days	Unleaded
NE 1619	JET START	HOBART	3727	197d	2758	Hours	Unleaded
NE 1860	JET START	HOBART	FX2S5498V1	1977	1335	Hours	Unleaded
NE 1559	JET START	HOBART	90GM24S	1990	809	Hours	Diesel
NE 45	LEAF LOADER	GIANT VAL	3001	1981	1172	Hours	Unleaded
NA 1780	MOBILE LAB	FORD	E-350	1988	21645	Miles	Unleaded
NA 1699	MOBLE LAB	DODGE	KARY-VAN	1978	22182	Miles	Unleaded
NA 1571	MOBLE LAB	BARTH	28S44	1990	2612	Miles	Unleaded
NA 1572	MOBLE LAB	BARTH	28S44	1990	ZDZ	Miles	Unleaded
NE 1008	MOWER	TORO	325D	1991	438	Hours	Diesel
NE 1887	MOWER SLOPE	FORD	6600	1981	3672	Hours	Diesel
NA 1753	PICKUP	FORD	F-250	1989	25158	Miles	Unleaded
NA 1724	PICKUP	CHEVROLET	C10	1977	44644	Miles	Unleaded
NA 1729	PICKUP	CHEVROLET	E10	1977	54128	Miles	Unleaded
NA 2031	PICKUP	FORD	E-350	1983	137686	Miles	Diesel
NA 1761	PICKUP	FORD	RANGER	1984	45085	Miles	Unleaded
NA 1762	PICKUP	FORD	RANGER	1984	66115	Miles	Unleaded
NA 1764	PICKUP	CHEVROLET	S-10	1985	38724	Miles	Unleaded
NA 1765	PICKUP	CHEVROLET	S-10	1985	24202	Miles	Unleaded
NA 1767	PICKUP	CHEVROLET	S-10	1985	45814	Miles	Unleaded
NA 1763	PICKUP	CHEVROLET	S-10	1985	49445	Miles	Unleaded
NA 1766	PICKUP	CHEVROLET	S-10	1985	43153	Miles	Unleaded
NA 1768	PICKUP	DODGE	D-350	1985	65521	Miles	Unleaded
NA 1769	PICKUP	DODGE	D-350	1985	32100	Miles	Unleaded
NA 1772	PICKUP	CHEVROLET	S-10	1985	52678	Miles	Unleaded
NA 1771	PICKUP	CHEVROLET	S-10	1985	38470	Miles	Unleaded
NA 1770	PICKUP	CHEVROLET	S-10	1985	52046	Miles	Unleaded
NA 1746	PICKUP	FORD	E-350	1982	101910	Miles	Unleaded
NA 1779	PICKUP	DODGE	B250	1981	25103	Miles	Unleaded
NA 1791	PICKUP	CHEVROLET	C3500	1988	174793	Miles	Diesel

NAS1-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NA 1686	PICKUP	CHEVROLET	S-10	1989	38133	Miles	Unleaded
NA 1795	PICKUP	CHEVROLET	S-10	1989	15532	Miles	Unleaded
NA 1684	PICKUP	CHEVROLET	S-10	1989	32876	Miles	Unleaded
NA 1796	PICKUP	CHEVROLET	S-10	1989	26838	Miles	Unleaded
NA 1899	PICKUP	DODGE	D-350	1989	9422	Miles	Diesel
NA 1313	PICKUP	DODGE	D50	1985	54159	Miles	Unleaded
NA 1688	PICKUP	FORD	RANGER	1992	12341	Miles	Unleaded
NA 1687	PICKUP	FORD	RANGER	1992	9711	Miles	Unleaded
NA 1790	PICKUP	FORD	RANGER	1992	35483	Miles	Unleaded
NA 1685	PICKUP	FORD	RANGER	1992	19395	Miles	Unleaded
NA 1797	PICKUP	FORD	RANGER	1992	23736	Miles	Unleaded
NA 1670	PICKUP	FORD	F-150	1992	11911	Miles	Unleaded
NA 1671	PICKUP	FORD	F-150	1992	15227	Miles	Unleaded
NA 1672	PICKUP	FORD	F-150	1992	23582	Miles	Unleaded
NA 1673	PICKUP	FORD	F-150	1992	27148	Miles	Unleaded
NA 1679	PICKUP	FORD	RANGER	1992	10456	Miles	Unleaded
NA 1674	PICKUP	FORD	RANGER	1992	13942	Miles	Unleaded
NA 1665	PICKUP	FORD	RANGER	1992	18101	Miles	Unleaded
NA 1664	PICKUP	FORD	RANGER	1992	19072	Miles	Unleaded
NA 1680	PICKUP	FORD	RANGER	1992	7275	Miles	Unleaded
NA 1689	PICKUP	FORD	F-250	1993	24378	Miles	Unleaded
NA 1613	PICKUP	CHEVROLET	C1500	1992	20326	Miles	Unleaded
NA 2006	PICKUP	FORD	RANGER	1994	34641	Miles	Unleaded
NA 2021	PICKUP	FORD	RANGER	1994	17330	Miles	Unleaded
NA 2022	PICKUP	FORD	RANGER	1994	15769	Miles	Unleaded
NA 2023	PICKUP	FORD	RANGER	1994	11321	Miles	Unleaded
NA 2024	PICKUP	FORD	RANGER	1994	13349	Miles	Unleaded
NA 2025	PICKUP	FORD	RANGER	1994	11292	Miles	Unleaded
NA 2021	PICKUP	FORD	RANGER	1994	14465	Miles	Unleaded
NA 2028	PICKUP	FORD	RANGER	1994	16070	Miles	Unleaded
NA 1237	PICKUP	DODGE	ES0	1985	69642	Miles	Unleaded
NA 2007	PICKUP	FORD	F-350	1994	42651	Miles	Diesel
NA 2008	PICKUP	FORD	F-350	1994	39798	Miles	Diesel
NA 2009	PICKUP	FORD	RANGER	1994	20397	Miles	Unleaded
NA 1508	PICKUP	FORD	F-250	1983	87237	Miles	Unleaded
NA 2026	PICKUP	FORD	RANGER	1994	12231	Miles	Unleaded
NA 2032	PICKUP	FORD	F-150	1996	2451	Miles	Unleaded
NA 2033	PICKUP	FORD	F-150	1996	9794	Miles	Unleaded
NA 2057	PICKUP	FORD	F-150	1996	12444	Miles	Unleaded
NA 2058	PICKUP	FORD	F-150	1996	3985	Miles	Unleaded
NA 1015	PICKUP	CHEVROLET	C2500	2000	1799	Miles	Unleaded
NA 1014	PICKUP	CHEVROLET	C2500	2000	2081	Miles	Unleaded
NE 32	PRES WASHER	GRACO	800-08T		N/A		Unleaded
NE 42	PRES WASHER	SIMPSON	SM30000HS	1985	N/A		Unleaded
NE 3	PUMP 3"CENT	CARTER			83	Hours	Unleaded
NE 6	PUMP 3"CENT	CARTER			N/A		Unleaded
NE 1	PUMP 3"CENT	CARTER	S3A3BCC15	1980	29	Hours	Unleaded
NE 36	PUMP 3"CENT	WISCONSIN	S14D	1990	N/A		Unleaded
NE 7	PUMP 3"DIA	CH & E			N/A		Unleaded
NE 8	PUMP 3"DIA	CH & E			N/A		Unleaded
NE 9	PUMP 3"DIA	TEEL	3BDF-3E	1993	N/A		Unleaded
NE 4	PUMP 3"WTR	CARTER	53ABCC1E	1975	N/A		Unleaded
NE 12	PUMP 4"CENT	GORMANRUPP	14C2-F140		N/A	Hours	Unleaded
NE 13	PUMP 4"CENT	GORMANRUPP	14C2-F140		14	Hours	Unleaded
NE 5	PUMP MUD	B&S	190452	1980	N/A		Unleaded

NASL-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NA 1902	SCOOTER	CUSHMAN	40877C	1976	18276	Miles	Unleaded
NA 1989	SCOOTER	CUSHMAN	40074	1974	21008	Miles	Unleaded
NA 1990	SCOOTER	CUSHMAN	40074	1974	21941	Miles	Unleaded
NA 1994	SCOOTER	CUSHMAN	MOTd	1974	22955	Miles	Unleaded
NA 1915	SCOOTER	CUSHMAN	898458	1985	15433	Miles	Unleaded
NA 1914	SCOOTER	CUSHMAN	898458	1985	13797	Miles	Unleaded
NA 1913	SCOOTER	CUSHMAN	898458	1985	14509	Miles	Unleaded
NA 1912	SCOOTER	CUSHMAN	898458	1985	19348	Miles	Unleaded
NA 1971	SCOOTER	CUSHMAN	MOTd	1973	35516	Miles	Unleaded
NA 1976	SCOOTER	CUSHMAN	40074	1974	21581	Miles	Unleaded
NA 1654	SEDAN	PLYMOUTH	RELIANT	1988	52213	Miles	Unleaded
NA 1656	SEDAN	PLYMOUTH	RELIANT	1988	95532	Miles	Unleaded
NA 1669	SEDAN	CHEVROLET	ELEBRIV	1989	77267	Miles	Unleaded
NA 1648	SEDAN	DODGE	DYNASTY	1992	82791	Miles	Unleaded
NA 1667	SEDAN	DODGE	DYNASTY	1992	107209	Miles	Unleaded
NA 1668	SEDAN	DODGE	DYNASTY	1992	96126	Miles	Unleaded
NA 1645	SEDAN	PLYMOUTH	HORIZION	1982	68684	Miles	Unleaded
NA 2000	SEDAN	FORD	TAURUS	1993	109819	Miles	Unleaded
NA 2002	SEDAN	FORD	TAURUS	1993	119274	Miles	Unleaded
NA 2003	SEDAN	FORD	TAURUS	1993	119019	Miles	Unleaded
NA 2004	SEDAN	FORD	TAURUS	1993	105540	Miles	Unleaded
NA 2005	SEDAN	FORD	TAURUS	1993	108986	Miles	Unleaded
NA 2016	SEDAN	FORD	TAURUS	1995	114708	Miles	Unleaded
NA 2017	SEDAN	FORD	TAURUS	1995	115537	Miles	Unleaded
NA 2018	SEDAN	FORD	TAURUS	1995	110924	Miles	Unleaded
NA 2050	SEDAN	CHEVROLET	LUMINA	1996	103961	Miles	Unleaded
NA 2051	SEDAN	CHEVROLET	LUMINA	1996	105278	Miles	Unleaded
NA 2052	SEDAN	CHEVROLET	LUMINA	1996	108934	Miles	Unleaded
NA 2053	SEDAN	CHEVROLET	LUMINA	1996	104054	Miles	Unleaded
NA 2056	SEDAN	DODGE	DYNASTY	1992	61725	Miles	Unleaded
NA 2059	SEDAN	FORD	CONTOUR	1996	12994	Miles	Unleaded
NA 2060	SEDAN	FORD	CONTOUR	1996	72350	Miles	Unleaded
NA 2063	SEDAN	FORD	TAURUS	1998	69761	Miles	Unleaded
NA 2064	SEDAN	FORD	TAURUS	1998	72469	Miles	Unleaded
NA 2065	SEDAN	FORD	TAURUS	1998	66374	Miles	Unleaded
NA 2066	SEDAN	FORD	TAURUS	1999	61124	Miles	Unleaded
NA 2067	SEDAN	FORD	CONTOUR	1998	47068	Miles	Unleaded
NA 2068	SEDAN	FORD	TAURUS	1999	66894	Miles	Unleaded
NA 2069	SEDAN	FORD	TAURUS	1999	64104	Miles	Unleaded
NA 2071	SEDAN	FORD	TAURUS	1999	57712	Miles	Unleaded
NA 2072	SEDAN	FORD	TAURUS	1999	51720	Miles	Unleaded
NA 1000	SEDAN	FORD	CONTOUR	2000	23409	Miles	Unleaded
NA 1001	SEDAN	FORD	CONTOUR	2000	22307	Miles	Unleaded
NA 1002	SEDAN	FORD	CONTOUR	2000	22612	Miles	Unleaded
NA 1003	SEDAN	FORD	CONTOUR	2000	25829	Miles	Unleaded
NA 1004	SEDAN	FORD	CONTOUR	2000	20233	Miles	Unleaded
NA 1006	SEDAN	FORD	CONTOUR	2000	18632	Miles	Unleaded
NA 1007	SEDAN	FORD	CONTOUR	2000	17756	Miles	Unleaded
NA 1008	SEDAN	FORD	CONTOUR	2000	19186	Miles	Unleaded
NA 1005	SEDAN	FORD	CONTOUR	2000	20432	Miles	Unleaded
NA 1009	SEDAN	CHEVROLET	CAVALIER	2000	5075	Miles	Unleaded
NA 1010	SEDAN	CHEVROLET	CAVALIER	2000	4989	Miles	Unleaded
NA 1011	SEDAN	CHEVROLET	CAVALIER	2000	3685	Miles	Unleaded
NA 1012	SEDAN	CHEVROLET	CAVALIER	2000	3998	Miles	Unleaded
NA 1013	SEDAN	CHEVROLET	CAVALIER	2000	4020	Miles	Unleaded

NAS1-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE1249A	SNOW BLOWER	J.C.PENNEY	4923	1988	N/A		Unleaded
NE1249B	SNOW BLOWER	J.C.PENNEY	4923	1988	N/A		Unleaded
NE 37	SPRAYER CHM	AGROTEC	AS3179	1990	N/A		Unleaded
NE 38	SPRAYER CMP	GRACO	231-73318	1989	N/A		Unleaded
NE 47	SPREADER CHEMICAL	HENDERSON	PUS	1980	N/A		Unleaded
NE 46	SPREADER CHEMICAL	HENDERSON	PUS	1982	N/A		Unleaded
NA 1658	STA WAGON	CHEVROLET	CELEBRITY	1989	89875	Miles	Unleaded
NA 1662	STA WAGON	CHEVROLET	CELEBRITY	1989	114805	Miles	Unleaded
NA 1659	STA WAGON	CHEVROLET	CELEBRITY	1989	110077	Miles	Unleaded
NA 1657	STA WAGON	CHEVROLET	CELEBRITY	1989	108188	Miles	Unleaded
NA 1661	STA WAGON	CHEVROLET	CELEBRITY	1989	87858	Miles	Unleaded
NA 1660	STA WAGON	CHEVROLET	CELEBRITY	1989	85960	Miles	Unleaded
NA 2001	STA WAGON	FORD	TAURUS	1993	74810	Miles	Unleaded
NA 2019	STA WAGON	FORD	TAURUS	1995	98199	Miles	Unleaded
NA 2020	STA WAGON	FORD	TAURUS	1995	105615	Miles	Unleaded
NA 1663	SUV	FORD	BRONCO	1992	89646	Miles	Unleaded
NA 2034	SUV	FORD	EXPLORER	1993	8785	Miles	Unleaded
NA 2073	SUV	FORD	EXPLORER	1999	4007	Miles	Unleaded
NE 1916	SWEEPER	CLARKE	579-530	1992	660	Hours	Unleaded
NA 1597	TEST CAR	FORD	LTD	1969	53002	Miles	Unleaded
NE 1886	TRACTOR	FORD	4100	1981	6582	Hours	Diesel
NE 1888	TRACTOR	FORD	4100	1982	8081	Hours	Diesel
NT 1839	TRAILER	SHULER		1966	N/A		N/A
NT 1045	TRAILER				N/A		N/A
NT 1046	TRAILER			1967	N/A		N/A
NT 1047	TRAILER	GERSTENLAG		1968	N/A		N/A
NT 1064	TRAILER	CAMPER			N/A		N/A
NT 1133	TRAILER	FRUEHAUF			N/A		N/A
NT 1230	TRAILER				N/A		N/A
NT 1260	TRAILER	WISCONSIN	SW9NT	1969	N/A		N/A
NT 1363	TRAILER				N/A		N/A
NT 1375	TRAILER	USAF			N/A		N/A
NT 1378	TRAILER	AIR GATOR			N/A		N/A
NT 1431	TRAILER	ALUM. BODY	NASA SPECS	1974	N/A		N/A
NT 1465	TRAILER	DOUGLAS		1981	N/A		N/A
NT 1468	TRAILER	DORSEY	DFVP209	1970	N/A		N/A
NT 1472	TRAILER	DYNAM RES			N/A		N/A
NT 1474	TRAILER	CE HOWARD			N/A		N/A
NT 1509	TRAILER				N/A		N/A
NT 1510	TRAILER	STAN STEEL	64000-2330-141- 8548	1970	N/A		N/A
NT 1532	TRAILER	TRAIL IND			N/A		N/A
NT 1562	TRAILER	MCDDOUGLAS			N/A		N/A
NT 1575	TRAILER	DORSEY		1962	N/A		N/A
NT 1580	TRAILER	REDDALE CO		1973	N/A		N/A
NT 1581	TRAILER	GERST SLAG			N/A		N/A
NT 1587	TRAILER	STAN.STEEL			N/A		N/A
NT 1801	TRAILER	DORSEY			N/A		N/A
NT 1803	TRAILER				N/A		N/A
NT 1805	TRAILER	WELLSCARGO	CVG3224	1982	N/A		N/A
NT 1806	TRAILER	WELLS CARG	CVG3224	1983	N/A		N/A
NT 1812	TRAILER	US ARMY			N/A		N/A
NT 1814	TRAILER	US ARMY			N/A		N/A
NT 1816	TRAILER	LINDE CO.			N/A		N/A
NT 1818	TRAILER	LINDE CO.			N/A		N/A

NAS 1-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
	TRAILER	LINDE CO			N/A		N/A
NT 1826	TRAILER	LOCKWOOD			N/A		N/A
NT 1827	TRAILER	U.S.A.F.			N/A		N/A
NT 1829	TRAILER	RON&KINSL			N/A		N/A
NT 1833	TRAILER	STAN.STEEL			N/A		N/A
NT 1837	TRAILER	NAT'L FARM			N/A		N/A
NT 1838	TRAILER	U.S.A. F.			N/A		N/A
NT 1843	TRAILER	FRUEHAUF	FBG-F2-45	1983	N/A		N/A
NT 1844	TRAILER	FRUEHAUF		1983	N/A		N/A
NT 1845	TRAILER	FRUEHAUF	FBG-F2-45	1983	N/A		N/A
NT 1847	TRAILER	ACTION MOB			N/A		N/A
NT 1849	TRAILER	LINDE AIR			N/A		N/A
NT 1858	TRAILER				N/A		N/A
NT 1859	TRAILER	HOB JACK		1976	N/A		N/A
NT 1863	TRAILER	AIR LOG		1977	N/A		N/A
NT 1864	TRAILER	GICHNER			N/A		N/A
NT 1867	TRAILER	ACTION MOB		1980	N/A		N/A
NT 4783	TRAILER	HIBBARD		1984	N/A		N/A
NT 1802	TRAILER	TRANSPORTR			N/A		N/A
NT 1615	TRAILER	FRUEHAUF			N/A		N/A
NT 1513	TRAILER	FREUHAUF	PLF120	1985	N/A		N/A
NT 1040	TRAILER	DOUGLAS CO			N/A		N/A
NT 1041	TRAILER	EIDAL INTE			N/A		N/A
NT 1067	TRAILER	HIWAY TRL			N/A		N/A
NT 1807	TRAILER	WELLS CARG	CVG2825	1984	N/A		N/A
NT 1870	TRAILER	TAURUS		1980	N/A		N/A
NT 1848	TRAILER	WELLSCARGO		1987	N/A		N/A
NT 1892	TRAILER	DOUGLAS		1959	N/A		N/A
NT 1893	TRAILER	DOUGLAS	5689501	1959	N/A		N/A
NT 1846	TRAILER	WELLSCARGO		1987	N/A		N/A
NT 1526	TRAILER	ALUMA		1990	N/A		N/A
NT 1518	TRAILER	ALUMA	TM5120T1100	1989	N/A		N/A
NT 1545	TRAILER	ALUMA		1990	N/A		N/A
NT 1552	TRAILER	ALUMA		1990	N/A		N/A
NT 1060	TRAILER	W. CARGO	EW2022	1992	N/A		N/A
NT 1840	TRAILER	WELLSCARGO	CVG4025	1993	N/A		N/A
NT 1830	TRAILER	ALUMA		1995	N/A		N/A
NT 1865	TRAILER	DORSEY		1997	N/A		N/A
NT 2036	TRAILER	MID ALANTC		1998	N/A		N/A
NT 1824	TRAILER, CAR	KAUFMAN	A	1997	N/A		N/A
NT 1420	TRAILER FLATBED	AIR FORCE		1969	N/A		N/A
NT 1359	TRAILER FLATBED	FRUEHAUF	FLAT BED	1993	N/A		N/A
NT 1823	TRAILER FLATBED	KALYN /ARMY	M270A1	1994	N/A		N/A
NE 1897	TRAILER LFT	PROMARK	40PAL	1987	2924	Hours	Unleaded
NT 1813	TRAILER UTILTY	US ARMY	2330-1009157	1969	N/A		N/A
NE1420T	TRAILER, 2W	DITCHWTCH	S-1	1984	N/A		N/A
NT 1527	TRAILER, INST.	ALUM BODY		1965	N/A		N/A
NT 1535	TRAILER, INST.	ALUM BODY		1964	N/A		N/A
NT 1463	TRAILER, TANK	MARSHALL EX	150-5	1966	N/A		N/A
NT 1800	TRAILER, TANK	FRUEHAUF	5000GAL	1984	N/A		N/A
NT 1832	TRAILER, TANK	MMILITARY SPC		1961	N/A		N/A
NT 1834	TRAILER, TANK	MARSHALL EX	150-5	1962	N/A		N/A
NT 1835	TRAILER, TANK	MARSHALL EX	150-5	1966	N/A		N/A
NT 1828	TRAILER, TANK	FRUEHAUF	OMG	1984	N/A		N/A
NT 1281	TRAILER. TUBE	STN.STEEL	64000	1970	N/A		N/A

NAS 1-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NT 1312	TRAILER, TUBE	DOUGLASCO	MH1	1972	N/A		N/A
NT 1358	TRAILER, TUBE	DUG-TUBE			N/A		N/A
NT 1362	TRAILER, TUBE	MILITARY SPEC	2330-294-6835	1967	N/A		N/A
NT 1364	TRAILER, TUBE	MILITARY SPEC	2330-294-6835	1967	N/A		N/A
NT 1376	TRAILER, TUBE	STANDARD STEEL	MHZ		N/A		N/A
NT 1385	TRAILER, TUBE	DOUGLAS CO	MH1	1972	N/A		N/A
NT 1446	TRAILER, TUBE	DOUGLAS			N/A		N/A
NT 1508	TRAILER, TUBE	DOUGLAS			N/A		N/A
NT 1549	TRAILER, TUBE	STAN.STEEL	64000-2330	1970	N/A		N/A
NT 1556	TRAILER, TUBE	STAN.STEEL	64000-2330	1971	N/A		N/A
NT 1557	TRAILER, TUBE	DOUGLAS CO	MH1	1972	N/A		N/A
NT 1868	TRAILER, TUBE	DOUGLAS	USAF-MH1	1959	N/A		N/A
NT 1039	TRAILER, TUBE	U.S.STEEL		1985	N/A		N/A
NT 1891	TRAILER, TUBE	DOUGLAS	5689501	1959	N/A		N/A
NT 1044	TRAILER, VAN	GERSTENLAG	W27625	1968	N/A		N/A
NT 1576	TRAILER, VAN	DORSEY	DCF18	1962	N/A		N/A
NT 1609	TRAILER, VAN	COAST MOB	S25	1973	N/A		N/A
NT 1776	TRAILER, VAN	DORSEY	DFVPT273	1975	N/A		N/A
NT 1804	TRAILER, VAN	MILITARY	XM259	1961	N/A		N/A
NT 1577	TRAILER, VAN	DORSEY	DFC18	1962	N/A		N/A
NT 1869	TRAILER, VAN	WELLS CARG	EW1624	1993	N/A		N/A
NT 1258	TRAILER, VAN	DORSEY		1968	N/A		N/A
NT 1027	TRAILER, VAN	WELLS CARGO	EW2022W	2000	N/A		N/A
NE 1420	TRENCHER	DITCHWITCH	1420WE	1984	458	Hours	Unleaded
NA 1030	TRUCK, NITROGEN	INTERNAT'L	S1754	1983	14991	Miles	Diesel
NE 1896	TRUCK BOOM	GENIE	Z-30/20HD	1987	400	Hours	Electric
NA 1793	TRUCK BOX	FORD	F-350	1988	40757	Miles	Diesel
NA 2070	TRUCK BOX	FORD	F600	1992	17769	Miles	Diesel
NA 2035	TRUCK BOX	GMC	C5000	1988	32327	Miles	Unleaded
NA 2030	TRUCK BOX	GMC	K3500	1986	27402	Miles	Unleaded
NA 1019	TRUCK BOX	GMC	W4500	2001	85	Miles	Unleaded
NA 1811	TRUCK BUCKT	INTL	AP90MH	1990	3871	Miles	Diesel
NA 1889	TRUCK DUMP	GMC	6000	1983	96087	Miles	Unleaded
NA 1878	TRUCK DUMP	GMC	7000	1988	41638	Miles	Unleaded
NA 1747	TRUCK DUMP	FORD	F700	1993	56008	Miles	Diesel
NA 1749	TRUCK FIRE	FORD	C8000	1980	33047	Miles	Diesel
NA 1752	TRUCK FIRE	FORD	C800	1987	12789	Miles	Diesel
NA 1017	TRUCK FIRE	PIERCE	DASH	2001	1752	Miles	Diesel
NA 1652	TRUCK FUEL	DODGE	CT800	1975	7087	Miles	Diesel
NA 1871	TRUCK FUEL	INTL	S1700	1981	3294	Miles	Unleaded
NA 1061	TRUCK FUEL	OSHKOSH	R-11	1992	613	Miles	Diesel
NA 1395	TRUCK FUEL	DODGE	R-9	1973	64212	Miles	Diesel
NA 1631	TRUCK FUEL	MACK	DM492S	1982	111771	Miles	Diesel
NA 1627	TRUCK FUEL	MACK	DM492S	1982	110613	Miles	Diesel
NA 1615	TRUCK FUEL	MACK	DM492S	1982	100721	Miles	Diesel
NA 1018	TRUCK PUMPER	GMC	V30	1989	35194	Miles	Diesel
NA 1862	TRUCK SLED	INT.	4600	1990	2687	Miles	Diesel
NA 1773	TRUCK STAKE	CHEVROLET	C3500	1985	154284	Miles	Diesel
NA 1857	TRUCK STAKE	DODGE	D250	1981	64883	Miles	Unleaded
NA 1070	TRUCK STAKE	INT'L	S1600	1984	34761	Miles	Diesel
NA 1016	TRUCK TEST	FORD	CT900	1976	23373	Miles	Unleaded
NA 1873	TRUCK TRACT	WHITE	RC-25-64T	1981	99145	Miles	Diesel
NA 1778	TRUCK, RESCUE	GMC	C3500	1986	49511	Miles	Diesel
NE 1056	TUG	CLARK	FCT-80	1967	162	Hours	Unleaded
NE 1316	TUG	CLARK	FCT-80	1966	196	Hours	Unleaded

NASI-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE 1879	TUG	UNITED	SMSOAS	1975	99	Hours	Unleaded
NE 1028	TUG	NORTHWEST	6000E	1989	1027	Hours	Unleaded
NE 1920	TUG	PSI	XE-WI	1986	889	Hours	Unleaded
NE 1921	TUG	PSI	XE-WI	198E	7EE	Hours	Unleaded
NE 1633	TUG	HOUGH	NONE	1968	1738	Hours	Unleaded
NE 1114	TUG	GROVE	MB-2	1985	1907	Miles	Unleaded
NE 1598	TUG	OSHKOSH	A/S32U30	1969	10020	Miles	Diesel
NE 1880	TUG, AIRCRAFT	UNITED	SM50A5	1975	336	Hours	Unleaded
NA 1740	VAN CARGO	CHEVROLET	EZO	1978	61797	Miles	Unleaded
NA 1756	VAN CARGO	DODGE	B150	1983	59260	Miles	Unleaded
NA 1588	VAN CARGO	FORD	AEROSTAR	1989	34607	Miles	Unleaded
NA 1589	VAN CARGO	FORD	AEROSTAR	1989	37599	Miles	Unleaded
NA 1590	VAN CARGO	FORD	AEROSTAR	1989	36743	Miles	Unleaded
NA 1591	VAN CARGO	FORD	AEROSTAR	1989	39621	Miles	Unleaded
NA 1799	VAN CARGO	CHEVROLET	G30	1989	107390	Miles	Unleaded
NA 1568	VAN CARGO	FORD	AEROSTAR	1989	29806	Miles	Unleaded
NA 1569	VAN CARGO	FORD	AEROSTAR	1989	25188	Miles	Unleaded
NA 1596	VAN CARGO	FORD	AEROSTAR	1986	85266	Miles	Unleaded
NA 1505	VAN CARGO	GMC	G2500	1986	65655	Miles	Unleaded
NA 1392	VAN CARGO	CHEVROLET	G20	1985	144452	Miles	Unleaded
NA 1676	VAN CARGO	DODGE	BZSO	1992	29289	Miles	Unleaded
NA 1689	VAN CARGO	CHEVROLET	ASTRO	1992	18271	Miles	Unleaded
NA 1690	VAN CARGO	CHEVROLET	ASTRO	1992	18097	Miles	Unleaded
NA 1691	VAN CARGO	CHEVROLET	ASTRO	1992	15738	Miles	Unleaded
NA 1692	VAN CARGO	CHEVROLET	ASTRO	1992	10698	Miles	Unleaded
NA 1693	VAN CARGO	CHEVROLET	ASTRO	1992	27308	Miles	Unleaded
NA 1694	VAN CARGO	CHEVROLET	ASTRO	1992	10608	Miles	Unleaded
NA 1695	VAN CARGO	CHEVROLET	ASTRO	1992	10608	Miles	Unleaded
NA 1675	VAN CARGO	DODGE	B250	1992	26472	Miles	Unleaded
NA 1682	VAN CARGO	FORD	E-1 SO	1992	23051	Miles	Unleaded
NA 1681	VAN CARGO	FORD	E-1 SO	1992	18412	Miles	Unleaded
NA 1624	VAN CARGO	CHEVROLET	G20	1988	132945	Miles	Unleaded
NA 1464	VAN CARGO	EM E	G2500	1987	101452	Miles	Unleaded
NA 2015	VAN CARGO	FORD	AEROSTAR	1995	89451	Miles	Unleaded
NA 2062	VAN CARGO	DODGE	B250	1992	129951	Miles	Unleaded
NA 2038	VAN CARGO	CHEVROLET	EZO	1991	137851	Miles	Unleaded
NA 2039	VAN CARGO	DODGE	BZSO	1992	84473	Miles	Unleaded
NA 2040	VAN CARGO	DODGE	B250	1992	82828	Miles	Unleaded
NA 2041	VAN CARGO	DODGE	B250	1990	119938	Miles	Unleaded
NA 2042	VAN CARGO	DODGE	B250	1992	142266	Miles	Unleaded
NA 2043	VAN CARGO	DODGE	BZSO	1992	94919	Miles	Unleaded
NA 2044	VAN CARGO	DODGE	B250	1991	133528	Miles	Unleaded
NA 2045	VAN CARGO	DODGE	B250	1992	102723	Miles	Unleaded
NA 2046	VAN CARGO	DODGE	BZSO	1990	114392	Miles	Unleaded
NA 1758	VAN HANDICP	CHEVROLET	EZO	1989	69259	Miles	Unleaded
NA 1677	VAN HANDICP	DODGE	B250	1992	10905	Miles	Unleaded
NA 1599	VAN STEP	CHEVROLET	P30	199E	93420	Miles	Unleaded
NA 1743	VAN STEP	CHEVROLET	P30	1979	71561	Miles	Unleaded
NA 1745	VAN STEP	CHEVROLET	P30	1979	129043	Miles	Unleaded
NA 1827	VAN STEP	CHEVROLET	P30	1989	32468	Miles	Unleaded
NA 1833	VAN STEP	CHEVROLET	P30	1989	61616	Miles	Unleaded
NA 1837	VAN STEP	CHEVROLET	P30	1989	31499	Miles	Unleaded
NA 1207	VAN, JET STARTER	FORD	E-1 SO	1967	12658	Miles	Unleaded
NA 1774	VAN, PASSENGER	DODGE	B350	1985	45807	Miles	Unleaded
NA 1781	VAN, PASSENGER	CHEVROLET	ASTRO	1988	55695	Miles	Unleaded

NAS 1-02081 - Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NA 1785	VAN, PASSENGER	CHEVROLET	ASTRO	1988	76020	Miles	Unleaded
NA 1782	VAN, PASSENGER	CHEVROLET	ASTRO	1988	110079	Miles	Unleaded
NA 1783	VAN, PASSENGER	CHEVROLET	ASTRO	1988	127509	Miles	Unleaded
NA 1784	VAN, PASSENGER	CHEVROLET	ASTRO	1988	108546	Miles	Unleaded
NA 1786	VAN, PASSENGER	CHEVROLET	ASTRO	1988	124443	Miles	Unleaded
NA 1792	VAN, PASSENGER	CHEVROLET	G20	1988	22807	Miles	Unleaded
NA 1787	VAN, PASSENGER	CHEVROLET	G20	1988	60084	Miles	Unleaded
NA 1788	VAN, PASSENGER	DODGE	8350	1988	68186	Miles	Unleaded
NA 1789	VAN, PASSENGER	FORD	AEROSTAR	1989	104088	Miles	Unleaded
NA 201 0	VAN, PASSENGER	CHEVROLET	G20	1989	106012	Miles	Unleaded
NA 201 1	VAN, PASSENGER	FORD	AEROSTAR	1994	91036	Miles	Unleaded
NA 201 2	VAN, PASSENGER	FORD	AEROSTAR	1994	99301	Miles	Unleaded
NA 201 3	VAN, PASSENGER	FORD	AEROSTAR	1995	109526	Miles	Unleaded
NA 201 4	VAN, PASSENGER	FORD	AEROSTAR	1995	109108	Miles	Unleaded
NA 2054	VAN, PASSENGER	DODGE	8350	1996	39048	Miles	Unleaded
NA 2055	VAN, PASSENGER	DODGE	8250	1996	63548	Miles	Unleaded
NA 2047	VAN, PASSENGER	DODGE	8250	1999	1583	Miles	Natural Gas
NE 1724	WELDER	LINCOLN	SA200F-163	1982	1081	Hours	Unleaded
NE 40	WELDER-CART	MILLER	2256	1991	N/A		Unleaded

5. Administrative Services

Provide administrative services to various offices throughout LaRC, including Office of Chief Financial Officer (OCFO), Office of Human Resources (OHR), Office of Procurement (OP), and other programs, projects, and offices. All activities shall be performed in accordance with the applicable laws, regulations, and standards in Table 5.1. System requirements are specified in Table 5.2. Specific services include the following at the workload levels specified in Table 5.3:

5.1. Resources Management

Provide administrative services to the Resources Management function. The contractor shall establish and meet deadlines based on Government priority and established work request procedures when accepting work. During budget planning and Center closeout (8 weeks/year) urgent requirements frequently necessitate immediate action and workload increases by 20%. Use of Microsoft Office, the Langley Budgetary Planning System, and the NASA Budget System is required. Enter, retrieve, and manipulate budget and resource data relating to LaRC programs and projects. This includes entering budget guidelines and monthly plans into the Langley Budgetary Planning System and entering out-year budget plans into the NASA Budget System. Travel to NASA Headquarters (Washington, D.C.) approximately two times per year is required. Process Form 506 Resources Authority Warrants by denoting proper fund sources and funding sites. Schedule with Central Business Computing Center and distribute computerized weekly/monthly financial reports. Provide graphics services in the preparation of budget charts, exhibits, and reports. Respond to customer inquiries.

5.2. Financial Management Service Pool

Provide professional and clerical services to the Financial Management function including call center, document processing, reporting, filing, and voucher examination services in accordance with approved procedures.

1) Provide Financial Management call center, document processing, and reporting services as follows:

a) Provide a tier 1 Financial Management call center for incoming calls related to the following financial management services:

Payroll/time and attendance

Travel orders

Travel vouchers/payments

Purchase requests

Vendor/contractor invoice payments

Answer questions that can be answered through query of financial systems data or readily accessible documentation. Forward calls that cannot be readily answered to the appropriate personnel identified by the Government. Enter call disposition information into a tracking system. Compile and deliver report of frequently asked questions (FAQs) on a monthly basis. Hours of operation for the call center shall be 8:00 a.m. to 5:00 p.m. all working days.

b) Receive and distribute invoices, contractual funding/obligation documents, receipt and inspection (R&I) reports, and rejection reports. Receive and send faxes. Date/time stamp

invoices and enter vendor into the LaRC Invoice Payment System. Receive and distribute incoming mail and faxes.

- c) Process incoming hardcopy travel orders, vouchers, mail, and e-mail related to travel. Add, modify, and/or verify the per diem rates and social security numbers on all incoming travel orders. Date/time stamp incoming travel vouchers received and review for completeness and accuracy, returning incomplete travel vouchers. Match voucher with travel order and associated documents, enter voucher and payment data, including amount, dates, and identifying number, into an LaRC-unique automated system and distribute vouchers to appropriate voucher examiner. Emails from LaRC personnel requesting changes be made to travel orders shall be delivered to the voucher examiner along with associated filed documents.
 - d) A web-based automated travel management system (Travel Manager) is being phased in at LaRC and over the course of 1-2 years will replace the hardcopy process in (c) above. Process web-based travel orders and vouchers and related mail and email via Travel Manager. Review travel authorizations and vouchers for missing information, improper routing, approver's remarks, and per diem rates for extended travel. Distribute e-mails pertaining to travel authorizations and vouchers and notify travelers of missing information or receipts. Match voucher with travel authorization and record voucher and payment data into an LaRC-unique automated system and distribute to appropriate voucher examiner. Establish, maintain and dispose of files for travel authorizations, vouchers, and associated documents in accordance with applicable standards and Government-approved procedures.
 - e) Develop and keep various logs up to date for the Travel Office; contractor shall develop and generate ad hoc and recurring reports, summaries. and statistical data by selecting relevant information from a variety of sources.
- 2) Maintain contract, purchase order, and grant voucher files; deliver contract, purchase, and grant voucher files to authorized personnel upon request. These files contain sensitive or proprietary information. The contractor shall develop and submit for Government approval procedures to ensure access to files is by authorized personnel only. Maintain a list of documents that have been received for which a folder is not in the file room (this is known as the "out-folder list"). Box and deliver to storage all inactive and closed files. Retrieve files from storage upon request and dispose of files in accordance with applicable standards and Government-approved procedures.
 - 3) Maintain travel voucher and travel order files, records, and voucher tracking system. Box and deliver to storage all inactive and closed files. Retrieve files from storage upon request and dispose of files in accordance with applicable standards and Government-approved procedures.
 - 4) The contractor shall be responsible for review and payment of vendor invoices. Perform a three-way match between obligating document, receiving document, and invoice. Determine whether or not payment can be made in accordance with the Financial Management Manual 9630, Voucher Examination and Payment. Resolve issues by requesting information from vendor and authorizing officials and submit examined invoices to the certifying Government official. Use the Invoice Payment System to process vendor payments.

5.3. Procurement Service Pool

Provide paraprofessional and clerical services to the Procurement function including data management and administration, office automation, and word processing, distribution and filing, and clerical reproduction services in accordance with approved procedures. Contractor personnel will have access to Confidential Business Information and shall protect this information.

Required services include:

- 1) Collect, review, verify, and validate data for Individual Procurement Action Reports (NASA Form 507) and enter into the agency-wide Acquisition Management System (AMS), the automated database that tracks and maintains records on contractual instruments. Provide the following procurement administration services in accordance with the requirements of the Federal Acquisition Regulations (FAR) and NASA FAR Supplement (NFS):
 - a) Extract award data from purchase order files and enter into AMS for purchase orders under \$25,000.
 - b) Extract data from award file and prepare Individual Procurement Action Report, NF 507, for new awards and modification of all award documents as required by NFS Part 4 and Procurement Information Circular (PIC) 00-20. Run, sort, and distribute AMS purchase request, purchase order, contract, and grant reports on a scheduled basis.
 - c) Test new releases of AMS to the extent they affect award data or NF 507 reporting (typically 4-6 new releases per year). Test in accordance with a Government-provided test plan, and report orally on results to the AMS Software Manager.
 - d) Prepare incremental funding modifications and grant funding supplements for Contracting/Grant Officer's signature. Prepare spreadsheets for funds tracking.
 - e) Prepare for Contracting/Grant Officer's signature all contract, purchase order, and grant delegations including those to: Contracting Officer's Technical Representatives (COTRs), Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), and the Office of Naval Research (**ONR**) Maintain a suspense system and track acceptance of delegations by the recipient. Follow-through with recipient to obtain signed delegations.
 - f) Maintain a monthly record of work performed for each OP customer for work under paragraphs c, d and e above. Deliver work report and survey within 3 working days after end of the performance period to individuals for which work was performed in accordance with approved procedures. Surveys will be returned to the Government performance monitor for evaluation purposes.
- 2) Provide document management and word processing services using standardized office automation techniques and software applications used at LaRC, including Microsoft Office.
 - a) Provide a wide variety of word processing services including typing letters, memos, reports, forms, and contractual documentation, using the most recent versions of forms and templates available on the Langley Management System (LMS) and the Office of Procurement (OP) Document Library. Format and edit contractual documentation in preparation for posting on the Internet.
 - b) Design, develop, and edit forms and templates. Current templates include Word Processing Manual, FAR Uniform Format Book, and Simplified Acquisition Templates. Type original versions and update the OP LMS Organizational Procedures and related documents. All forms, templates, and work instructions shall be uploaded to LMS via the

NAS1-02081 - Exhibit A

web-based LiveLink system. Create and maintain correct hyperlinks between work instructions and related documents.

- c) Format revised and new FAR and NFS clauses for use in solicitations and contracts. Maintain the latest versions on the OP network as updated in the Federal Register.
 - d) Develop and update ad hoc spreadsheets, presentations, and databases.
 - e) Maintain a monthly record of work performed for each OP customer for work under paragraphs a-d above. Deliver work report and survey within 3 working days after the performance period to individuals for which work was performed in accordance with approved procedures. Surveys will be returned to the Government performance monitor for evaluation purposes.
- 3) Receive and screen incoming purchase requests (PR) in Electronic Purchase Request System (EPRS) to determine routing. Print PRs and distribute to assigned individual or appropriate Branch Head for unassigned requirements. Enter buyer code in AMS. Edit PR description in AMS for reporting consistency.
- 4) Operate OP files and distribute documents as follows:
- a) Maintain files for active contract, grant, Intergovernmental, and selected purchase orders. Follow through as required in locating missing files. Develop and submit for Government approval procedures to ensure access to files is by authorized personnel only.
 - b) The Contractor shall maintain inactive award files and be responsible for their management, including boxing, storing, transportation and destruction in accordance with NPD 1440.6E and NPG 1441.C and Government-approved procedures. Inactive contract and grant files shall be retained in conex storage trailers and inactive purchase orders shall be retained in an Office of Procurement storage room. The Contractor shall maintain a database on the inventory and disposition of inactive award files including the date when files are physically destroyed. In addition, prior to transferring files to storage, the AMS shall be updated to include the accession numbers for PO's grants and contracts, and retirement box numbers for contracts along with the scheduled destruction dates.
 - c) Complete, update, and maintain information on OP Form P-244 Administration Cards and use when distributing awards and modifications.
 - d) Electronically distribute completed new award and modification documentation to all recipients. Scan signature pages and merge with electronic award files, if required. Verify that all scanned documents match original. Obtain correct recipient e-mail addresses and troubleshoot undeliverable notifications. Receive and print email delivery receipts and file in award file. File original award documents in appropriate location in award files.
 - e) Enter post-award notices, as required in FAR Part 5, into the web-based Electronic Posting System.
- 5) Provide document distribution and mailing, property custodian support, supply inventory, and reproduction as follows:
- a) Conduct and document an annual inventory of OP equipment. Maintain an up-to-date spreadsheet of all OP equipment indicating its disposition. Fill in a **NASA** Form 1602, **NASA** Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the

OP Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the OP Property Custodian.

- b) Provide and maintain OP stock supply for approximately 70 civil service personnel within a yearly budget of approximately \$33,000 per year. The Contractor will be able to order these supplies through GSA Advantage Federal Supply Schedules. A list of typical supplies is contained in Table 5.3. Obtain approval of the Government prior to ordering special supplies.
- c) Post and update paper copies of solicitations and specifications on the bid board. Respond to telephone and walk-in requests for solicitations and maintain a list of interested parties that call or visit.
- d) Sort and distribute all incoming mail. Send facsimiles and immediately distribute incoming facsimile transmissions. Investigate and forward to appropriate party any unidentified mail. Distribute all procurement documents, including correspondence, facsimiles, FAR and NFS updates, and OP handbook documentation to appropriate office or personnel. Download FAR updates from the Internet when required for copying and distribution.
- e) Perform labeling, sorting, packaging, mailing, and coordinating the pickup of packages.
- f) Reproduce copies of official documents or coordinate with the LaRC Duplicating Facility for large reproduction orders.

5.4. Administrative Service Pool

Provide an administrative service pool for LaRC programs, projects, and other LaRC organizations. Program offices supported are located in various buildings across the Center. A Secret Security Clearance shall be required. The contractor shall develop work request procedures for review and approval by the Government and follow procedures when accepting work. The contractor shall plan, project, and track costs for individual offices supported by the Administrative Services Pool. Required functions are defined as follows:

- 1) Process mail including maintaining correspondence log, distributing incoming mail, and processing outgoing mail for daily scheduled pick-up. Some offices will require packaging and mailing of classified documents outside of LaRC in accordance with NPG 1620.1, NASA Security Procedures and Guidelines. Maintain both hardcopy and electronic files for LaRC offices, including administrative files as well as technical documentation and reports in accordance with applicable standards and Government-approved procedures. The use of Government-provided archival systems for documentation is required. Some offices will require receipt, distribution, and filing of classified documents. Requested files shall be delivered to requester's office (hardcopy) or desktop computer (electronic) as specified.
- 2) Provide photocopying, facsimile transmission, copying of transparencies and handouts for presentations, and arrangements for electronic projection at presentations. Copies and transparencies shall be delivered to the requester's office as requested.
- 3) Maintain inventory of supplies to include identifying stock that has reached the reorder point, notifying NASA contact of what needs to be ordered, and receiving and stocking supplies.
- 4) Develop and maintain electronic distribution lists and distribute incoming and outgoing contract documentation using these lists.
- 5) Maintain suspense files on configuration management and data management action items. For all action items, track and report appropriate dates and status or disposition.

- 6) Provide web site curation including publishing and maintaining information on each web page in web sites involving basic hypertext markup language (HTML), minor graphic elements, and tables. This requirement does not include modification of scripting, application of portal technology, or maintaining applications interacting with databases. Site curators shall review the site monthly for outdated information, broken links, and applicability of non-site links, and email the results of the review to the NASA official responsible for content of the site. Post files to the web server and create or correct basic HTML pages at the request of the NASA official. All changes, whether made at the request of the NASA official or as a result of the monthly review, shall be submitted to the NASA official for acceptance.
- 7) Provide administrative support for meetings, including scheduling, taking notes, recording actions, and distributing notes and action lists to attendees.
- 8) Using LaRC standard Microsoft Office software, type correspondence, viewgraphs, forms, and other administrative documents. Requested documents shall be delivered in hardcopy or electronic format as specified.
- 9) Conduct and document an annual inventory of Government equipment. Fill in a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.

5.5. Human Resources Service Pool

Provide administrative services to the Office of Human Resources (OHR). Contractor employees will have routine contact with employees, managers, applicants, vendors, and visitors from other NASA Centers and other Government agencies, both in person and in writing. Required services include the following:

- 1) Provide information center, tracking, and correspondence services as follows:
 - a) Operate an information center for Human Resources operations from 8:00 a.m. to 4:30 p.m. Distribute information and documents received by facsimile. Answer the phone and route caller to appropriate officials. Greet customers and answer telephone from applicants seeking information about federal employment or the status of their application.
 - b) Track work received via e-mail requesting recruitment and classification actions in a Government-provided Access database that is accessible on line by Government personnel. Forward work requests to appropriate Personnel Management Specialist for action. Update recruitment and classification database daily.
 - c) Maintain files of letters requesting first-40 shift changes. Prepare and forward approval notice memorandums to the Head, Personnel Operations Branch, for signature.
- 2) Process applications for employment received from applicants using RESUMIX system, an electronic recruiting and staffing resume management support system. Also receive hardcopy applications and respond according to approved procedures. Establish and maintain position announcement files and ensure that appropriate documentation is contained in each announcement file based on established checklist in accordance with NPG 3335.1D, Internal Placement of NASA Employees. Acknowledge receipt of applications by generating a form letter to each applicant for signature of the personnel management specialist. For each application, enter information into a Government-provided database including the name of

the applicant, mailing address, telephone number, and date application was received. Maintain accountability of all applications received while the announcement is open and ensure accurate filing of applications in the appropriate announcement folder. Deliver announcement folder to the personnel management specialist when announcement is closed. Utilizing information in the database, generate rating forms for the personnel management specialist. Once ratings are completed prepare notice of result letters notifying applicants of the status of their application for the signature of the personnel management specialist. Close out announcement folders when position is filled. Ensure that all documentation is contained in the folder prior to filing and is in accordance with OPM Delegated Examining Operations Handbook, A Guide for Federal Agency Examining Offices or NPG 3335.1D.

- 3) Maintain the Official Personnel Folders (OPFs) for LaRC employees. The contractor is responsible for maintaining control and accountability of all OPFs, and is responsible for the accurate filing of personnel actions and other documentation as may be required in the OPM Guide to Process Personnel Actions. Review OPFs prior to forwarding file to the National Records Center for employees leaving the Government and retrieve files from the National Records Center upon request. Prepare standard correspondence upon receipt of requests for employment verification for the signature of the Head, Personnel Operations Branch. Generate reports of accessions and separations on a weekly basis and forward information to appropriate officials via e-mail. Official Personnel Folders contain individually identifiable information protected by the Privacy Act of 1974(5 USC 552a) and the contractor shall control access to these records. The contractor shall develop and submit for Government approval procedures to ensure access to files only by authorized personnel. Release of folders to persons outside the OHR is prohibited unless approved by the Head, Personnel Operations Branch.
- 4) Maintain official files of all classified position descriptions, and maintain an inventory of these files in an ACCESS database, developed by OHR.
- 5) Prepare documentation for training purchases, including Purchase Requests entered into the Electronic Purchase Request Systems (EPRS) and Request, Authorization, Agreement and Certification of Training generated through Informed Filler forms software. Purchases include on-site courses, training course registrations, training materials, tuition for university, conference fees, refunds for tuition, and purchase of books. Inform the requestor of missing information. Obtain signatures, reproduce copies of Request, Authorization, Agreement and Certification of Training, and distribute copies to vendor and registrant. Contractor shall provide these services from 8:00 a.m. to 4:30 p.m. on all working days. Maintain a log for purchases, including purchases on a Government credit card by Government personnel. Establish, maintain and dispose of files for purchase requests in accordance with applicable standards and Government-approved procedures.
- 6) Provide logistical support for training classes being offered on and off Center. On occasion, multiple classes are held concurrently. The location of training facilities will be on Center and within a 75-mile radius of the Center. The contractor shall deliver support materials to classrooms both on and off the Center. The Government will provide a data management system for tracking completion of training by LaRC employees, scheduling of classrooms, and identification of required equipment.
 - a) Prepare and distribute advertisements of training classes being offered through e-mail and web posting.

- b) Open and close classrooms at beginning and end of each class day. Set up in accordance with instructor specifications and assist in operation of audiovisual equipment including overhead projectors, laptops, video projectors, and Smart Boards.
 - c) Arrange for reproduction, assemble, and deliver materials for classes both on and off the Center.
 - d) Prepare information packages for instructors and coordinate visit requests. Answer inquiries regarding classes and direct students appropriately.
 - e) Utilizing a Government-provided data management system, generate class notices and reminder notices for on-site classes. Prepare course rosters and monitor attendance. Contractor is responsible for contacting alternate attendees to maximize class attendance. Establish, maintain and dispose of files for course-related materials in accordance with applicable standards and Government-approved procedures.
- 7) Operate the Government-equipped Multimedia Education Center (MEC) in Building 1216, which shall be open continuously from 7:30 a.m. to 4:30 p.m. all working days. Maintain an inventory in the NASA training management system of all materials in the MEC. Identify needs for new materials based on customer demand, and notify the Government. Monitor use of equipment and state of repair and notify the Government of needed repairs. Assist customers with using equipment and materials. Maintain a checkout system for MEC items loaned to authorized users. Collect data on customer use of MEC and materials. Prepare announcements that advertise services and new materials and distribute announcements after review by the Government. Draft monthly schedule for LaRC TV station WEDC programming and provide to the Government for review and approval.
- 8) Provide technical support for computer-training facilities in LaRC Building 1130T (includes one MAC room and one PC room). Serve as technographer for the Electronic Meeting System composed of a standard server, Group Systems Software, and up to 35 laptop computers. Provide technical support for the operation, maintenance, and upgrade of projectors, laptops, Smart Boards, PictureTel units, and Computer-Based Training (CBT) system which provides full multimedia training on a variety of software packages including Microsoft Word, Excel, and PowerPoint. Conduct and document annual inventory of Government-owned equipment. Prepare loan documentation and NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track loans and any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
- 9) Using the NASA training management system, enter and update course administration data and employee-training records. Using Microsoft Office and Access, develop and maintain data on education programs including graduate study and executive level courses. Forward employees copies of their individual training records upon request. Coordinate review of training records by Center employees to ensure their data is accurate and complete. Extract information from data management systems to support recurring and ad hoc reports on training upon request. Collect Center nominations and prepare spreadsheets for Agency Leadership and Management Development Programs (LMDP). Work with NASA Headquarters personnel in submitting Center nominees and alternates.
- 10) LaRC is currently the lead Center for NASA's Academy of Program/Project Leadership (APPL) and NASA Engineering Training (NET) Programs. Monitor APPL/NET training

NAS 1-02081 - Exhibit A

opportunities and advise candidates of development opportunities within the program. Compile all written course evaluations and on-line information related to the quality of instruction. Set up and maintain records on all APPL courses sponsored by NASA Headquarters. Prepare a quarterly report on activity within the program, including the number of APPL candidates and the Project Management Development Process (PMDP) level of each candidate, technical needs inventory, and course evaluation information. Develop ongoing educational assessment and evaluation tools (e.g., gap analysis, competency matrix) and interpret the data resulting from the use of these tools for APPL curriculum verification. Interact with education institutions and foreign Government representatives for curriculum accrediting and international recognition. Prepare various financial models (e.g., using forecasting, regression analysis) in state of the art financial software. Models are updated monthly including data from the LaRC Business Manager to ensure accuracy of funding information. Perform "cost saving" and "cost reduction" activities to assure that APPL /NET product costs are competitive with the marketplace. Utilize knowledge of the contracting process to advise APPL/NET team members of the pros and cons of each contract type. Develop education/developmental assessment and evaluation tools, interpret the data, and make recommendations based on that information. Apply Federal acquisition to support different types of contracts. Maintain and monitor a detailed program budget.

- 11) Prepare, process, distribute, and maintain files for Government correspondence and forms related to a variety of personnel actions including retirements and separations, health and life insurance (including Federal Employee Health Benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), and NASA Employee Benefits Association (NEBA) life insurance), and Thrift Savings Plan (TSP). Prepare retirement annuity estimates using Government-provided software (FRC Calc). Prepare retirement forms for transmittal to Office of Personnel Management. Copy, file, and maintain retirement packages. Prepare correspondence/forms for separations, resignations, and terminations in accordance with approved procedures. Assemble resignation/termination packages. Answer routine questions concerning various insurance programs. Disseminate insurance forms upon request and mail employee copies. Provide administrative services for the TSP program including answering questions, providing forms and information to employees, processing and filing forms, and maintaining open season logs in accordance with approved procedures.
- 12) Provide administrative services for all award programs including incentive awards, service awards, NASA Honor Awards, external awards, and special internal awards.
 - a) Enter award data into NASA Personnel and Payroll System (NPPS) and maintain electronic spreadsheet of awards that includes organizational code, dollar value of award, type of award, and name of recipient receiving award. Maintain inventory of Government-provided award certificates and distribute to the appropriate officials in accordance with Langley Form 134, Recommendation for Award.
 - b) Prepare certificates for presentation and forward the completed award packages to the appropriate officials. Distribute service award certificates and pins
 - c) Process all service awards. Based on Government-provided databases, generate lists of recipients. Prepare the service award certificates and pins for recipients. Maintain supply of pins/certificates, ensuring a ready supply is available from Government-provided source. Establish, maintain, and dispose of files for all suggestions in accordance with

applicable directives. Maintain file of all service awards distributed. Answer general questions about service award pins/certificates process.

- d) Provide logistical support for awards ceremonies to include set up of ceremony room and refreshments, display of awards, and check-in of presenters and awardees for service award ceremonies.

13) Provide administrative support for the Employee Suggestion Program including the following:

- a) Process all incoming suggestion forms and enter suggestions received into the Suggestion Log. Review all employee suggestion forms for completion and forward suggestion to Suggestion Committee members in accordance with approved procedures. Send mementos to suggesters.
- b) Establish, maintain, and dispose of files for all suggestions in accordance with applicable directives.
- c) Prepare Evaluation Committee packages. Monitor completion and receipt of suggestion evaluations and inform Suggestion Program Coordinator of delays beyond two weeks in the evaluation process.
- d) Provide logistical support for Evaluation Committee meetings by scheduling meetings, preparing documentation required for the meetings, notifying participants of meetings, and preparing Suggestion Award certificates.
- e) Maintain supply of Suggestion Award certificates and the Evaluator's Guide, answer general questions about the ESP process, and prepare standard correspondence for appropriate signatures.

5.6. Engineering Drawing Files/Micrographics Services

Operate and maintain engineering drawing files consisting of approximately 600 hard copy drawings, of which 280 are active, and 560 drawings on microfiche. All work requests shall be entered into a Government-provided work-tracking system. Required services include the following:

- 1) Receive and index LaRC-generated drawings using an LaRC-unique computerized retrieval system. The Government will furnish this system, including the desktop terminals required to access the server. Prepare all drawings for delivery to outside contractor for microfilming by reducing drawings to standard size and packaging for shipment. Review returned microfilm for archival quality, correctness, and adherence to Drawing Requirements Manual, DOD-STD-100G .
- 2) File and retrieve hard copy drawings and aperture cards. Thirty percent of the requests are filled while the customer waits.
- 3) Using government-provided equipment reproduce and distribute copies of drawings according to schedule negotiated with requester. Perform minor maintenance per manufacturers' specifications on this equipment and contact maintenance vendor when machines require maintenance.
- 4) Attend NASA Engineering Drawing System Committee meetings to provide information on capabilities and respond to user issues.
- 5) Receive LaRC records (such as medical records, shipping documents, inventory control records, safety reports, model books, purchase orders, and vouchers) for microfilming,

inventory contents, package for shipment, and store pending transfer to Federal Records Center or destruction.

5.7. Reserved

5.8. Information Technology Contract Administration

Perform administrative services in support of contract administration and monitoring of information technology (IT) contracts at LaRC. The two IT contracts are ODIN (Outsourcing the Desktop Initiative in NASA) and ConITS (Consolidated Information Technology Services). Services shall be performed in accordance with the terms and conditions of ODIN and ConITS contracts. The following services are required:

- 1) Process monthly ODIN invoices for validation by the ODIN COTR by providing the following services: (The invoice will be received on the 20th of each month)
 - a) Solicit and track feedback from points of contact (POCs) for 156 LaRC organizations. Verify feedback from POCs using available information from ODIN contractor. Provide report of POC issues to the Government by the 5th of each month.
 - b) Track status of invoice issue resolution plans and actions and report status information to COTR to facilitate invoice validation for payment.
- 2) Log and track ODIN action items and issues, including actions from ODIN meetings, infrastructure upgrade proposals (IUP), and requests for catalog adds. IUPs are requested from the ODIN contractor for proposed IT projects under consideration. Requests for catalog adds are requests from the Government to add new items to the ODIN catalog.
 - a) Attend daily, weekly, and ad hoc meetings between ODIN contractor and the Government. Take notes at meetings and provide updated action lists to attendees.
 - b) For all action items and issues, track appropriate dates and status or disposition.
- 3) Distribute and track data requirement document (DRD) deliverables from the ODIN contractor. Receive and distribute using Government-provided electronic distribution lists DRDs for comment, compile comments, and submit to the Government.
- 4) Compile ODIN data for annual Information Technology Service Activity (ITSA) data call. Summarize detailed cost and seat data from ODIN and separate Centerwide data according to individual organizations
- 5) Log and track ConITS task assignment (TA) process, including appropriate dates, funding status, and task plan status or disposition.
- 6) Track funding for ODIN and ConITS. Maintain a log of funding purchase requests (PRs) including obligation and cost status.
- 7) Publish and maintain information on the ConITS web site using basic hypertext markup language (HTML), minor graphic elements, and tables. Review the information monthly for outdated or inaccurate information, email the results of the review to the NASA official responsible for content of the site. Collect/compile revised information, post files to the web server and create or correct basic HTML pages at the request of the NASA official. All changes, whether made at the request of the NASA official or as a result of the monthly review, shall be submitted to the NASA official for acceptance.

5.9. Performance Standards

The following performance standards will be applied in the Administrative Services work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- SOW 5.1 Enter budgetary data into Planning System on time and accurately.
- SOW 5.1 Process 506 Resources Authority Warrants within 1 working day.
- SOW 5.1 Run and distribute weekly/monthly reports within 2 working days.
- SOW 5.1 Provide graphics support within schedule negotiated.
- SOW 5.1 Respond satisfactorily to customer inquiries within agreed to schedule.
- SOW 5.2 Answer and resolve all calls promptly and enter call disposition information into tracking system by COB same day received
- SOW 5.2 Maintain Financial Management files so that items in files are easily and quickly located.
- SOW 5.2 Deliver correspondence to appropriate personnel or requestor within 1 hr.
- SOW 5.2 Completed files are boxed and delivered to storage by November 30 each year.
- SOW 5.2 Enter invoices accurately into the Invoice Payment System in within 1-2 hr.
- SOW 5.2 Enter travel vouchers the Travel Voucher Tracking system within 1 hr.
- SOW 5.2 Review travel orders within 1 hr.
- SOW 5.2 Review travel vouchers and return incomplete travel vouchers to traveler within 4 hours.
- SOW 5.2 Examine and process vendor invoices accurately and in a timely fashion to avoid excessive interest payment by the Government.
- SOW 5.2 Protect Privacy Act, Commercial Business Information, and sensitive information.
- SOW 5.3 Protect Privacy Act, Commercial Business Information, and sensitive information.
- SOW 5.3 Accurately enter AMS initial award & modification data within 8 working hours.
- SOW 5.3 Accurately complete Individual Procurement Action Reports (NF 507) within 16 working hours for new awards and within 8 working hours for modifications.
- SOW 5.3 Complete all back-up file documentation for incremental funding modifications or supplements and make ready for CO signature within 8 working hours.
- SOW 5.3 Provide accurate, timely word processing and data management services.
- SOW 5.3 Screen PRs within 4 working hours of receipt.
- SOW 5.3 Distribute required award documents to appropriate personnel and return file to CO within 8 working hours.
- SOW 5.3 Receive COTR delegations within 5 working days of award; receive other delegations within 30 days.
- SOW 5.3 Post notices within 5 working days after award.
- SOW 5.3 Track all equipment in property custodian account and prepare NF 1602 for changes within 5 working days.
- SOW 5.3 Maintain sufficient office supplies to fill all requests for standard items.
- SOW 5.3 Distribute mail within 1 working hour and faxes within 20 min.
- SOW 5.3 Files are easily and quickly located in Procurement files.
- SOW 5.3 Retrieve inactive files with 8 working hours of request.
- SOW 5.3 Destroy files as soon as possible upon eligibility, but not less frequently than once per year.

NAS1-02081 - Exhibit A

- SOW 5.4 Distribute incoming mail and faxes and process outgoing mail within **2** working hours of receipt.
- SOW 5.4 Fill requests for files within 4 working hours of receipt
- SOW 5.4 Prepare presentation transparencies and handouts within 4 working hours of receipt of request.
- SOW 5.4 Send faxes within 1.5 working hours
- SOW 5.4 Maintain sufficient office supplies to fill all requests for standard items
- SOW 5.4 Distribute contract documentation to appropriate personnel within **8** working hours of receipt using up-to-date mailing list
- SOW 5.4 Distribute accurate up-to-date action lists and meeting notes within **8** working hours of meeting
- SOW 5.4 Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory
- SOW 5.4 Report to **NASA** Official by the 5th working day of month on web site review and modify web site within 4 working hours of request.
- SOW 5.4 Protect classified and sensitive information.
- SOW 5.5 Answer telephones and route calls to appropriate officials within 5 min. Provide applicant status upon request.
- SOW 5.5 Deliver information and faxes to appropriate officials within 10 min.
- SOW 5.5 Prepare error-free correspondence within **8** working hours of receipt of application or request.
- SOW 5.5 Generate vacancy announcement folders including rating forms within 1 working day of announcement closing.
- SOW 5.5 Protect Privacy Act and sensitive information.
- SOW 5.5 File documents in OPFs within 2 working days.
- SOW 5.5 Enter email requests for personnel action into database and forward to Personnel Management Specialist within 4 working hours.
- SOW 5.5 Close out announcement folders within **3** working days
- SOW 5.5 Process and prepare accurate documentation for training requests (e.g., purchase requests, credit card transactions, and SF 182s) within 12 working hours. Process emergency requests immediately.
- SOW 5.5 Ensure that classrooms, materials, and equipment are ready for classes according to schedule and instructions.
- SOW 5.5 Provide courteous, prompt, knowledgeable assistance to customers of the **MEC**.
- SOW 5.5 Provide timely and accurate APPL data.
- SOW 5.5 Provide courteous, prompt, knowledgeable assistance to customers of the APPL.
- SOW 5.5 Maintain accurate records of completed training.
- SOW 5.5 Input accurate and complete class administration data within 1 working day.
- SOW 5.5 Provide accurate, complete retirement estimates.
- SOW 5.5 Accurately enter awards data into database and update electronic spreadsheet within **8** working hours or receipt.
- SOW 5.5 Process and forward suggestions to appropriate officials within 4 working hours.
- SOW 5.6 Ensure that microfiche of drawings is of archival quality.
- SOW 5.6 Duplicate and distribute drawings according to deadline negotiated with requester.
- SOW 5.6 Respond within **8** hours to requests for LaRC drawings from the drawing files Respond immediately for 30 percent or requests while customer waits

- SOW 5.8 Maintain accurate up-to-date action list, weekly reports, and monthly invoice report.
- SOW 5.8 Deliver meeting notes, weekly reports, and monthly invoice reports on time.

Table 5.1 Applicable Laws, Regulations, Standards and Directives for Administrative Services (SOW 5)

Applicable Laws, Regulations Standards, and Directives	SOW Area
Laws	
5 USC 552a, Privacy Act of 1974	5.5
Federal Regulations, Executive Orders, and Guidance	
41 CFR Subtitle F Parts 300, 301 and 302, Federal Travel Regulations.	5.2
Procurement Notices (PN)	5.3
Federal Acquisition Circulars (FAC)	5.3
OPM Guide to Processing Personnel Actions	5.5
OPM Delegated Examining Operations Handbook, A Guide for Federal Agency Examining Offices	5.5
NASA and Langley Directives	
NASA Financial Management Manual	5.2
LAPG 9700.1, Travel Guidance	5.2
FMM 9700, NASA Federal Travel Regulation Supplement (NFTRS)	5.2
FMM 9630, Voucher Examination and Payment	5.2
NASA FAR Supplement (NFS)	5.3
Procurement Information Circulars (PIC)	5.3
PIC 00-20, Individual Procurement Action Reporting	5.3
The Commercial And Government Entity (CAGE) Codes	5.3
NPG 2800.1. Manaaaina Information Technoloav	5.4
NPG 1450.10C, NASA Procedures and Guidelines, NASA Correspondence Management and Communications Standards and Style	5.4
LAPG 1450.1, Langley Office Correspondence Procedures	5.4
NPG 1620.1, NASA Security Procedures and Guidelines	5.4
NPG 4200.2B, NASA Equipment Management Manual for Property Custodians	5.3, 5.4
NPG 3335.1D, Internal Placement of NASA Employees	5.5
NPG 3451.1, NASA Awards and Recognition Program	5.5
AdminSTAR User's Manual	5.5
NTDS User and Operations Guide (UOG)	5.5
Other	
ODIN Master Contract (NAS5-98140) and LaRC Delivery Order (L-70717D)	5.9
Millennia Master Contract (GS-00T-99-ALD-0209) and LaRC Task Order (L-70750D)	5.9

Table 5.2 Special System Requirements for Administrative Services

Application/System Requirements	SOW Area
Comparable ODIN seat – GP2	5
Contractor computers must access the Government-furnished systems/applications listed below	5
Microsoft Office – Word, Excel, Powerpoint	5
Foxpro	5.2
Adobe Writer	5.3
Microsoft Access	5.5
Informed Filler	5

Government-Furnished Applications/ Systems	SOW Area
NASA mainframe applications:	
NASA Budget System	5.1
Acquisition Management System (AMS)	5.3
NASA Personnel Processing System (NPPS)	5.5
NASA Training and Development System (NTDS)	5.5
AdminStar – NASA training management system	5.5
Langley-unique systems and applications:	
Langley Budgetary Planning System – Mainframe application	5.1
Langley Invoice Payment System – Mainframe application	5.2
Electronic Purchase Request System (EPRS)—server-based database system	5.2, 5.3, 5.5
Langley Bankcard System – Web-based client-server system	15.3, 5.5
HyperArchive System – Web-based archive management system	5.4
Commercial-off-the-shelf software (COTS)	
FRC Cal	5.5
Customized Access databases	5.5
LiveLink document management system	5.3
Travel voucher tracking system – customized Foxpro database	5.2
Travel Manager - web-based automated travel management system	5.2
RESUMIX - an electronic recruiting and staffing resume management support system	5.5

Table 5.3 Workload Statistics for Administrative Services

Workload for Resources Management (SOW 5.1)		
Function	Estimated quantity	Timeframe
Form 506 Resources Authority Warrants processed	400 documents	Annually
Financial reports run and distributed	100 reports	Weekly
Graphics support	15 charts	Monthly
Customer inquiries	10 calls/visits	Daily
Budgetary data entered into Planning System	2400 entries	Annually

Workload for Financial Management Service Pool (SOW 5.2)		
Function	Estimated quantity	Timeframe
Purchase order, contract, grant documents processed	2027	Monthly
Faxes received	683	Monthly
Faxes sent	332	Monthly
Travel orders and vouchers processed (hardcopy & Travel Manager)	700	Monthly
Invoices examined	6000	Annually
Time spent responding to Call Center inquiries	4-6hr	Daily

Workload for Office of Procurement Service Pool (SOW 5.3)		
Function	Estimated quantity	Timeframe
Number of PRs screened, printed, and distributed	7600	Annually
Contract awards requiring distribution, NF 507, and COTR delegations	145	Annually
Contract modifications requiring distribution and NF 507	1000	Annually
Grants, Cooperative Agreements, and Space Act Agreements	200	Annually
Incremental funding modifications and supplements prepare	960	Annually
Purchase orders distributed	2725	Annually
Purchase orders under \$25K requiring AMS award data entry	2300	Annually
Modifications to purchase orders over \$25K requiring NF 507	325	Annually
Cost type award requiring DCAA/DCMO delegations	35	Annually
Number of pages typed	6900	Annually
Number of copies made	123,500	Annually
Number of fax pages sent	9200	Annually
Number of fax pages received	12,200	Annually
Number of property items tracked	300	Annually
Number of files in conex trailers requiring maintenance	3,500	Annually
Number of purchase order files in Office of Procurement storage room requiring maintenance	10,000	Annually
Number of contract files to be destroyed	500	Annually
Number of purchase order files to be destroyed	4,500	Annually

NAS 1-02081 - Exhibit A

Typical Office Supplies (SOW 5.3)	
Recurring	Occasional
Adhesive (Post-It type) notes (3x3, 3x5, 4x6 with lines)	Tape dispensers
Binder Clips (small, medium and large)	Scissors
Copy Paper	Dry erase markers
Correction Fluid	Rulers
Disks, PC formatted	
Document/sheet protectors	
Envelopes	
Erasers	
Fax machine toner	
Folder, brown w/fasteners	
Folder, green contract files	
Folder, manila	
Glue sticks	
Highlighters	
Markers, sharpie (black, blue, red, green)	
Paper, 8.5 x 11 lined pads	
Spiral note books	
Note books	
Pens (blue, black, red)	
Paper Clips	
Pencils, #2	
Staples	
Tape (scotch and masking)	
Tape flags (yellow, red, blue and "sign here")	
Printer Toner Cartridges	

Workload for Administrative Service Pool (SOW 5.4)		
Function	Estimated quantity	Timeframe
No. mail stops supported	4	Daily
Pieces of incoming mail sorted and screened for distribution and filing	1000	Monthly
Photocopies	8500	Monthly
No. of documents retrieved and filed	15	Monthly
No. of supply inventories maintained	2	Yearly
Incoming faxes screened for distribution	30	Monthly
Outgoing faxes	15	Monthly
Distribution lists maintained	5	Yearly
No. of configuration and action item lists maintained	4	Weekly
No of web sites maintained	1	Monthly
No. of meetings supported	4	Weekly

NAS 1-02081 - Exhibit A

Workload for Human Resources Service Pool (SOW 5.5)		
Function	Estimated quantity	Timeframe
Job announcements	300	Annually
No. of LaRC employees for which official personnel files and training records are kept	2400	
No. of position descriptions	2400	
No. of letter generated for signature	300	Annually
No. of training classes and courses taken by Center personnel	1030	Annually
No. of training classes offered by LaRC	860	Annually
No. of training purchase requests prepared	253	Annually
No. of SF-182 processed for training	635	Annually
No of APPL courses offered	100	Annually
Total no. of personnel actions processed:	1675	Annually
Retirements	100	Annually
Retirement Estimates	250	Annually
TSP changes	1000	Annually
NEBA changes	75	Annually
FEHB Changes	250	Annually
No. of awards processed		
Incentive Awards	3300	Annually
Honor awards	65	Annually
Service awards	550	Annually
No. of suggestions processed	30	Annually

Workload for Engineering Drawing Files/Micrographics Services (SOW 5.6)		
Function	Estimated quantity	Timeframe
LaRC-generated drawings indexed	3000	Yearly
Drawings aperture cards filed or retrieved	30,000	Yearly
Copies of drawings made and distributed	15,000	Yearly
Boxes (18"X12"X10") of LaRC records prepared for microfilming	50-60	Yearly
Engineering Drawing Committee Meetings (2 hr)	1	Semi-annually

Workload for Information Technology Contract Administration (SOW 5.8)		
Function	Estimated quantity	Timeframe
ODIN action items:		
Actions arising from meetings	5	Weekly
Infrastructure upgrade proposals (IUPs)	3	Monthly
Requests for catalog adds	5	Monthly
ODIN data requirement document (DRD) deliverables	7	Monthly
	4	Quarterly or as needed
ConITS task assignment requests	125	Annually
ODIN and ConITS funding purchase requests (PRs)	250	Annually

6. Scientific Information

The contractor shall provide services related to the production and dissemination of information in support of NASA's four major information programs:

- Scientific and Technical Information (STI) Program
- Public Affairs Program
- Education Program
- Commercial Technology Program

The various media services in this work area are very closely related to video production and audio/visual services (SOW 7) to provide the capability for production of a complete range of information products in single as well as multiple media. For convenience of LaRC media services customers, Scientific Information services are focused in the Media Services Center (Building 1152), where the contractor shall provide a "one-stop-shop" for the provision of technical publications, duplication, and graphics services. Photographic services are provided at the Photographic Laboratory (Building 1155).

The contractor shall follow up and resolve problems. The contractor shall negotiate due dates for all media services jobs with customers: the Government will resolve conflicting requirements and set priorities during peak workloads. All activities shall be performed in accordance with the applicable laws, regulations, standards, and directives in Table 6.1. System requirements are specified in Table 6.2. Specific services include the following at the workload levels specified in Table 6.3:

6.1. Media Services Center Customer Service

Provide centralized customer service and work tracking in the Media Services Center (MSC) from 8:00 a.m. to 4:30 p.m. all working days. Required services include the following:

- 1) Operate a customer service center providing a dropoff and pickup point for MSC services. The contractor shall coordinate receipt of requests and delivery of work among the three customer support service centers (MSC, Photographic Services (SOW 6.3), and Video Services (SOW 7). Interface with customers, help customers determine and articulate their information product requirements, provide information on available media services, and conduct technical analysis of work requirements to determine the most efficient means to produce the product. Refer customers to Government Media Services specialists in accordance with approved procedures when scope of information project requires coordination of several media skills, when work requirements are beyond scope of the contract, or when requirements cannot be met within the timeframe required.
- 2) Take in work requests in both hard copy and electronic form for technical publications, duplication, and graphics services; process requests to the appropriate work areas. Ensure that all incoming requests are complete and in compliance with approved procedures. Purpose of job, required completion date, sensitivity of information, authorization and signatures, and job order shall be obtained before acceptance of work. Consult with NASA personnel and contractors such as writers, editors, desktop publishers, graphic designers, visual information specialists, mail managers, and printing specialists to ensure that clarity in the desired end product is achieved.
- 3) Promote the use of digital technology in filling media services requests with the customers by requesting digital files when available. Assist customers in transferring digital files among various platforms.

NAS 1-02081 - Exhibit A

- 4) Enter work request data into a Government-supplied 4D (4'' Dimension) database and maintain records sufficient to respond to requirements for specific contract deliverables. Ensure that the database is up to date and accurate. Using the work control system, generate routine production reports.
- 5) Notify customers or mail completed work as requested by customers. Respond to customer questions regarding status of work by accessing work tracking database or referring questions to staff member performing the work.

6.2. Technical Publications Services

Provide comprehensive publication services necessary to prepare draft documents for printing and electronic dissemination. Services include professional technical editing, proofreading, desktop publishing, manuscript preparation, figure preparation and manipulation, and information management services for technical reports, journal articles, meeting papers and presentations, newsletters, web page text, brochure text, proposals, and special publications. Subject matter ranges from highly technical archive reports to information for the general public and school children. Style shall conform to standards and style guides listed in Table 6.1 unless the document is being published by a professional association or journal, in which a case style guides from the professional association or journal publisher supersede all other guidance. A Secret security clearance is required to edit and prepare manuscripts for a small number (less than 5%) of classified documents. Use a Government-provided secure computer system for classified work.

Work shall be performed in a centralized location and at one collocated location (technical editing and publications graphics support). Technical publications support contractors will have access to Government-provided high-end shared output devices provided in the Media Services Center. Publication services include the following:

- 1) Process incoming drafts and electronic files from authors for editing and manuscript preparation. Check reference citations for accuracy and maintain electronic reference list. Transfer, manipulate, and convert electronic files among UNIX, PC, and Macintosh platforms.
- 2) Enter job tracking information into the Government-provided 4D work control system, monitor the status of all incoming and in-progress jobs, and maintain an up-to-date record of individual job progress and completion.
- 3) Review, edit, rewrite, and prepare for publication manuscripts dealing with advanced technical subject matter in the areas of aeronautical or physical science, mathematical theory, engineering disciplines, and computer science for a variety of audiences including engineers and scientists, LaRC stakeholders, general public, and K-12 students and teachers. Establish levels of edit based on Van Buren and Buehler's *Levels of Edit* for review and approval of the Government. Explain and offer requester the option of various levels of edit. Provide a substantive level of edit to all NASA Special Publications (SPs) and to NASA Technical Papers (TPs) referred for editing. A deadline for substantive edit of these reports shall be calculated based on the number of pages in the draft in accordance with approved procedures. Deviations from these deadlines shall be negotiated with the Government.
- 4) Provide editorial coordination of all aspects of manuscript production (on-line and hard copy). resolve all questions arising from author interview or review and proofreading, and ensure that printing and distribution requirements are specified. Coordinate publication of

NASA Conference Publications, including preparation of front matter, pagination, and manuscript correction.

- 5) Produce photographs, illustrations, and drawings appearing in NASA reports, journal articles, meeting presentations, and other documents. Facilitate production and integration of figures into documents during all phases of document preparation. Create professional quality technical art, scientific figures containing Greek and mathematical notations. and mechanical art for high-resolution color and black & white photographs and illustrations. The primary graphics software package is Adobe Illustrator. The contractor shall (1) maintain familiarity with computer graphics software and hardware being used by authors to originate figures, (2) develop capability on software in widest use (three to five illustration programs), and (3) convert author-supplied electronic graphics files into formats that can be modified and/or integrated into electronic documents for both printed and electronic (e.g., web) distribution.
- 6) Provide desktop publishing support for various research documents such as NASA reports, journal articles, and meeting papers. Document preparation stages range from rough draft to final camera-ready copy and/or electronic file for on-line dissemination and printing on electronic publishing print-on-demand system. Electronic files in PDF (Portable Document Format), Postscript, and native electronic publishing formats shall be delivered as required. Instructions from numerous association and journal publishers shall be followed when applicable. Electronic publishing software packages used include primarily FrameMaker and Microsoft Word on Unix, PC, and Macintosh platforms. Computer files shall be created, modified, transferred, converted, and saved in proper formats on appropriate platforms to allow integration into electronic documents.
- 7) Proofread final manuscripts for clarity, grammar, punctuation, spelling, capitalization, usage, and format in accordance with applicable publication standards. Compare final manuscripts with edited drafts to ensure that they comply with editors' and authors' modifications. Facilitate all necessary changes to final manuscript and ensure that manuscript is ready for printing. Ensure that front and back matter are correct and that appropriate restriction notices are properly included, and prepare instructions for printing.
- 8) After publication, archive and prepare files for further electronic distribution.

6.3. Photographic Laboratory and Archival Services

Provide comprehensive services in a Government-equipped photographic laboratory in the areas of work control, film processing, conventional laboratory products, digital image scanning and processing, and image archiving in order to support LaRC's photographic documentation and research data acquisition for unique events that cannot be replicated. As indicated in Table 7.3, photographic laboratory services are expected to shift from conventional wet-chemistry processes to digital processes. Develop and submit an annual report providing advice and recommendations to the Government on photographic equipment upgrades and process improvements.

The Government will provide computer equipment and software for image scanning and image processing as well as the conventional photographic equipment listed in Exhibit C. Work is performed in a closed area requiring a Secret security clearance for access. Required services include the following:

- 1) Provide photographic customer service and work tracking. Interface with customers and help customers determine their conventional and electronic photographic product requirements.

Receive photographic requests from customers, enter work order data into Government-provided server-based work control system, and notify customers or mail completed **work** as requested by customers. Ensure that database is accurate and up to date. Using the work control system, generate routine production reports such as job listings. Hours of operation for customer support are from 8:00 a.m. to 4:30 p.m. all working days.

- 2) Operate the conventional (wet chemistry) photographic laboratory and provide photographic products to LaRC. Safety is a primary concern within NASA. The conventional photographic laboratory operates a number of industrial machines and uses a number of chemicals that, if not used properly, could cause damage or injury.
 - a) Process film and produce copy negatives, contact prints, and enlargements. Ten percent of film must be processed while the customer waits. Five percent of work will be designated "priority" by the Government and must be scheduled immediately and produced as quickly as possible.
 - b) Provide and maintain an inventory of required photographic chemicals and supplies. Keep chemical records up to date in LaRC's Chemical Material Tracking System (CMTS) for all chemicals used in the Photographic Laboratory.
 - c) Conduct and document annual inventory of Government-owned contractor-operated equipment. Assign users and fill in documentation on a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
 - d) Monitor, operate, and perform operator maintenance and cleaning on one color film processor, one black & white film processor, one color print processor, and one black & white print processor. Processing parameters shall be customized to compensate for improper exposure conditions or unique test situations.
 - e) Process control must comply with standards set forth in Kodak's Z-manuals for the chemicals used, currently C-41, RA-4, 641, and PolyMax. Operations must comply with Hampton Roads Sanitation District industrial wastewater discharge permit # 0085. The contractor shall certify that personnel required to mix chemistry have annual training in the use of personal protective equipment complying with OSHA 29 CFR 1910.134 Respiratory Protection and OSHA 29 CFR 1910.132 Personal Protective Equipment. Recertification is required if changes in the work place result in personal protective equipment changes.
 - f) Harvest silver from fixer and bleach/fix chemical effluents.
- 3) Using a Government-equipped electronic photographic laboratory, scan at high resolution all negatives that are assigned L-numbers in order for them to be digitally archived and to provide for on-line access. A normal digital scan file size is 50MB to 70MB and the normal archive file size from a film scan is 36.7 MB (8 X 10 inch at 400 dpi). Scan customer-provided negatives to produce digital files for customer use in graphics, word processing, and other computer applications. Correct digital images for dust, scratches, color, and contrast. Process customer-supplied digital files to enhance for color, contrast, size, and format, and produce prints, viewgraphs, and compact disks (CDs) using Photoshop, Illustrator, Powerpoint, Toast, and Raster-Plus. This electronic imaging software and FileMaker Pro will be provided as part of the Government-equipped electronic photographic laboratory.

- 4) Maintain the photographic archives. The current photographic archive consists of approximately 530,000 images, of which 247,000 images are cataloged in approximately 47,000 records in the GALAXIE database.
 - a) For all images that are to be archived, collect and file signed release forms containing bibliographical information on the images from the customer, and assign LaRC "L-numbers" to the images.
 - b) Perform basic file management and conservation of the folders and negatives in the Photo Archive collection in accordance with approved procedures.
 - c) Catalog and enter bibliographical data using standardized searchable terms from the NASA Thesaurus for archived images into NASA GALAXIE, the LaRC library catalog running on the Sirsi STXLAS application. Sirsi Unicorn WorkFlows interface shall be used. Catalog all new images added to the archive and the uncataloged images in collection specified by the Government. Use standardized searchable terms with existing database. Perform regular checks to ensure accuracy of the on-line records and reconcile non-standardized terms.
 - d) For numbered digital images that are made available to the public on-line, enter bibliographical data and post image files into Langley Image Scanning, Archival, and Retrieval (LISAR), a web-based image dissemination system. Reconcile and standardize searchable terms within database. Perform regular checks to assure accuracy of the on-line records submitted.

6.4. Duplicating Facility Operation

Provide a comprehensive duplicating service to include electronic file transfer and preparation, scanning, duplication, bindery, and distribution services in a Government-equipped on-demand duplicating facility to process and produce finished documents and highly technical reports. Manage all aspects of Duplicating Facility operations including problem follow-up and resolution. Implement and maintain an effective quality control and assurance program, including color management. Work is performed in a closed area requiring a Secret security clearance for access. Safety is a primary concern within NASA. The Duplicating Facility has a number of industrial machines that, if not properly operated or monitored, could cause damage or injury. The contractor shall provide a minimum of two qualified (see **(4)** below) contract personnel at all times during high-speed machine operations, including punching, binding, and stitching operations. The contractor shall ensure that work areas are professional, safe, and clean, and shall operate the facility in compliance with applicable safety rules and regulations for personnel protection, facility safety, and personnel safety certification. The contractor shall staff the facility at a minimum from 7:00 a.m. to 3:30 p.m. on all working days. The contractor may choose to extend hours (for example, split shift from 7:00 a.m. to 7:00 p.m.) to promote operating efficiencies and ensure that deadlines are met during peak periods. If overtime is required for unanticipated critical work, it shall be in accordance with Section I, clause 52.222-2, Payment for Overtime Premiums. Approximately 30 percent of all work will be required while the customer waits or within the same day. Three percent of work will be designated "priority" by the Government and must be scheduled immediately and produced as quickly as possible. Required services include the following:

- 1) Manage the Duplicating Facility as follows:
 - a) Continually improve procedures to maximize efficiency of print-on-demand technology provided by the Government.
 - b) Operate and maintain all Government-provided equipment according to manufacturers' specifications and provide routine preventive maintenance and repairs covered in the Xerox Customer Productivity Workshop. All other maintenance and repairs will be provided by Government-procured maintenance contracts. The contractor shall initiate and track maintenance and repair requests and report status of maintenance and repairs to the Government. The contractor is responsible for initiating a repair request immediately to avoid further damage to the equipment and for adjusting schedules on machines within the Duplicating Facility to avoid missing deadlines. The Contractor shall read meters of all duplicating equipment per vendor specification and report to the Printing Officer.
 - c) Conduct and document annual inventory of Government-owned contractor-operated equipment. Assign users and fill in documentation on a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
 - d) Develop and submit a written report semiannually providing advice and recommendations to the Government on duplicating equipment upgrades and process improvements.
 - e) Provide and maintain an inventory of supplies necessary to perform the work described herein and to ensure compliance with the Joint Committee on Printing (JCP) Paper Specifications and Executive Order (EO) 13101 regarding recycling and affirmative procurement. The contractor shall ensure proper handling and storage of chemicals and maintain a complete inventory through the use of the Chemical Material Tracking System (CMTS).
 - f) Provide data by October 15 of each year required to complete the annual JCP Report.
 - g) Schedule and track activities using a Government-provided 4D work control database. Enter work request, production, and maintenance information, and maintain an up-to-date record of completion,
- 2) Receive incoming jobs that are in one or more of the following forms: hardcopy; network electronic files (via e-mail, File Transfer Protocol (FTP), Appleshare, or Internet) from Macintosh, PC, and Unix platforms; and removable electronic media such as floppy, optical, zip, jazz, and CD from Macintosh, PC, and Unix platforms. Postscript (PS) files are the preferred standard file format; however, files are also submitted in PDF and native application files such as Adobe Illustrator, Microsoft Excel, Powerpoint, Word, and WordPerfect. The contractor shall concatenate files into make-ready format to maximize production to digital output devices and shall edit printer control language code from postscript files to maximize use of the Xerox Network Server Plus (NSP). Files are either sent to the network servers via the Xerox Document Submission job ticket software or sent directly to the digital output devices. All electronic jobs shall require a proof and the contractor shall validate the integrity of the electronic files, fonts, and quality. The customer may require approval of the proof prior to production.

- 3) Using the Government-provided Xerox DigiPath system with Windows NT and scanner, scan hardcopy documents containing graphics, text, scientific notations, equations, graphs, and schematics. Perform edits, for example, to enhance image, correct image skew, shift image, mask images for photo enhancement, and number pages. Export file in such formats as PDF, PS Level 2, RDO (Raster Document Object), and TIFF (Tagged Image File Format) for electronic publishing systems or electronic dissemination. The contractor shall FTP files to servers for download by customers. All scanned documents shall require a proof and the contractor shall validate that all pages are scanned and match original input.
- 4) Operate installation-provided equipment to meet duplicating and document finishing requirements of LaRC:
 - a) Government-provided Xerox equipment includes
 - Two DocuTech 135 high-speed electronic print-on-demand systems with the following:
 - Network Server (NS) which supports PS, PRN, PDF, Interpress, Native Application, and PCL (Printer Control Language) files
 - Job Manager
 - Network Server Plus which supports PS, PRN, PDF, Interpress, Native Application, XIIPP (postscript wrapped TIFF), TIFF, EPS (Encapsulated Postscript), and ASCII (American Standard Code for Information Interchange) files
 - Booklet Maker
 - Set Labeling
 - One DocuColor 40 high-speed, networked color copier
 - One 8830 networked engineering drawing copier that supports standard data formats; HP-GL is the format predominantly used.

Operators must have successfully completed the Xerox DocuTech Publishing Series Operator Training Program (Introductory, Intermediate, and Customer Applications Courses) and the Xerox Customer Productivity Workshop. Operators must be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs in accordance with LaPG 1740.2, Facility Safety Requirements. Some hand folding and collating of large engineering drawings is required.
 - b) Operate bindery equipment according to manufacturers' specifications including stitchers/staplers, spiral binder, drills, tabletop folder, and paper cutter.
- 5) The contractor shall assemble, package, and meter unclassified and classified printed products for distribution on-site and for mailing or shipment to national and international destinations, according to applicable United States Postal Office regulations, export control regulations, and classified information regulations. Activities include stuffing envelopes, collating, preparing appropriate forms, packaging, and typing. The contractor shall operate Government-provided distribution equipment according to manufacturers specifications including labelers, tabber, tying machine, meter machine, and forklift. Forklift operators must maintain certification. Provide general preventive maintenance (e.g., cleaning glue off label wheel, keeping movable parts free of adhesive or paper labels). Other maintenance will be provided by Government maintenance contracts.

6.5. Graphics Services

Provide design and production of artwork products for visual communication of highly technical information and information for the general public and school children. Graphics services include design and print production, illustration, WWW design, multimedia, and display graphics using state-of-the art graphic design hardware and software including Acrobat, Illustrator, Photoshop, PageMill, Quark Xpress, GoLive, Dreamweaver, Fireworks, Flash, Word, Powerpoint, and Netscape Communicator on Macintosh and PC computers. All products shall comply with applicable Agency graphics standards. Contractors will have access to Government-provided high-end shared output devices provided in the Media Services Center (see Exhibit C). The contractor shall keep chemical records up to date for contractor-provided supplies for output devices in LaRC's Chemical Material Tracking System (CMTS) for the storage and disposal of inks and related printing chemicals. Required services include the following:

- 1) Interface with the customer to determine specific technical, design, and production requirements.
- 2) Enter job tracking information into the NASA-provided 4D work control system, monitor the status of all incoming and in-progress jobs, and maintain an up-to-date record of individual job progress and completion.
- 3) All work completed in Centralized graphics shall be archived upon completion of the job onto the Government archive/storage system.
- 4) Provide quality control and proofreading of all projects using digital proofing methods (e.g., Flight Check software).
- 5) Provide centralized graphic design and production services for technical graphs and charts, projected visuals, exhibits and display elements, multimedia interactive presentations, two- and three-dimensional modeling and animation, internet web pages, technical illustrations, and graphic design for print production. Graphics products shall be delivered in hard copy and electronic form (postscript, PDF, and native application formats) as required by the customer. At a minimum, the production offices will be staffed from 8:00 a.m. to 4:30 p.m. all working days.
- 6) Provide co-located graphics services for approximately 13 individual LaRC organizations in the form of presentation visuals, technical figures and illustrations, display and exhibit components, design for print production, and file transfer. The demands of each organization are varied yet comprehensive, requiring the capability of producing a wide range of graphic products. Organizations will specify and provide an archive system if required.

6.6. Performance Standards

The following performance standards will be applied in the Scientific Information work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|---------|--|
| SOW 6 | Protect classified and sensitive information. |
| SOW 6 | Enter data accurately into work control system within 4 working hours of receipt and maintain up-to-date work status. |
| SOW 6 | Provide courteous, prompt customer service and promptly notify customers when work is completed. |
| SOW 6.2 | Provide substantive edit to NASA technical reports and deliver error-free electronic files for printing within the established deadline. |

NAS1-02081 - Exhibit A

- SOW 6.2 Provide a level of edit identified by requester for other documents within the deadline negotiated with requester.
- SOW 6.2 Prepare error-free manuscripts that comply with format requirements and deliver within the deadline negotiated with requester
- SOW 6.3 Meet all priority deadlines.
- SOW 6.3 Create technically and artistically correct conventional and electronic photographic products within scheduled deadlines.
- SOW 6.3 Operate the conventional Photo Lab according to manufacturer's specifications and in compliance with environmental, health, and safety requirements.
- SOW 6.3 Meet all environmental requirements and maintain CMTS records up to date.
- SOW 6.3 Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory
- SOW 6.3 Maintain, operate, monitor, and certify equipment and chemical mixes per manufacturer specifications
- SOW 6.3 Maintain the conventional and electronic photo archives so that imagery is readily available. Return negatives to files within 2 working days after completing work
- SOW 6.3 Enter accurate information into NASA GALAXIE and LISAR and link to images at rate of 12,000 images per year. Correctly assign L-nos. to negatives with signed release forms.
- SOW 6.4 Duplicate and distribute work without quality defects within scheduled deadlines.
- SOW 6.4 Maintain, operate, and monitor Duplicating Facility equipment per manufacturer specifications.
- SOW 6.4 Operate Duplication Facility efficiently.
- SOW 6.4 Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory.
- SOW 6.5 Produce graphic products that are technically accurate, correct to customer's specs, and in compliance with NASA and LaRC standards within scheduled deadlines.
- SOW 6.5 Maintain and properly operate Government photographic equipment per manufacturers' specifications.

Table 6.1 Applicable Laws, Regulations, Standards, and Directives for Scientific Information Services (SOW 6)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Laws	
Copyright Act 1976, Sections 106-118	6.4
Federal Regulations, Executive Orders, and Guidance	
29 CFR Part 1910--Occupational Safety And Health Standards	6.3
Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition	6.4
EPA Comprehensive Procurement Guideline (CPG) Program	6.4
Government Paper Specification Standards, Published by the Joint Committee on Printing, Congress of the United States, July 1994, No. 10	6.4
GPO Agency Procedural Handbook; GPO Publication 305.1	6.4
NASA and Langley Directives	
NASA NPG 2200.2A, Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information, 1997.	6.2, 6.4
LAPD 1460.1, Mail Management	6.4
LAPD 1490.1, Printing, Duplicating, and Copying Management Program	6.4
LAPG 1710.4, Personnel Protection - Clothing and Equipment	6.3, 6.4
LAPG 1740.2, Facility Safety Requirements	6.3, 6.4
LAPG 1710.6, Personnel Safety Certification	6.4
NPG 1450.10C, NASA Procedures and Guidelines, NASA Correspondence Management and Communications Standards and Style	6.4
NPD 1490.1E, NASA Printing, Duplicating, Copier, Forms, and Mail Management	6.4
NPG 1490.5A, NASA Procedures and Guidelines for Printing, Duplicating, and Copying Management	6.4
NPG 1600.6A, Communications Security Procedures and Guidelines	6.4
NASA Graphics Standards WWW Manual	6.5
Other	
NASA SP-7084, Grammar, Punctuation, and Capitalization: A Handbook for Technical Writers and Editors	6.2
NASA SP-1999-7602, NASA Publications Guide for Authors, 1999.	6.2
ANSI/NISO 239.18.1995, Scientific and Technical Reports: Elements, Organization, Design, June 1995.	6.2
Van Buren, Robert and Mary Fran Buehler, <i>The Levels of Edit, Second Edition</i> , Jet Propulsion Laboratory, Jan. 1980.	6.2
<i>Chicago Manual of Style</i>	6.2
Swanson, Ellen, <i>Mathematics Into Type: Updated Edition</i> , American Mathematical Society, 1999.	6.2
Kodak Z manuals for photographic chemicals used, currently C-41, RA-4, 641, and PolyMax	6.3
Hampton Roads Sanitation District Industrial Waste Water Discharge Permit # 0085	6.3
NASA Thesaurus	6.3

Table 6.2 System Requirements for Scientific Information Services

Application/System Requirements	SOW Area
Comparable ODIN seat – SE2	6
Contractor computers must access the Government-furnished systems/applications listed below	6
Microsoft Office – Word, Excel, Powerpoint	6
4D client software to access Work Tracking System	6.1, 6.2, 6.4, 6.5
Contractor PC, Mac, and UNIX computers must be capable of accepting and transferring files among platforms via email, File Transfer Protocol (FTP), Appleshare, and Internet	6.1, 6.2, 6.3, 6.4, 6.5
Adobe Acrobat and Acrobat Exchange	6.2, 6.3, 6.5
FilemakerPro to access photo lab work tracking system	6.3
Contractor computers must be capable of accepting electronic media, floppy, zip, jazz, and CD	6.4
Software for viewing and editing Postscript files, such as Ghostscript and BBEEdit	6.4
Adobe Illustrator	6.2, 6.4
WordPerfect	6.2, 6.4
Informed Filler	6.4
State-of-the-art graphics software including Photoshop, PageMill, Quark Xpress, GoLive, Dreamweaver, Fireworks, Flash	6.5

Government-furnished applications/ systems	SOW Area
Langley-unique systems and applications:	
Work Tracking System – customized 4D database application	6.1, 6.2, 6.4, 6.5
Work Tracking System for Photo Lab – customized Filemaker Pro database	6.3
Langley Chemical Tracking System - Web-based information system	6.3, 6.4, 6.5
(Langley Image Scanning, Archiving and Retrieval (LISAR) – web-based image dissemination system	6.3
Technical publication system - UNIX file server, application server, and web server	6.2
Secure technical publication system – UNIX computer system for producing classified documents	6.2
Commercial-off-the-shelf software/systems (COTS)	
FrameMaker for UNIX	6.2
Sirsi STILAS (NASA GALAXIE) – Library management system	6.3
Unicorn Workflows – Sirsi client software to access NASA GALAXIE	6.3
Photoshop, Illustrator, Powerpoint, Toast, Raster-Plus, and Filemaker Pro on Government-provided Electronic Photo Lab equipment	6.3
High-end output devices in Media Services Center including Hewlett Packard Design Jet 3500 color printer, Tektronix Phaser 780 color printer, Kodak ds8650 dye sublimation color printer, and QMS 860 ink jet printer	6.2, 6.5

Table 6.3 Workload for Scientific Information Services (SOW 6)

Workload for Media Services Center Customer Service (SOW 6.1)		
Function	Estimated quantity	Timeframe
Technical Publications requests entered	332	Annually
Duplicating Facility requests entered	3308	Annually
Graphics requests entered	500	Annually

Workload for Technical Publications Services (SOW 6.2)		
Function	Estimated quantity	Timeframe
Incoming electronic files to process for editing and desktop publishing	155 text 8100 graphics	Annually
Reference checks	3500	Annually
Editing and editorial coordination:		
NASA technical reports	60 (4900pages)	Annually
Journal articles and meeting papers	120 (3400 pages)	Annually
Web pages	750	Annually
Brochures	50 (1page each)	Annually
Newsletters	6 (2pages each)	Annually
Proposals	100 pages	Annually
Special publications	5 (1000 pages)	Annually
Proofreading:		
NASA technical reports	60 (4900pages)	Annually
Special publications	5 (1000 pages)	Annually
Publication graphics production:		
Report graphics	8100	Annually
Journal article and meeting paper graphics	1900	Annually
Documents for desktop publishing	500 (11,000 pages)	Annually

Workload for Photographic Laboratory and Archiving Services (SOW 6.3)			
Product	1999	2000	Projected Annual Growth Or Decline Trends
Image Cataloging and Archiving			
New images archived	2480	2559	Growth at 3% per year
Images cataloged into GALAXIE	12000	12000	Stable
Conventional (wet chemistry) Photographic Products			
Interneg	0	68	Decline 50% per year
Copy neg	142	217	Decline 50% per year
B/W Print	3563	3050	Stable
Color Custom Print	7828	5046	Decline 10% per year
Overhead transparency	3344	3869	Production shifted to electronic photo lab in 2001 (see below)
Color Auto Print	42416	34759	Decline 18% per year
Laser copy	85	32	Decline 50% per year
Enlargement	271	130	Stable at 100 to 200 per year

NAS1-02081 - Exhibit A

Workload for Photographic Laboratory and Archiving Services (SOW 6.3)			
Product	1999	2000	Projected Annual Growth Or Decline Trends
Film Processing Statistics			
B/W film Roll	31	32	Stable
B/W film 4X5	0	2	Stable
B/W film Long Roll (in feet)	1930	712	Stable at 1,000 to 2,000 feet
Color film Roll	846	1042	Stable at about 1,000
Color film 4X5	1128	660	Decline 25% per year for 3 years then stable
Electronic Production Statistics			
CD	49	86	Growth at 60% per year
File	4409	5253	Growth at 50% per year
Scans	2016	2718	Growth at 40% per year for 2 years, then stabilizing
Negative	22	2	Minimal production projected
Print	1653	3217	Growth at 60% per year for 2 years, then 25% per year
Overhead transparency	0	0	Remain stable at approximately 1000

Workload for Graphics Services (SOW 6.5)		
Function	Estimated quantity	Timeframe
Central Graphics Services, pieces of artwork	8000	Annually
Design or print production items	40%	
Technical figures or presentation visuals	30%	
Display graphics	10%	
Other (e.g., retirement albums, certificates, signage)	20%	
Co-Located Graphics Services, pieces of artwork	35000	Annually
Design or print production items	20%	
Technical figures or presentation visuals	60%	
Display graphics	10%	
Other (signs, certificates, illustrations, photo-retouching)	10%	

Workload for Duplicating Facility Operation (SOW 6.4)

Title	Workload	FY 1998 No. Jobs/Mth Avg	FY 1998 No. Jobs/Yr	FY 1998 No. Units/Mth Avg	FY 1998 No. Units/Yr	FY 1999 No. Jobs/Mth Avg	FY 1999 No. Jobs/Yr	FY 1999 No. Units/Mth Avg	FY 1999 No. Units/Yr	FY 2000 No. Jobs/Mth Avg	FY 2000 No. Jobs/Yr	FY 2000 No. Units/Mth Avg	FY 2000 No. Units/Yr	No. Jobs/Yr Avg	No. Units/Yr Avg
Administrative															
	Incoming Jobs Processed	317	3,798	1,122,932	13,475,186	262	3,147	1,009,232	12,110,784	248	2,980	1,304,927	15,659,124	3,308	13,748,365
Electronic Prepress															
	Electronic Jobs*	78	941	504,624	6,055,492	73	881	529,356	6,352,276	88	1,059	934,885	11,218,622	960	7,875,463
	NOTE: The goal of the Duplicating Facility is to aggressively pursue the submission of digital files to transition to a total digital environment. Anticipate an increase of at least 20% electronic jobs.														
Scanning															
	DigiPath .New Service, Anticipate High Demand' *	0	0	0	0	0	0	0	0	12	144	1,416	16,992		
	DocuTech	134	1,605	10,439	125,269	64	772	5,513	66,158	55	661	4,949	59,383	1,013	83,603
	**NOTE: If Xerox 5390 is upgraded to Xerox 6100 Series Product, all 5390 jobs (1,090 Yr/Avg) and units (2,448,279 Yr/Avg) will be absorbed by DigiPath scanning. FY 2000 data based on current 5 month (Dec-Apr) average. Cannot predict future requirements once service is announced. Workload is expected to double.														
Press															
	Equipment Category														
	High-speed Copying	287	3,444	1,040,855	12,490,262	209	2,505	973,803	11,685,639	207	2,478	1,182,792	14,193,507	2,809	12,789,803
	Low-Speed Copying	41	497	23,829	285,950	24	288	11,950	143,402	12	138	8,433	101,192	308	176,848
	Color Copying	28	330	23,146	277,747	12	146	17,920	215,036	20	240	79,440	953,279	239	482,021
	Eng. Drawing Copying	93	1,118	30,148	361,774	49	588	22,046	264,550	33	391	14,636	175,634	699	267,319
	Total (See Note Below)	449	5,389	1,117,978	13,415,733	294	3,527	1,025,719	12,308,627	272	3,247	1,285,301	15,423,612	4,054	13,715,991
	Job Type														
	Bid Packages	0	4	4,940	59,278	1	14	4,703	56,430	0	4	997	11,960	7	42,556
	Bid Packages w/Drawings	4	52	38,888	466,655	5	56	21,457	257,482	6	72	23,322	279,862	60	334,666
	Conference Papers	1	7	40,244	482,928	1	11	73,820	885,839	2	21	62,570	750,844	13	706,537

Workload for Duplicating Facility Operation (SOW 6.4)															
Title	Workload	FY 1998 No. Jobs/Mth Avg	FY 1998 No. Jobs/Yr	FY 1998 No. Units/Mth Avg	FY 1998 No. Units/Yr	FY 1999 No. Jobs/Mth Avg	FY 1999 No. Jobs/Yr	FY 1999 No. Units/Mth Avg	FY 1999 No. Units/Yr	FY 2000 No. Jobs/Mth Avg	FY 2000 No. Jobs/Yr	FY 2000 No. Units/Mth Avg	FY 2000 No. Units/Yr	No. Jobs/Yr Avg	No. Units/Yr Avg
	Contractor Reports	13	158	200,842	2,410,099	11	127	123,108	1,477,293	9	105	109,124	1,309,489	130	1,732,294
	Distribution Only	3	33	0	0	1	14	0	0	1	16	203	2,431	21	810
	Drawings	50	604	6,207	74,488	39	472	13,696	164,348	30	357	8,247	98,958	478	112,598
	Education	7	86	19,279	231,346	3	37	20,004	240,042	3	33	12,624	151,489	52	207,626
	Forms	4	46	9,556	114,675	2	24	5,538	66,450	3	36	5,143	61,715	35	80,947
	Public Communications	26	308	157,672	1,892,058	30	362	253,598	3,043,174	33	398	494,019	5,928,229	356	3,621,154
	Reference Publications	0	1	2,262	27,140	0	0	0	0	0	0	0	0	0	9,047
	Special Publications	0	0	0	0	0	0	0	0	1	6	15,629	187,550	2	62,517
	S&T Publications	9	111	25,443	305,317	6	77	30,160	361,920	7	89	34,412	412,944	92	360,060
	Technical Memorandums	6	70	51,847	622,158	6	72	54,864	658,370	8	93	63,635	763,614	78	681,381
	Technical Publications	3	40	55,813	669,750	2	20	19,754	237,050	3	31	22,631	271,571	30	392,790
	Viewgraphs	2	23	732	8,787	1	8	50	599	1	16	166	1,991	16	3,792
	Other	188	2,255	509,209	6,110,507	154	1,853	388,482	4,661,787	142	1,703	452,206	5,426,477	1,937	5,399,590
	Total (See Note Below)	317	3,798	1,122,932	13,475,186	262	3,147	1,009,232	12,110,784	249	2,980	1,304,928	15,659,124	3,308	13,748,365
Bindery															
	Various Bindery-Related Functions	174	2,091	46,401	556,810	125	1,503	60,658	727,901	141	1,693	112,806	1,353,666	1,762	879,459
Distribution															
	Various Distribution-Related Functions	193	2,314	35,678	428,138	34	413	31,075	372,894	34	412	35,479	425,750	1,046	408,927
	Meter Mail			4,838	58,056			3,667	44,000			3,077	36,928	3,861	46,328

7. Video Support Services

Provide comprehensive video production services and audio/visual (*AV*) services using Government-provided video and A/V equipment listed in Exhibit C. Manage all aspects of the various video support services including problem follow-up and resolution. Furnish all required on- and off-site vehicle transportation. Provide and maintain an inventory of supplies and spare parts to perform all work. The contractor shall negotiate due dates for all video and A/V services jobs with customers. The Government will resolve conflicting requirements and set priorities during peak workloads. Notify the Government in writing immediately when assigned work request cannot be accomplished in customer's required timeframe or agreed to due date cannot be met.

All activities shall be performed in accordance with the applicable laws, regulations, standards, and directives in Table 7.1. System requirements are specified in Table 7.2. Specific services include the following at the workload levels specified in Table 7.3:

7.1. Video Production Services

Provide complete video production services including video production and post-production, both linear and non-linear editing, 3D and 2D animation, duplication, archiving, and video engineering and design in support of scientific and technical, public affairs, education, and training videos. All video production work shall comply with NASA Langley Research Center, Federal Communication Commission (FCC), Society of Motion Picture and Television Engineers (SMPTE), and National Television System Committee (NTSC) rules, regulations, and standards for professional broadcast quality.

- 1) Perform the management and administration of video and A/V operations:
 - a) Research new and emerging technologies, maintain awareness of industry trends, and make recommendations for procurement of hardware and software applicable LaRC requirements for video support services as well as for creation of new media to support LaRC World Wide Web streaming video requirements..
 - b) Conduct and document annual inventory of Government-owned contractor-operated equipment. Assign users and fill in documentation on a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
 - c) Coordinate logistics and provide talent and other required services for productions, for example, rental of satellite truck, studio facilities, actors, narrators, music, closed captioning, foreign language dubbing, and stock footage.
 - d) Review and procure new music libraries, periodically review existing libraries for usage, and terminate or renew licenses for existing music libraries.
 - e) Provide or renew existing maintenance agreements on behalf of the Government on Government-provided video equipment.
 - f) Plan, project, and track costs for major customers of video production services.
- 2) Provide customer service to process all incoming video and A/V service requests. Interface with customers and help customers determine their video and A/V requirements. Provide up-to-date information to customers concerning the status of their video service requests.

- 3) Enter work request data into a Government-supplied 4D database system to log and track activities and production and maintain records so that each discrete job can be attributed to a LaRC customer organization and magnitude of work (hours) can be attributed to customers. Ensure that the database information is up to date and accurate. Report monthly on costs for major video production customers. Data-gathering and ad hoc reporting requires the contractor to manipulate and extract statistics from the database. Conduct biannual customer satisfaction surveys.
- 4) Write and develop scripts, perform image acquisition, and create video productions in BETACAMSP and Digital BETACAM formats. Approximately 80% of the video image acquisition occurs at LaRC; 20% occurs off site. Out of town travel is required, including some foreign travel. Productions include scientific and technical documentaries and motivational, educational, and public information videos. Perform live field and studio television productions with multiple source switching capabilities via satellite uplink and network distribution. The contractor shall provide the Government a duplication (VHS format) of each completed video production.
- 5) Using Government-provided editing equipment, perform linear and non-linear editing of field, studio, digital, and electronically acquired imagery. Postproduction elements include natural ambient sound, sound effects, and music as well as a voice track to create a finished video production. Non-linear post-production requirements include working and creating media in the QuickTime format, digitizing and electronic formatting of multiple sources into digital media.
- 6) Provide general and specialized animation services of scientific and technical engineering functions in the three-dimensional (**3D**) and two-dimensional (**2D**) formats. Provide animated representations of advanced technical information. The contractor will have access to the LaRC Geometry Laboratory (GEOLAB) high-performance graphics computer workstations for rendering of animation files at the convenience of the Government.
- 7) Perform videotape duplication and transfer, tape conversion from NTSC to Phase Alternating Line (PAL) and Sequential Conteur Avec Memoire (SECAM) formats, and transfer of 16mm film to tape. Priority shall be given to the Office of Public Affairs when there is an immediate requirement for news and "Live Shot" support.
- 8) Maintain the video archives:
 - a) Use the Government-provided Virage videotape archiving system to catalog and enter consistent descriptive data for all acquired imagery and convert and enter the imagery into the Virage database.
 - b) Maintain files of stored video imagery tapes so that they are easily accessed.
- 9) Provide engineering services for all electronic field gathering and studio controlled productions and post-production facilities including maintenance and troubleshooting equipment hardware and software. Provide engineering services for all 2D and 3D based animation computers.

7.2. Audio/Visual Services

Provide **AV** services including engineering design and installation, A/V loan pool, and A/V conference and meeting support.

- 1) Provide system design and installation for the integration of new hardware and software with new and existing systems for LaRC A/V systems including facility intercom systems, conference room **AV** systems, and closed circuit camera systems.
- 2) Operate a loan pool service to provide, on a checkout basis, Government-owned **AV** equipment, including projectors (electronic and overhead), microphones, VCR's, monitors, carts, podiums with audio, amplified speakers, portable camcorders, tripods, and cassette recorders. Evaluate usage of equipment, condition of existing equipment, and technology trends and provide an annual plan for equipment purchase. Upon NASA approval the contractor shall purchase the loan pool equipment on behalf of the Government. Conduct and document an annual inventory of Government-owned loan-pool equipment. Fill in documentation on a NASA Form 1602, **NASA** Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
- 3) Provide A/V services such as setting up electronic and overhead projectors, microphones (lapel and floor), podiums, VCR's, uplinks to local news stations, and downlinks from other NASA Centers; videotaping conferences, workshops, and training functions; and on-site assistance to customer trouble calls for all of LaRC's conference facilities. Operate the projection booths at the Langley Pearl Young Theater and the Langley H.J.E.Reid Auditorium. Provide **AV** services in the Pearl Young Newsroom as well. A/V services shall be required at off-site conference facilities within a 75-mile radius.
- 4) Provide new A/V system designs and equipment repairs to the component level. Provide electronic equipment services to include the installation, repair, maintenance, assembly, modification, setup, operation, testing, and calibration of a variety of Government-owned electronic equipment such as cameras, speakers for paging and intercom systems, video projectors. Equipment is located in various facilities at LaRC to include conference rooms, wind tunnels, Impact Dynamics Research Facility gantry, Pearl Young Theater and Newsroom, H.J.E.Reid Auditorium, video production studios, and post production editing suites.

7.3. Performance Standards

The following performance standards will be applied in the Video Support Services work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|---------|--|
| SOW 7 | Maintain and properly operate Government equipment per manufacturers' specifications. |
| SOW 7.1 | Protect classified and sensitive information |
| SOW 7.1 | Produce video products that are technically accurate, correct to customer's specs, and in compliance with applicable standards within scheduled deadlines. |
| SOW 7.1 | Provide courteous, prompt customer service. |
| SOW 7.1 | Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory |

- SOW 7.1 Enter data accurately into work control and maintain up-to-date **work** status.
- SOW 7.2 Produce A/V services that meet customer requirements and scheduled deadlines

Table 7.1 Applicable Laws, Regulations, Standards, and Directives for Video Support Services (SOW 7)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Federal Regulations, Executive Orders, and Guidance	
Federal Communication Commission (FCC) Regulation	7.1
Other	
Society of Motion Picture and Television Engineers (SMPTE)	7.1
National Television System Committee (NTSC)	7.1

Table 7.2 System Requirements for Video Support Services

Application/System Requirements	SOW Area
Comparable ODIN seat – SE1	7
Contractor computers must access the Government-furnished systems/applications listed below	7
Microsoft Office – Word, Excel, Powerpoint	7
4D client software to access Work Tracking System	7.1

Government-Furnished Applications/ Systems	SOW Area
Langley-unique systems and applications:	
Work Tracking System – customized 4D database application	7.1
Commercial-off-the-shelf software systems (COTS)	
Virage – Videotape archiving system	7.1
Smoke/Flame – Non-linear digital editing and animation system	7.1
Media 100 – Non-linear editing system	7.1.

Table 7.3 Workload for Video Support Services

Workload for Video Production Services (SOW 7.1)		
Function	Estimated quantity	Timeframe
Titled productions	150	Annually
Untitled productions Average video production is 15 minutes long including narration, sound effects/ ambient sound as well as music. Titled productions include two Office of Education broadcast series (five 30-minute programs and five 1-hour programs), which must be produced for strict broadcast schedules. Average turnaround time for titled production is 60 working days; for untitled production, 20 working days	50	Annually

Workload for A/V Services (SOW 7.2)		
Function	Estimated quantity	Timeframe
Tape duplication: Minutes of videotape duplication	300,000	Annually
Number of duplication requests	500	Annually
Audio/visual services		
Videotapings of conferences	30	Annually
AV loans and setups	250	Annually
Design/installations/repairs	70	Annually
Trouble calls	250	Annually

8. Technical Library Services

Manage and provide technical services to ensure maintenance of world-class aerospace Library collection in print and electronic forms. The Technical Library subscribes to approximately 800 journals in print and electronic form and currently has approximately 70,000 books, more than 2 million technical reports, and several hundred audio/visual materials. Professional and para-professional services include acquisitions of materials, cataloging of all materials in a shared online catalog, serials check-in and maintenance, processing materials for binding, circulation services, material request tracking and processing, document tracking and dissemination, and data conversion (as IDIQ). The Langley Technical Library is open to patrons from 8:00 a.m. to 4:30 p.m. all working days.

Provide library services using the NASA GALAXIE online information system and the Langley Technical Reports Server. NASA GALAXIE is the Integrated Library System (ILS) used by NASA Libraries to perform various functions of acquisition, cataloging, circulation, and serials control. NASA GALAXIE uses the Sirsi STILAS application. Contractor personnel shall use of the applicable Sirsi modules (i.e., Acquisition Module, Circulation Module, Cataloging Module, and Serials Module) in performing work. In developing procedures and processes for using the GALAXIE system, the contractor shall collaborate with the GALAXIE Help Desk. The Langley Technical Reports Server is a web-based dissemination system for full-text technical documents. All contractor personnel shall hold a confidential security clearance and be trained in handling sensitive but unclassified materials; at least two staff members shall have secret clearances. All activities shall be performed in accordance with the applicable laws, regulations, standards, and directives in Table 8.1. Computer system requirements are specified in Table 8.2. Specific services include the following at the workload levels specified in Table 8.3:

- 1) Manage and administer library services:
 - a) Continually improve procedures to promote efficiency.
 - b) Participate in outreach activities to increase awareness and use of library resources and contractor-provided services, including online demonstrations.
 - c) Maintain and analyze library statistics in order to provide reports on book and journal vendor performance, trends in library collection usage, and material requests.
- 2) Provide services for acquiring Library materials as identified by the Government. Order, under existing Government purchase orders, foreign and domestic scientific and technical books, documents (primarily from Government sources), microforms, audiovisual materials, maps, CD-ROMs, and other electronic materials. Generate and place orders for materials and maintain all funding records in the NASA **GALAXIE** Acquisitions Module. This activity is subject to audits by the LaRC Office of Procurement. Verify compliance with purchase order specifications and prepare all documentation related to acceptance or rejection. Use of the Online Computer Library Center (OCLC) shared cataloging bibliographic system is required.
- 3) Provide professional descriptive and subject cataloging and classification of printed, audiovisual, computer materials, and electronic resources acquired for the Technical Library's collection, using the Sirsi STILAS Cataloging Module in the NASA GALAXIE online information system. All work shall be performed in accordance with the American Library Association standards, Anglo-American Cataloging Rules, 2nd Edition, Revised (AACRII), and the Committee on Scientific and Technical Information (COSATI) standards

The contractor shall use OCLC's shared cataloging resource, the Library of Congress classification schedules, the Machine Readable Cataloging (MARC) standard, and the NASA Thesaurus to provide original and copy cataloging. Stay abreast of emerging metadata standards including Dublin Core and incorporate into cataloging guidelines for Government approval.

- a) Develop and maintain cataloging procedures and guidelines in conjunction with the Agencywide NASA GALAXIE Cataloging Advisory Subgroup (CAS). All procedures shall be submitted to the Government for review and approval.
 - b) Catalog books, journals, documents, videotapes, videodisks, computer software, CD-ROMs, maps, manuscripts, theses, Internet resources, and other information sources that the Library obtains. Reconcile any database errors resulting from cataloging.
 - c) Maintain a comprehensive bibliographic database consisting of approximately 300,000 LaRC titles in NASA GALAXIE. Perform database cleanup, including correcting mistakes and inconsistencies and merging duplicate records.
 - d) Perform physical processing and cataloging control of weeded and surplus materials that have been determined to be obsolete by the Government. The contractor shall be responsible for the items' removal and the associated editing in NASA GALAXIE.
- 4) Maintain an automated circulation system using the Sirsi STILAS Circulation Module to access, enter, and retrieve information related to library materials, missing items, and patron records. Circulation services for walk in patrons shall be provided from 8:00 a.m. to 4:30 p.m. all working days. Requirements specific to this area include:
- a) Register users and check in and out library materials to authorized Langley Library patrons. The Langley Library collection contains classified and a variety of sensitive information including export controlled and proprietary information. The contractor shall develop and submit for Government approval procedures to ensure circulation of the collection only to authorized personnel.
 - b) Identify items missing from collection, update NASA GALAXIE, and conduct a search for missing items. Report lost and destroyed library materials to the Government. Identify materials that are damaged and inform the Government to determine the need for repair and replacement.
 - c) Perform recalls of materials charged to patrons when requested by other patrons. Follow up to ensure timely return of library materials and inform the Government of failure to comply with recall before taking further action.
 - d) Perform stack maintenance including maintaining library material in appropriate locations in a neat and orderly appearance by collection type and classification and plan arrangement to accommodate existing collection, future growth, replacement, or shifting of collection. Contractor shall submit this plan to the Government for approval prior to implementing collection shifting. The contractor shall be responsible for all shifting of materials. Reshelve all materials returned or used by patrons in the library. Perform inventory of the book collection over a period of 5 years with approximately 20% of library collection inventoried on an annual basis. Provide support of the library materials security system by applying tattle tape, desensitizing, and sensitizing circulating materials.

- e) Develop methods for gathering statistics on collection usage and circulation, gather statistics, analyze usage, and report to the Government monthly.
- 5) Sort and distribute daily all incoming mail throughout the library. Deliver or forward correspondence or requests to addressee or next process station.
- 6) Process and fill incoming requests for material received via interoffice mail, email, facsimile, telephone, walk-in, and NASA GALAXIE. Search NASA GALAXIE, databases provided by the NASA Scientific and Technical Information Program (including NASA RECON and NASA ASAP), and other web-based sources through the Technical Library's web page.
 - a) Evaluate requests and fill from library collection. Requested materials shall be provided to the patron in the most expedient and useable method available, e.g., electronic, scanned, or photocopy. Photocopy requested documents and articles or scan and process into standard digital file format that can be easily read by requester (currently PDF format) and transmit electronically to requester. Forward requests that cannot be readily filled from library collection to Government personnel. --
 - b) Develop methods of gathering material request statistics, gather statistics, analyze statistics, and report to the Government monthly. Track, at a minimum, method of request (Langley Form, GALAXIE, email, etc), patron name, material requested, patron's organization, and relevant dates required for tracking.
- 7) Maintain the library journal collection of approximately 800 titles using the STILAS Serials Module. Process individual print issues of the Library's journal subscriptions into the LaRC collection according to approved procedures and submit claims for missing issues.
 - a) Ensure that links to electronic journals in NASA GALAXIE are current and notify the Government of any access problems to electronic journals. Enter all associated information about the individual journal titles subscribed to by the library into NASA GALAXIE including order information, licensing information, electronic access, publisher delays, and other notes relevant to controlling the serial.
 - b) Develop weeding schedule for review and approval by the Government and implement.
 - c) Inventory the loose journal issue collection to determine which titles are ready to be bound, recommend journal issues to be bound or replaced by electronic or microform versions, and develop binding schedule for review and approval of the Government. Prepare loose journal issues for shipment to bindery per schedule. Track all materials sent to the bindery. Perform receipt and quality control of bound materials and reshelve materials. Maintain up-to-date holding information in NASA GALAXIE throughout binding process.
- 8) Provide filing, data entry, and on-line dissemination services for the LaRC scientific and technical information (STI) publications program. All LaRC technical publications are routed for review and approval to Research Information Management area of the Technical Library, where the following services are required:
 - a) File and maintain Technical Publication Approval Forms (LF99) and associated documentation for all LaRC technical publications and shift forms annually to archive file.
 - b) Enter and update bibliographic records for LaRC technical publications using LaRC-provided Standard Query Language (SQL) database system. Search the library serials collection, online journals, and other available sources monthly to update journal article

and meeting paper publication information. Prepare monthly a list of published publicly available LaRC meeting/journal papers for forwarding to the NASA Center for Aerospace Information (CASI).

- c) Prepare and maintain monthly statistics on the number of document records entered into the database, number of reports processed, and the number of documents posted to Langley Technical Reports Server (LTRS).
- 9) Provide electronic document dissemination in support of the STI publications program.
- a) Process NASA STI series reports, journal articles and meeting papers for electronic dissemination and printing; LF99 printing instructions shall be completed if printing is required. Acquire electronic files (approximately 5 for each document) from the author, manipulate the files, create usable PDF and Postscript files, and transfer the files to servers for printing (e.g., Duplication Facility server) or online dissemination (e.g., LTRS). Files originate on UNIX, PC, and Macintosh platforms and must be transferred among the three platforms. Ensure that file manipulation does not compromise format, fonts, or content. Explain techniques to authors for the preparation of document files for electronic dissemination.
 - b) Create metadata files and post LaRC reports and papers to LTRS.
 - c) Create, maintain, and update electronic document preparation templates and samples in MS Word and FrameMaker.

8.1. Performance Standards

The following performance standards will be applied in the Technical Library Services work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- SOW 8 Place orders for library materials within 16 working hours.
- SOW 8 Generate claims reports weekly and process claims within 5 working days for serials and within 2 working days for other materials
- SOW 8 Process incoming shipments within 16 working hours.
- SOW 8 Process invoices within 16 working hours.
- SOW 8 Accurately catalog items and make “shelf ready” within 4 working days.
- SOW 8 Complete circulation transactions within 4 working hours; process in-person transactions immediately.
- SOW 8 Process daily hold and recall requests within 4 working hours.
- SOW 8 Maintain library materials in appropriate locations in a neat and orderly appearance.
- SOW 8 Inventory 20% of the book collection annually.
- SOW 8 Process material requests within 3 working days of receipt.
- SOW 8 Track and analyze material request statistics monthly.
- SOW 8 Check in and shelve CD-ROMs, diskettes, newspapers, and journal issues within 8 working hours of receipt.
- SOW 8 Prepare loose issues for shipment to bindery per schedule and reshelve returned bound materials within 16 working hours.
- SOW 8 Routinely perform database clean up to correct mistakes, merge duplicate records, and make other changes.

- SOW 8 Routinely perform database clean up to correct mistakes, merge duplicate records, and make other changes.
- SOW 8 Accurately enter data for LaRC technical documents into SQL database and LTRS within 8 hours of receipt.
- SOW 8 Document approval files can be found quickly and easily.
- SOW 8 Process electronic files for printing or on-line dissemination within 5 working days receipt (author delay in excess of 1 day will not impact rating).
- SOW 8 Update document preparation templates for FrameMaker and Word.
- SOW 8 Protect classified and sensitive information.

Table 8.1 Applicable Laws, Regulations, Standards, and Directives for Technical Library Services (SOW 8)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Laws	
Act 1976	8
Federal Regulations, Executive Orders, and Guidance	
Library Of Congress Classification Outline	8
Machine Readable Cataloging (MARC) standard revised	8
Other	
Online Computer Library Center (OCLC)	8
American Library Association (ALA) standards	8
Anglo-American Cataloging Rules II (AACR II)	8
NASA Thesaurus	8
Library Binding Institute Standards, ANSI/NISO Z39.78-2000, National Information Standards Organization	8

Table 8.2 System Requirements for Technical Library Services

Application/System Requirements	SOW WBS
Comparable ODIN seat – GP2	8
Contractor computers must access the Government-furnished systems/applications listed below	8
Contractor PC, Mac, and UNIX computers must be capable of accepting and transferring files among platforms via email, File Transfer Protocol (FTP), Appleshare, and Internet	8(9)
Microsoft Office – Word, Excel, Powerpoint	8
Sirsi compatible barcode scanners	8
Adobe Acrobat and Acrobat Exchange	8(9)

Government-furnished applications/ systems	SOW WBS
NASA Systems:	
NASA GALAXIE – Sirsi STILAS library management system	8
NASA RECON, NASA ASAP – NASA Scientific and Technical Information databases	8
Langley-unique systems and applications:	
Reports database - SQL database for publication tracking	8
Tips, templates and samples – Web site	8
Commercial-off-the-shelf software/systems (COTS)	
Sirsi client software for accessing NASA GALAXIE	8
Online Computer Library Center (OCLC) cataloging resource	8
Library Automated Retrieval System (LARS) binding software	8
FrameMaker for UNIX	8

Table 8.3 Workload for Technical Library Services

Workload for Technical Library Support		
Function	Estimated quantity	Timeframe
Items ordered and received	4000	Annually
Items cataloged	8000	Annually
NASA GALAXIE Cataloging Advisory Subgroup and NASA GALAXIE meetings (1-hour teleconference)	2	Monthly
Circulation transactions	7500	Annually
Material requests	10,000	Annually
Journal issues received, processed, and checked in	10,000	Annually
Volumes shipped to bindery	1800	Annually
LaRC technical documents for which bibliographic record is created for tracking and updated	1200	Annually
LaRC STI series reports processed for printing or electronic dissemination	250	Annually
Meeting/journal papers processed for electronic dissemination	350	Annually
Reports, articles, and papers posted to the Langley Technical Reports Server (LTRS).	600	Annually

9. Indefinite Delivery Indefinite Quantity (IDIQ) Requirements

Services may be required in all work areas as part of the indefinite delivery indefinite quantity (IDIQ) portion of the contract. This work includes the work described in the sections below as well as unplanned projects in any area of the SOW. Carpet removal and installation task orders will be issued on a regular basis. Unplanned project task orders will be issued as requirements materialize. The Government will issue Task Orders (TO) for all IDIQ work as specified in Section H. 19, Task Ordering Procedure. The unit priced labor rates and indirect rates set forth in Section B of the contract schedule in addition to appropriate material, equipment, and other direct costs (ODC) shall be used by the contractor to propose a fixed price for each TO.

The following two types of TOs will be issued for IDIQ services:

- 1) For fixed price TOs, the Government will furnish a statement of work, including schedule requirements.
- 2) For fixed price time & materials TOs, the Government will furnish a statement of work for services with the total "not-to-exceed" cost indicated. FPT&M TOs will be used for requirements with response times that will not allow development of a detailed statement of work and detailed proposal and for requirements for which the details cannot be adequately defined in advance.

9.1. Fixed Price Task Orders

In addition to the procedures defined in Section H. 19, the following ordering procedures apply:

- 1) TOs for carpet removal and installation will be issued by the Government based on the unit price rates in Section B for the quantities required. A proposal will not be requested from the contractor for carpet removal and installation tasks unless unusual carpet situations are encountered. Task orders for carpet may be issued via electronic means or orally using a Government credit card.
- 2) For other TOs, the contractor's proposal shall include the approach to accomplishing the work, any additional work procedures needed to control the work, detailed breakdown of labor hours and cost, and a detailed breakdown of material, equipment, and other direct costs (ODC). The proposed labor hour quantity, material costs, equipment costs, and other ODCs shall be based on historical data, appropriate industry standard, or other rationale explained in the proposal. Material, equipment, and ODCs shall include the applicable indirect rates from the price schedule in Section B.
 - a) The detailed breakdown of labor hours shall be provided for each labor category performing work on the TO. Note that all hours associated with overhead, supervision, clerical support, and other administrative activities are included in the CPIF portion of the contract. Total labor cost shall be developed by applying the labor rates in the price schedule. The unit price for categories of labor not addressed in the price schedule shall be as mutually agreed upon between the Contracting Officer and the contractor.
 - b) Proposed material requirements shall include a list of materials establishing the size, quality, and number of units. Material costs shall include applicable transportation charges and discounts.
 - c) Equipment requirements shall include a list of equipment identifying the type, size, capacities, number of units, and hours of use for each unit. Equipment costs of IDIQ services shall include only that equipment necessary for TO performance that is not

available from existing work areas. The contractor shall demonstrate the unavailability of existing equipment in the proposal.

- d) ODC requirements shall include detailed description of travel or service.
- 3) The Contracting Officer will either accept the proposal or negotiate any areas of disagreement with the contractor. The contractor shall not perform any work on a TO until authorized by the Contracting Officer. The Contracting Officer reserves the option to accomplish the work other than with this contract.

9.2. Fixed Price Time & Materials Task Orders

For fixed price time & materials TOs, the unit priced labor rates set in the price schedule in Section B shall be used. The contractor will be reimbursed for all direct labor expended at the unit price for that type of labor, plus actual expenses for materials, equipment, and ODCs with indirect rates (from Section B) within the “not-to-exceed” amount indicated on the TO. Time and materials TOs shall be definitized with a fixed price as soon as practicable after issuance. ---

9.3. Carpet Installation and Removal

Provide complete warehousing, removal (including removal of molding), repair, and installation of Government-finished carpet. The contractor shall provide cove base in 4-inch and 6-inch sizes and shall provide adhesive and all incidental materials required for installation of roll carpet and tiles with non-foam backing, vinyl backing, and condensed vinyl backing. Standard colors shall be black, brown and gray. Adhesives shall be applied to 100% of the flooring for carpet installation or repairs. Installation requirements vary significantly with approximately 10 delivery orders issued monthly requiring up to 1,500 square yards of carpet and 5,000 linear feet of cove base per month. The Contractor shall install carpet with minimum number of seams and no puckers in the finished carpet. The contractor shall clean up, remove, and immediately dispose of all waste material in a Government-provided dumpster, and shall provide immediate thorough vacuuming of the work area upon completion of each job. Approximately 10% of carpet services may have to be performed after normal working hours.

It is anticipated that unusual carpet situations may be encountered when systems furniture cannot be disassembled and reassembled within the required timeframe and carpet must be installed around the furniture. Other special requirements may include adding special designs or color for a decorative finish, for example, a border or decorative color, involving approximately 500 square yards annually. In such instances, the Government will request a written proposal (normally due within 5 working days of notification) for the requirement, and the price will be negotiated between the contractor and contracting officer. There may be situations involving asbestos-laden flooring over which carpet has been previously installed. In these cases, the contractor shall stop work and notify the Government immediately.

9.4. Data Conversion for Integrated Financial Management System

Perform data conversion activities in support of transition to the NASA-wide Integrated Financial Management System (IFMS). The implementation of new *SAP* commercial-off-the-shelf (COTS) software will require conversion of data from existing systems to the EMS, including procurement, financial, asset management, and human resources management systems. Prior to the conversion of data, it will be critical to clean up, reconcile, and close out data wherever possible. Examples of this are as follows:

- Reconcile Center system data to the Headquarters databases. Any detailed conversion data must balance with the summary Headquarters data.
- Balance subsidiary ledgers and/or systems to the corresponding summary General Ledger. Examples of this include subsidiary ledgers/systems for accounts receivable, advances, and property.

Detailed data conversion requirements will be finalized during the IFMS Design Phase. Since IFMS generally supports paperless electronic processing, the amount of detailed document data elements required by the software will likely be greater than that supported by most current Headquarters and Center systems. Conversion tasks include reconciliation to ensure all appropriate documents will be converted, and reconciliation of individual data elements within records, such as procurement placement codes, dollar amounts, and open procurement and accounting line items.

For the Procurement function, all open obligation documents (not administratively closed) will be converted in total. Open obligation documents include such documents as contracts, grants, cooperative agreements, purchase orders, delivery orders, task orders, modifications, supplements, GSA Federal Supply Schedule orders, Blanket Purchase Agreements (BPAs) and BPA calls, Space Act Agreements, Indefinite Delivery/Indefinite Quantity Contracts, and NASA Consolidated Contracts. Goods/Services Line Items in these obligation documents will be converted where required. Data conversion activities include, but are not limited to, the following:

- 1) Reconcile Acquisition Management System (AMS) data with LaRC financial management system data.
- 2) Reconcile AMS data with NASA Procurement Management System (NPMS) data.
- 3) Reconcile Electronic Purchase Request System (EPRS) data with financial management system data.
- 4) Reconcile Bankcard System data with financial management system data.
- 6) Record goods and services line items, including quantities, descriptions, and associated accounting line items for open obligation documents, as needed to support contract administration, finalization, and future processing of records in IFMS. This includes recording information regarding line items and quantities received, inspected, and accepted.
- 7) Reconcile vendor information that appears duplicative. Obtain Contractor and Government Entity (CAGE) codes, or other vendor identification numbers determined by NASA, for all open obligation documents. The CAGE codes shall be an exact match to the LaRC vendor information.

9.5. Library Scanning and Data Conversion

Perform scanning and data conversion activities in support of the conversion of data held in the Library manual card files, project files, and special collections into electronic format for the Library's database. Prepare and package hardcopy documents for scanning. Copy matching data when available from existing databases or enter original data into bibliographical databases. Input and maintain links between digital bibliographical database and documents, images, and other materials as they are made available electronically on-line. Review newly scanned image files, perform quality assurance, and post to servers for online availability.

9.6. Performance Standards

- SOW 9.3 Properly install/remove carpet on TO schedule.
- SOW 9.3 Provide prompt, courteous customer service.
- SOW 9.4 Comply with IFMS Data Conversion Plan.
- s o w 9 . 4 Perform error-free data conversion.
- SOW 9.5 Accurately create database entries and document **links** according to TO schedule.
- SOW 9.5 Coordinate scanning according to TO schedule.
- SOW 9.5 Ensure that scanning has not compromised format or content of original document

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION
SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

1. CLEARANCE AND SAFEGUARDING

A Facility Clearance Required

SECRET

B Level Of Safeguarding Required

NONE

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

3. THIS SPECIFICATION IS: (X and complete as applicable)

X	A. PRIME CONTRACT NUMBER NAS 1-02081	A. ORIGINAL (Complete Date In All Cases) 02/02/21	Date (YYMMDD)
	B. SUBCONTRACT NUMBER	B. REVISED (Supersedes all previous specs)	Revision No Date (YYMMDD)
	C. SOLICITATION OR OTHER NUMBER	Due Date (YYMMDD)	C. FINAL (Complete Item 5 in All Cases) Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? YES NO If Yes, complete the following: **NAS 1-01064**
Classified material received or generated under NO (Preceding Contract Number) is transferred to this follow-on contract

5. IS THIS A FINAL DD FORM 254? YES NO If Yes complete the following:
In response to contractor's request dated N/A retention of the classified material is authorized for the period N/A

A. Name, Address, And Zip Code TESSADA AND ASSOCIATES, INC 8530 CINDER BED ROAD SUITE 1400, P.O. BOX 8530 NEWINGTON, VA 22122-8530	B. Cage Code 4X543	C. Cognizant Security Office (Name, Address, And Zip Code) DEFENSE SECURITY SERVICE 2850 EISENHOWER AVENUE ALEXANDRIA, VA 22331-1211
--	------------------------------	--

Name, Address, And Zip Code	B. Cage Code	C. Cognizant Security Office (Name, Address, And Zip Code)
-----------------------------	--------------	--

Location NASA LANGLEY RESEARCH CENTER HAMPTON, VA 23681-2199	B. Cage Code N/A	C. Cognizant Security Office (Name, Address, And Zip Code) N/A
--	----------------------------	--

**GENERAL IDENTIFICATION OF THIS PROCUREMENT
PROVIDE SERVICES FOR THE CONSOLIDATED LOGISTICS, ADMINISTRATION AND SCIENTIFIC
INFORMATION CONTRACT (CLASIC)**

CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
Communications Security (Comsec) Information		<input checked="" type="checkbox"/>	A. Have Access To Classified Information Only At Another Contractor's Facility Or A Government Activity	<input checked="" type="checkbox"/>	
Restricted Data		<input checked="" type="checkbox"/>	B. Receive Classified Documents Only		<input checked="" type="checkbox"/>
Critical Nuclear Weapon Design Information		<input checked="" type="checkbox"/>	C. Receive And Generate Classified Material		<input checked="" type="checkbox"/>
Formerly Restricted Data		<input checked="" type="checkbox"/>	D. Fabricate, Modify, Or Store Classified Hardware		<input checked="" type="checkbox"/>
E. Intelligence Information		<input checked="" type="checkbox"/>	E. Perform Services Only		<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (Sci)		<input checked="" type="checkbox"/>	F. Have Access To U.S. Classified Information Outside The U.S., Puerto Rico, U.S. Possessions And Trust Territories		<input checked="" type="checkbox"/>
(2) Non-Sci		<input checked="" type="checkbox"/>	G. Be Authorized To Use The Services Of Defense Technical Information Center (Dtici) Or Other Secondary Distribution Center		<input checked="" type="checkbox"/>
F. Special Access Information		<input checked="" type="checkbox"/>	H. Require A Comsec Account		<input checked="" type="checkbox"/>
G. Nato Information		<input checked="" type="checkbox"/>	I. Have Tempest Requirements		<input checked="" type="checkbox"/>
H. Foreign Government Information		<input checked="" type="checkbox"/>	J. Have Operations Security (Opsec) Requirements		<input checked="" type="checkbox"/>
I. Limited Dissemination Information		<input checked="" type="checkbox"/>	K. Be Authorized To Use The Defense Courier Service		<input checked="" type="checkbox"/>
J. For Official Use Only Information		<input checked="" type="checkbox"/>	L. Other (Specify)		
K. Other (Specify) N/A			N/A		

B

12. PUBLIC RELEASE. Any information (*classified* or unclassified) *pertaining* to this contract shall **not** be released for **public** dissemination except as provided by the Industrial Security Manual unless it has been approved for public release by **appropriate** U S Government **authority**. Proposed **public** releases shall be submitted for approval prior to release

Direct Through (*Specify*)

**“NASA LANGLEY RESEARCH CENTER, M/S 126, HAMPTON, VA 23681-2199”
ATTN: Sandra M. Glenn, 737-864-2413**

To the Office of Public Affairs, National Aeronautics and Space Administration, Washington, DC 20546, for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is **identified** below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and **encouraged** to provide recommended changes; to challenge the guidance or the classification assigned to any information or **material** furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final **decision**, the information **involved** shall be handled and protected at the highest level of classification assigned or recommended. (**Fill in** as appropriate for *the classified* effort. *Attach*, or *forward* under separate *correspondence*, any *documents/guides/extracts* referenced herein. Add *additional* pages as needed to provide complete *guidance*.)

CLASSIFIED WORK ON THIS CONTRACT WILL BE PERFORMED AT GOVERNMENT OR CLEARED CONTRACTOR FACILITIES. CONTRACTOR WILL COMPLY WITH GOVERNMENT SAFEGUARDING PROCEDURES.

THE COTR SHALL DETERMINE SECURITY CLEARANCE REQUIREMENTS TO MEET THE OBJECTIVES OF THE STATEMENT OF WORK.

PROVIDE COPY OF DD FORMS 254 ISSUED TO SUBCONTRACTORS ASSOCIATED WITH THE PERFORMANCE OF THIS SOW.

NOTICE TO FACILITY SECURITY OFFICER: WHEN FORWARDING VISIT REQUESTS TO THIS CENTER, PLEASE PROVIDE TYPE AND DATE OF PERSONNEL SECURITY INVESTIGATION.

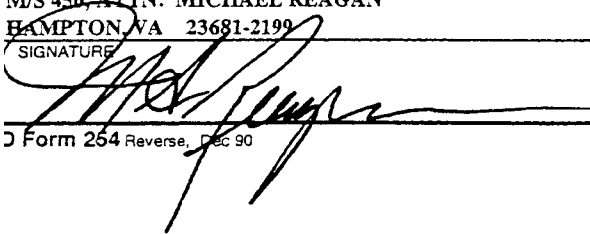
4. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements in addition to ISM requirements, are established or this contract. Yes No

5. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, *explain* and *identify* specific areas or elements carved out and the activity *responsible* for *inspections*. Use *Item 73* if *additional* space is needed.) Yes No

6. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

TYPED NAME OF CERTIFYING OFFICIAL MICHAEL E. REAGAN	b. TITLE Security Specialist	c. TELEPHONE (<i>Include Area Code</i>) 757-864-9470
---	--	--

ADDRESS (*Include Zip Code*)
**NASA LANGLEY RESEARCH CENTER
M/S 450, ATTN: MICHAEL REAGAN
HAMPTON, VA 23681-2199**

SIGNATURE


17. REQUIRED DISTRIBUTION

<input checked="" type="checkbox"/>	A. Contractor
<input type="checkbox"/>	B. Subcontractor
<input checked="" type="checkbox"/>	C. Cognizant Security Office For Prime And Subcontractor
<input type="checkbox"/>	D. U.S. Activity Responsible For Overseas Security Administration
<input checked="" type="checkbox"/>	E. Administrative Contracting Officer
<input type="checkbox"/>	F. Others As Necessary

B

Exhibit C
Installation-Accountable Government Property

Subject: EQUIPMENT ASSIGNED TO ON SITE CONTRACTORS (NAS 1 96010)

Note: equipment status 1 means that contractor will replace the existing government equipment when it becomes uneconomical to repair.

E C N NEW OLD	DESCRIPTION MANUFACTURER	SERIAL NO MODEL NO	ACQ DOCUMENT ACQ DATE	BLDG ROOM	COST	EQUIP STATUS
1876120	PRINTER, ADP KODAK CANADA LTD	N1303623 8650PS	L 67730D 1998/01/20	645 101B	7,991.	
1085414	PRINTER, ADP QMS INC	00007692 100/301A(CSC140	L 91653C 1991/05/03	645 .101B	10,396.	
1255205	PRINTER, ADP KODAK CANADA LTD	14656012 XL7700	L 30552D 1993/05/27	645 .101B	15,060.	
1432386	SCANNER, COMPUTER MICROTEK INTERNATIONAL INC	S636718858A MRS1200F36	B DSD1432 1996/10/02	645 .101B	2,048.	
0062216	PRINTER, ADP PRINTRONIX INC	902499 P9012	L 57416C 1989/05/31	1130T 208	10,044.	
0143460	READER/PRINTER, MICROFICHE CANON USA MICROGRAPHICS DIV	33105643 PC-P80	L 26305C 1987/09/22	1130T .200	4,228.	
1742410	READER/PRINTER, MICROFILM MINN MINING & MFG	737474 664AGF	L 5800 1997/04/29	1130T .200	17,370.	
G074856	FILING SYSTEM KARDEX SYSTEMS INC	NONE SERIES80	L 73805C 1990/05/14	1130T .203	14,067.	
G078055	FILING SYSTEM KARDEX SYSTEMS INC	18577 LK-S80M	L 79358C 1990/08/29	1130T .203	13,879.	
0059425	MICRO AUTO FILLER MINOLTA CORP	418606 1503	L 45509C 1989/01/24	1130T .203	3,525.	
0281053	TERMINAL, DATA PROCESSING DIGITAL EQUIPMENT CORP	TA17847 VT220C	L 81592B 1985/03/06	1130T .203	980.	
0425963 195296	CARD MOUNTER MINN MINING & MFG ADHESIVES	187425 39DA	L 55132B 1983/07/01	1130T .203	8,979.	
1426315	READER/PRINTER MINN MINING & MFG	204131 1636AJM	L 1796 1995/08/22	1130T .205	49,784.	
0425964 183170	PROCESSOR, MICROFORM BELL & HOWELL CO	466573 ABR505	L 82749A 1978/10/12	1130T .208	2,823.	
0425965 181874	PROCESSOR, MICROFORM BELL & HOWELL CO	409215 ABR504	L 82749A 1978/10/12	1130T .208	2,444.	
0462254 188046	PRINTER/PLOTTER PRINTRONIX INC	A18993 P300	NAS 1 16400 1981/02/25	1130T .208	8,500.	
1880099	CONTAINER, SHIPPING MILITARY SPECIFICATIONS	267-020-9 8FTX8FTX20FT	L 87801B 1985/05/25	1130T CONX1	1,000.	
0058420	CONTAINER, STORAGE MILITARY SPECIFICATIONS	0-259658 DAA158BS	L 45407C 1988/11/07	1130T CONX2	2,990.	
1262817	CONTAINER, SHIPPING	2681245	L 94771B	1130T	1,000.	

Exhibit C

1262816	MILITARY SPECIFICATIONS CONTAINER, SHIPPING	NONE NONE	1985/12/18 L 24885C	CONX4 1130T	1,375.
1260987	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE (VERIFIED)	1987/08/14 LX 94014	CONX5 1130T	5,000.
1260989	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	NONE (VERIFIED) NONE (VERIFIED)	1994/03/24 LX 94014	CONX6 1130T	5,000.
1260988	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	HFT047/A NONE (VERIFIED)	1994/03/24 LX 94014	CONX7 1130T	5,000.
1262842	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	NONE (VERIFIED) NONE (VERIFIED)	1994/03/24 LX 94014	CONX8 1130T	5,000.
1262814	DEPT OF ARMY US ARMY GENERAL, M CONTAINER, STORAGE	NONE (VERIFIED) NONE (VERIFIED)	1994/03/24 LX 94014	CONX9 1130T	2,190.
0058368	MILITARY SPECIFICATIONS CONTAINER, STORAGE	INBU268144 CD5-23	L 45407C 1988/10/28	1130T CON10	2,190.
1880100	KAWASAKI FUJI SEIKI CO CONTAINER, STORAGE	SD204398 KCD10-2	L 45407C 1988/10/28	1130T CON11	2,190.
1262815	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE	L 45407C 1988/11/07	1130T CON12	2,190.
1880101	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE (VERIFIED)	1988/11/07 L 1940	CON13 1130T	2,175.
1880102	MILITARY SPECIFICATIONS CONTAINER, STORAGE	A1C-DSF40PK IEAU4546776	1995/10/05 L 5709	CON14 1130T	2,275.
1880103	HYUNDAI PRECISION AMERICA CONTAINER, STORAGE	HD-1AA196 IEAU4137844	1997/04/02 L 5709	CON15 1130T	2,275.
0258107	MILITARY SPECIFICATIONS TERMINAL, DATA PROCESSING	EAA10-06RW TA55115	1997/04/02 L 99782B	CON16 1130T	633.
0259621	DIGITAL EQUIPMENT CORP TERMINAL, DATA PROCESSING	VT220B2 TA69827	1986/04/07 L 3099C	H-WY 1130T	633.
1254944	DIGITAL EQUIPMENT CORP PRINTER, ADP	VT220B2 JP12566	1986/07/03 L 30425D	H-WY 1148	14,680.
1877504	TEKTRONIX INC PRINTER, ADP	4684 M1204790	1993/04/26 L 68288D	222 1148	6,825.
2009878	KODAK CANADA LTD SCANNER, ENGINEERING	8650PS EF6704129	1998/05/12 L 11924	222 1152	45,470.
1429204	XEROX CORP SCANNER, COMPUTER	DIGIPATH F5481OGR	2000/10/03 L 3785	102 1152	11,660.
1262654	HOWTEK INC PRINTER, ADP	SCANMASTER2500 JPFK001570	1996/05/28 L 50559D	103 1152	1,706.
0035900	HEWLETT-PACKARD CO TRANSPORT, MAGNETIC TAPE	C2037A NONE (VERIFIED)	1994/07/15 L 1845	106C 1152	4,300.
0035901	STORAGE DIMENSIONS INC DISK DRIVE UNIT	TD15000S1 NONE (VERIFIED)	1994/11/28 L 1845	108 1152	3,200.
0284308	STORAGE DIMENSIONS INC CUTTER, PAPER	SDE1 153	1994/11/28 L 89420B	108 1152	31,437.
	CHALLENGE MACHINERY CO THE	MPS	1985/10/09	108	

Exhibit C

0428541	136186	TRUCK, FORKLIFT BIG JOE MFG CO	NONE PSH20-66	L 85535 1966/07/01	1152 108	2,248.	1
0428565	131235	PAPER DRILLING MACH LAWSON CO	B3106 B	L 71245 1965/09/01	1152 108	3,140.	
1086438		PUNCH MACHINE HOP INDUSTRIES CORP	7910833 HEP280	L 288D 1991/08/05	1152 108	1,800.	
1092102		PHOTOCOPY MACHINE, DRAWING OCE-INDUSTRIES INC	710052961 7100	L 81795C 1991/01/22	1152 108	12,995.	
1158260		MACHINE, MAILING ASCAM HASLER MAILING SYSTEMS I	NONE 320	L 16514D 1992/10/20	1152 108	3,272.	
1257422		DISPLAY UNIT NEC INFORMATION SYSTEMS INC	3614969KA JC1531VMA2	L 39199D 1993/09/01	1152 108	767.	
1258622		LABELING MACHINE AUTOMECHA LTD	17934 ACCUFAST ST	L 40687D 1993/11/02	1152 108	2,455.	
1258623		TABBING MACHINE AUTOMECHA LTD	140058 ACCUFAST QT	L 40687D 1993/11/02	1152 108	1,799.	
1258976		BINDING MACHINE STANDARD DUPLICATING MACHINES	13496 BINDFAST 5	L 40744D 1993/11/12	1152 108	4,085.	
1261022		DISK DRIVE UNIT PERIPHERAL LAND INC	940308012 003-9100-00	L 46700D 1994/03/18	1.152 108	1,015.	
1422965		LABELING MACHINE, MAIL CHESHIRE INC	41495 595	L 54521D 1994/10/28	1152 108	24,227.	
1423926		COMPUTER, MICRO APPLE COMPUTER INC	XB5020E741X M1596	NAS 1 20006 1995/01/26	1152 108	1,104.	
1425833		PUBLISHING MACHINE XEROX CORP F-XEROX DATA SYS	W11-034513 DOCUTECH135	L 1845 1994/11/28	1152 108	160,448.	
1425834		SIGNATURE BOOKLET MAKER XEROX CORP F-XEROX DATA SYS	2K703594'7 NONE (VERIFIED)	L 1845 1994/11/28	1152 108	110,000.	
1425866		COMPUTER, MICRO COMPAQ COMPUTER CORP	6412HHU10278 3420	L 1845 1994/11/28	1152 108	7,000.	
1429296		PUBLISHING MACHINE XEROX CORP F-XEROX DATA SYS	W11-036739 DOCUTECH135	L 64287D 1996/06/18	1152 108	184,220.	
1429297		COMPUTER, MICRO INTERNATIONAL BUSINESS MACHINE	23MYZH7 6492L00	L 64287D 1996/06/18	1152 108	25,885.	
1429298		DISPLAY UNIT INTERNATIONAL BUSINESS MACHINE	236716L 6321001	L 64287D 1996/06/18	1152 108	1,800.	
1429299		COMPUTER, MICRO INTERNATIONAL BUSINESS MACHINE	23GWBWX 6571K3B	L 64287D 1996/06/18	1152 108	1,240.	
1429300		DISPLAY UNIT INTERNATIONAL BUSINESS MACHINE	236694D 6321001	L 64287D 1996/06/18	1152 108	1,800.	
1429301		PHOTOCOPY MACHINE XEROX CORP	2FK101997 5390	L 3809 1996/06/18	1152 108	89,200.	
1430125		COMPUTER, MICRO APPLE COMPUTER INC	TY6255DS6UK M3979	NAS 1 20005 1996/07/19	1152 108	2,694.	
1430184		COMPUTER, MICRO	6R820	NAS 1 20005	1152	1,719.	

Exhibit C

1431324	DELL COMPUTER CORP F-PC'S LTD	DPM	1996/07/16	108	
	FOLDING MACHINE	014JF0354	L 4467	1152	6,340.
1882379	BAUMFOLDER CORP	714C2AIR	1996/09/03	108	
	COMPUTER, MICRO	L2C110020	L 9794	1152	64,325.
1264264	COMPAQ COMPUTER CORP	PROLIANT6000 (S	1999/08/17	108	
	PLOTTER, ELECTROSTATIC	3LP000114	L 54668D	1152	46,995.
1424000	XEROX CORP	8944II4E	1994/10/04	118A	
	PRESS, LAMINATING	95-44-623	L 59016D	1152	2,890.
1876334	CODA INC	CMP44MS	1995/02/01	118A	
	CUTTER, PRECISION	631723	L 7408	1152	2,394.
1879270	SEAL PRODUCTS INC	2450	1998/02/02	118A	
	PRINTER/PLOTTER	ES8703177	L 8295	1152	11,100.
G076797	HEWLETT-PACKARD CO	C4724A	1998/09/22	118A	
	PLOTTER/CUTTER	NONE	L 81678C	1152	3,595.
1428798	ROLAND CORP	CAMM1	1990/09/04	118D	
	PRINTER, ADP	BAA569160	L 3562	1152	7,145.
0053964	LASER MASTER TECHNOLOGIES INC	A655	1996/04/29	1181	
	STITCHING MACHINE	1109	L 38291C	1152	4,370.
1156533	ACME STRAPPING INC	P	1988/06/21	.108	
	STITCHING MACHINE	107072-00	LX 92021	1152	9,706.
0428929 184140	INTERLAKE INC	N3B2-2/1	1992/08/31	.108	
	TRUCK, FORKLIFT	92660	L 12778	1152	6,295. 1
0020885	BIG JOE MFG CO	PDH25-60	1979/12/12	BASE	
	CAMERA, STILL PICTURE	1884408	L 77440C	1155	759.
0473289 194192	NIKON INC	F3	1990/06/21	118	
	POWER SUPPLY SYSTEM, PHOTO	031793	L 52660B	1155	2,242.
0473310 179187	BRON ELECTRONICS IMC	L3310/2	1983/05/12	120	
	PRINTER, CONTACT, VACUUM	34416	L 63689A	1155	1,375.
0847934	DOUTHITT CORP THE	A	1977/06/06	121	
	PROCESSOR	301-830	L 99733B	1155	12,860.
1091424	COLENTA AMERICA CORP	3ORTBW	1986/06/24	121	
	PROCESSOR, PRINT, B/W	23609	L 9282D	1155	12,732.
0801346	ILFORD INC	2240	1992/03/13	121	
	ENLARGER	45848	L 11636D	1155	1,874.
G075207	OMEGA ENGINEERING INC	D5500	1992/03/24	121A	
	DENSITOMETER	TLC3486	L 76197C	1155	3,262.
0060584	ESECO-SPEEDMASTER / ELECTRONIC	TLC90S	1990/05/18	122	
	DENSITOMETER	TLC-3094	L 53525C	1155	3,112.
0473313 075178	ESECO-SPEEDMASTER / ELECTRONIC	TLC90S	1989/03/16	124	
	ENLARGER	18 A 16	NA12558	1155	3,830.
0473311 174912	SALTZMAN JOS AND CO	MB6A	1955/09/01	128	
	ENLARGER	121195	L 27187A	1155	1,440.
0139759	COLORTRAN INC	404-061MODIFIED	1975/06/03	129	
	ANALYZER, COLOR, DIGITAL, PHOT	SM14956	L 17230C	1155	1,571.
	ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1987/03/30	130	

Exhibit C

0473314	178614	CAMERA, STILL PICTURE	1073-4	LX 7600199	1155	2,450.
		PRINCETON APPLIED RESEARCH	KE63A	1976/11/03	130	
1256618		POWER SUPPLY	138782	L 38374D	1155	1,020.
		NORMAN ENTERPRISES	2000PS	1993/08/19	130	
0055309		ANALYZER, COLOR, DIGITAL, PHOT	SM-15101	L 37344C	1155	1,511.
		ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1988/05/11	133	
0139760		ANALYZER, COLOR, DIGITAL, PHOT	SM14960	L 17230C	1155	1,571.
		ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1987/03/30	133	
G075962		ENLARGER, CONTROLLER	056184	L 76584C	1155	1,100.
		OMEGA ENGINEERING INC	D5500	1990/07/02	135	
0549737		ENLARGER	136267	L 63973B	1155	1,707.
		OMEGA ENGINEERING INC	D5500	1984/04/24	135	
0059513		CUTTER, PAPER	8351	L 51404C	1155	8,410.
		BROOKE ENGINEERING	BP1200CCFP	1989/02/23	137	
0061097		PRINTER, COLOR	522	L 44830C	1155	42,670.
		EASTMAN KODAK CO	312	1989/03/23	137	
G075961		ENLARGER, CONTROLLER	056183	L 76584C	1155	1,100.
		OMEGA ENGINEERING INC	D5500	1990/07/02	138	
0055308		ANALYZER, COLOR, DIGITAL, PHOT	SM-15100	L 37344C	1155	1,511.
		ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1988/05/11	13a	
0549738		ENLARGER	136251	L 63973B	1155	1,707.
		OMEGA ENGINEERING INC	D5500	1984/04/24	138	
0801345		ENLARGER	45851	L 11636D	1155	1,874.
		OMEGA ENGINEERING INC	D5500	1992/03/24	138	
1156240		DISPLAY UNIT	12542769	L 19504D	1155	1,250.
		SANYO ELECTRIC CO LTD	VM4509	1992/08/17	138	
1083898		CUTTER, PAPER	8446	L 91594C	1155	7,425.
		PHOTO DESIGN OF ARIZONA	BP1200	1991/03/11	139	
1158356		PROCESSOR, COLOR PRINT	RRJ92111	L 21088D	1155	27,582.
		KREONITE INC	KM4-4243-RA4	1992/10/16	139	
1257053		PROCESSOR, COLOR PRINT	RRT92095	L 21663D	1155	27,582.
		KREONITE INC	KM4-4243-RA4	1992/10/19	139	
0549740		ENLARGER	136266	L 63973B	1155	2,707.
		OMEGA ENGINEERING INC	D5500	1984/04/24	139B	
1260434		INTENSIFIER, IMAGE	13278	L 46338D	1155	1,000.
		ELECTROPHYSICS CORP	EF850	1994/03/24	139B	
0055307		DENSITOMETER	TLC3361	L 37344C	1155	3,112.
		ESECO-SPEEDMASTER / ELECTRONIC	TLC90S	1988/05/11	140	
0520837		PROCESSING MACHINE/PHOTO FILM	00007902	MISC	1155	20,525.
		EASTMAN KODAK CO	11CM	1991/05/14	140A	
1260433		VIEWER, INFRARED	NONE	L 46338D	1155	1,495.
		ELECTROPHYSICS CORP	6100M	1994/03/24	142	
1257276		MIXER-DISTRIBUTOR, PHOTO CHEMI	183	L 35657D	1155	6,784.
		ILFORD INC	CIBACOPY CPMU	1993/08/24	143	
1257277		EASEL, PROJECTION E'PRINTING	NONE	L 35657D	1155	3,715.

Exhibit C

1158362	ILFORD INC METER, PH	CIBACOPY VCX C0003500	1993/08/24 L 23274D	143 1155	
1086257	DENVER INSTR CO AINSWORTH DIV STILL, SINGLE, GLASS	25 90-08-009	1992/10/20 L 93611C	144 1155	1,010.
1255338	THERMOLYNE CORP PRINTER, COLOR	A56228 393	1991/07/26 L 37121D	201 1155	3,995.
1880780	EASTMAN KODAK CO ENLARGER	312 136268	1993/07/22 L 63973B	.136 1155	20,000.
1430843	OMEGA ENGINEERING INC HOPPER, TRASH DISPOSAL	D5500 2640	1984/04/24 L 4284	.138 1160	1,707.
1875844	MCCULLOUGH INDUSTRIES INC HOPPER, TRASH DISPOSAL	40099 2945	1996/08/05 L 7297	LOC 1161	1,066.
0219994	MCCULLOCH CORP F-MC CULLOCH CONTAINER, STORAGE	40099 B24790	1998/01/14 L 94771B	LOC 1170	1,064.
0280663	STRICK TRAILER CO CONTAINER, STORAGE	0400SA7LW C-18444	1985/12/18 L 78355B	CONX 1170	1,400.
1264201	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE (VERIFIED)	1985/01/25 LX 94002	CONX 1170	1,200.
0258444	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE (VERIFIED) H26487	1994/09/23 L 2005C	CONX 1170	2,200.
0258445	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE	1986/05/07 L 2005C	WC15 1170	1,500.
1430939	MILITARY SPECIFICATIONS CABINET, STORAGE, DRUM 55 GAL	NONE NONE (VERIFIED)	1986/05/07 L 64396D	WC16 1172	1,500.
1742405	P AND D SYSTEMTECHNIC CABINET, STORAGE, DRUM 55 GAL	NONE (VERIFIED) NONE	1996/07/30 L 66099D	SHED 1172	4,922.
1884403	P AND D SYSTEMTECHNIC GENERATOR, DIESEL	NONE 0923625	1997/04/29 MISC	SHED 1173	6,128.
1089658	DAYTON ELECTRIC MFG CO MACHINE, REEL TO COIL	4W115 1-105-6L2	2000/02/25 L 5277D	100 1174	2,956.
0058316	REEL-0-MATIC SYSTEMS INC SWEEPER, POWER	MINIPENT 8326	1991/11/05 L 44807C	100 1175	5,287.
1880557	ELGEET COMPUTER. MICRO	532G MC20908	1988/11/01 L 8856	1177	1,195.
1880559	ASCOM HASLER MAILING SYSTEMS I PRINTER, ADP	SMART SERIES MV 11-YG760	1999/02/02 L 8856	100 1177	2,489.
1880686	LEXMARK INTL INC SCALE, POSTAL	2380-003 15995	1999/02/02 L 8856	100 1177	725.
1883264	ASCOM HASLER MAILING SYSTEMS I METER, POSTAGE	MVP 383460	1999/02/02 L 10025	100 1177	3,000.
1875341	ASCOM HASLER MAILING SYSTEMS I HOPPER, TRASH DISPOSAL	HASLER335 2951	1999/09/23 L 7297	100 1189	4,725.
1612260	MCCULLOCH CORP F-MC CULLOCH OPTICAL READER, DATA ENTRY	40099 97110400246	1998/01/14 B ZCRD0979	LOC 1194	1,064.
	INTERMEC CORP	94403020301	1998/06/30	129	1,610.

Exhibit C

0060219	PRINTER, ADP	289260952	L	50139C	1194	3,160.
	NEC INFORMATION SYSTEMS INC	LC08LC890			138	
0548760	INSPECTING UNIT, FILM	14791	L	71752B	1194	14,710.
	RESEARCH TECHN INT'L F-HARWALD	PULSAR2800			210	
1156531	TESTER, TAPE, VIDEO	0816	L	21024D	1194	4,900.
	RESEARCH TECHN INT'L F-HARWALD	470			210	
1087940	PRINTER, ADP	Q0016738	L	1102D	1194	5,999.
	QMS INC	CSC110			117	
0060179	READER/PRINTER, MICROFICHE	33109674	L	50212C	1195B	3,508.
	CANON USA MICROGRAPHICS DIV	PC80			160	
1157532	PRINTER, ADP	3211J49989	NAS	1 19468	1195B	4,552.
	HEWLETT-PACKARD CO	33491A			160	
0055418	182853 LATHE, DISC, BRAKE DRUM	65046	L	87659A	1199	2,928.
	AMMCO TOOLS INC	4100			119	
0061633	GENERATOR, GASOLINE, PORTABLE	GC04-1286000	L	63907C	1199	1,231.
	HONDA MOTOR CO LTD	EM3500X			119	
0283910	BALANCER, VEHICLE WHEEL	85020189	L	90778B	1199	3,316.
	HOFFMANN CORP	1200			119	
0532170	PRESS, HYDRAULIC	NONE	L	9575C	1199	1,550.
	JET EQUIPMENT & TOOLS	HP35			119	
1088580	TESTER, HEADLIGHT	801	L	2567D	1199	1,000.
	DOVER CORP ROTARY LIFT DIV	WX45A			119	
1255770	RECYCLING UNIT, ANTIFREEZE	NONE	L	334951)	1199	1,696.
	HI-TECH INDUSTRIES INC	NONE			119	
1256432	CHARGER, BATTERY	18933001	L	3475113	1199	2,000.
	SNAP-ON TOOLS CORP	MT1560B			119	
1256464	WELDER, ELECTRIC	KD410824	L	3630413	1199	2,147.
	MILLER ELECTRIC MFG CO	MILLERMATIC250			119	
1257253	WASHER, PRESSURE	9685	L	36771D	1199	8,546.
	BETTER ENGINEERING MFG INC	200P			119	
1260903	GENERATOR, GASOLINE, PORTABLE	3109485	NAS	1 19150	1199	1,375.
	HONDA MOTOR CO LTD	EB3500 XK1			119	
1430567	RECYCLING UNIT, REFRIGERANT	00412	L	4465	1199	4,695.
	SPX CORP ROBINAIR DIV	ACRM3412			119	
0058217	CHANGER, TIRE	2507635	L	45220C	1199	2,545.
	COATS CO INC (DISCONTINUED)	RC15A			119A	
2097758	AUTOMOTIVE DIAGNOSTIC SCAN KIT	SVROS374001669	NAS	1 96010	1199	3,966.
	SNAP-ON TOOLS CORP	MT25992400CK			119A	
2009511	BALANCER, VEHICLE WHEEL	04-89-01-4916	LX	0004	11.99	6,100.
	COATS CO INC (DISCONTINUED)	621-0000001001			119B	
2097757	ELECTRONIC FUEL MANAGEMENT SYS	115000080657	NAS	1 96010	1199	13,073.
	TUTHILL TRANSFER SYSTEM	PHOENIX AF100			119B	
0282899	COMPRESSOR, AIR	F1750667	L	86804B	11.99	1,460.
	SANBORN MFG CO	11GE22-30H			N176S	
0470683	192498 LIFT, VEHICLE	L892J27112	L	50921B	1199	1,651.

Exhibit C

0284668	184710	WALKER DIV BUTLER MFG	93692	1983/03/23	N1871		
		HOPPER, TRASH DISPOSAL	1002	EMS MEMO	1200	1,165.	
1255213		MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC		
		PRINTER, ADP	JP3544K	L 34042D	1205	10,158.	
		TEKTRONIX INC	4684	1993/06/08	219		
1430996		PRINTER, ADP	NV62700F39M	NAS 1 20497	1205	2,027.	
		APPLE COMPUTER INC	M2680	1996/08/08	219		
1880475		PRINTER, ADP	X7001613	L 9016	1205	5,495.	
		EASTMAN KODAK CO	8670PS	1999/02/12	219		
1882314		PRINTER, ADP	J11UN49	L 70059D	1205	5,674.	
		TEKTRONIX INC	2780	1999/08/11	219		
1875849		HOPPER, TRASH DISPOSAL	2953	L 7297	1206	1,064.	
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1085086		PRINTER, ADP	01-LD642	L 90873C	1206	4,290.	1
		INTERNATIONAL BUSINESS MACHINE	4224E2	1991/04/10	100		
1156644		PRINTER, ADP	01MJ270	L 18751D	1206	4,197.	1
		INTERNATIONAL BUSINESS MACHINE	4224	1992/09/10	100		
0035702		OPTICAL READER, DATA ENTRY	002224462	L 1501	1206	1,425.	1
		TELXON CORP	86011	1995/07/10	102		
0035703		OPTICAL READER, DATA ENTRY	002224463	L 1501	1206	1,425.	1
		TELXON CORP	86011	1995/07/10	102		
0038386		OPTICAL READER, DATA ENTRY	02650411	L 64713D	1206	1,260.	1
		TELXON CORP	86011	1996/10/02	102		
0038387		OPTICAL READER, DATA ENTRY	02650412	L 64713D	1206	1,260.	1
		TELXON CORP	86011	1996/10/02	102		
1613324		OPTICAL READER, DATA ENTRY	002224461	L 1501	1206	1,425.	1
		TELXON CORP	86011	1995/07/10	102		
1613325		OPTICAL READER, DATA ENTRY	002224464	L 1501	1206	1,425.	1
		TELXON CORP	86011	1995/07/10	102		
0258478		READER/PRINTER, MICROFICHE	33214210	L 2221C	1206	2,527.	1
		CANON USA MICROGRAPHICS DIV	PC70	1986/05/29	103		
0259132		PRINTER, ADP	41-G4773	L 292C	1206	3,090.	1
		INTERNATIONAL BUSINESS MACHINE	3287-002	1986/06/17	103		
G078159		TRUCK, FORKLIFT	1A106338	L 83046C	1206	6,050.	1
		CROWN INDUSTRIAL PRODUCTS CO	20MT	1990/10/17	108		
0423121	182231	SCALE, PLATFORM, DIGITAL	G835941FT/G8362	L 86538A	1206	4,697.	
		GARLOCK OF CANADA F-COLT	22-6107/90--7300	1978/11/09	119		
1085085		PRINTER, ADP	01-LD641	L 90873C	1206	4,290.	1
		INTERNATIONAL BUSINESS MACHINE	4224E2	1991/04/10	121		
1090435		PRINTER, ADP	01-ME777	L 7350D	1206	4,503.	1
		INTERNATIONAL BUSINESS MACHINE	4224	1992/02/07	121		
0142854		CONTAINER, STORAGE	NONE	L 24885C	1206	1,375.	
		MILITARY SPECIFICATIONS	NONE	1987/08/14	CONX		
0142865		CONTAINER, STORAGE	NONE	L 24885C	1206	1,375.	
		MILITARY SPECIFICATIONS	NONE	1987/08/14	CONX		

Exhibit C

0144099	CONTAINER, STORAGE	NONE	L	24886C	1206	1,648.	
	MID ATLANTIC CONTAINER CORP	NONE		1987/10/20	CONX		
0219995	CONTAINER, STORAGE	B-447780	L	94771B	1206	1,400.	
	STRICK TRAILER CO	0400SA7LW		1985/12/18	CONX		
0259580	CONTAINER, STORAGE	211549	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0259581	CONTAINER, STORAGE	210722	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0259582	CONTAINER, STORAGE	136562	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0259583	CONTAINER, STORAGE	202449	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0280664	CONTAINER, STORAGE	412-337-0	L	78355B	1206	1,200.	
	MILITARY SPECIFICATIONS	NONE		1985/01/25	CONX		
0282861	CONTAINER, STORAGE	875966	L	87801B	1206	1,400.	
	MILITARY SPECIFICATIONS	8FTX8FTX40FT		1985/06/25	CONX		
0282862	CONTAINER, STORAGE	414765-9	L	87801B	1206	1,400.	
	MILITARY SPECIFICATIONS	8FTX8FTX40FT		1985/06/25	CONX		
1878865	TRUCK, FORKLIFT	M10AV04071Y	LX	98016	1206	13,755.	1
	HYSTER CO F-LEWIS SHEPARD CO	E40B		1998/08/18	N1919		
0259585	CONTAINER, STORAGE	215246	L	8649C	1206T	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0848196	READER/PRINTER, MICROFICHE	32300749	L	63302C	1219	11,506.	
	CANON USA MICROGRAPHICS DIV	NP780		1989/10/19	100		
0848197	AUTOCARRIER	NONE	L	63302C	1219	2,021.	
	CANON USA MICROGRAPHICS DIV	100C		1989/10/19	100		
0425969 182810	VIEWER, STILL PICTURE	198946	L	82749A	1219	2,223.	
	BELL & HOWELL CO	AI1		1979/01/23	120		
1875942	HOPPER, TRASH DISPOSAL	2948	L	7297	1221	1,064.	
	MCCULLOCH CORP F-MC CULLOCH	40099		1998/01/14	LOC		
1876486	HOPPER, TRASH DISPOSAL	2992	L	7486	1221	1,259.	
	MCCULLOCH CORP F-MC CULLOCH	40099		1998/03/09	LOC		
1087776	PRINTER, ADP	Q0016253	L	99580C	1221	6,092.	
	QMS INC	CSC110		1991/08/22	119		
1257097	PRINTER, ADP	F13270ZL	L	36649D	1221	2,259.	
	APPLE COMPUTER INC	M5890		1993/08/06	119		
1430842	HOPPER, TRASH DISPOSAL	2638	L	4284	1225	1,066.	
	MCCULLOUGH INDUSTRIES INC	40099		1996/08/05	LOC		
1257265	CONTAINER, STORAGE	HPM233836	LX	93002	1230	1,000.	
	FRUEHAUF CORP	KA2-20ST		1993/08/23	CONX		
1424653	CONTAINER, STORAGE	NONE	L	2005C	1230	1,300.	
	MILITARY SPECIFICATIONS	NONE		1986/05/07	CONX		
1873920	TRUCK, FORKLIFT	412GHKG43	L	664831)	1237T	26,869.	1
	QUALITY CORP	D12		1997/08/22	N1940		
0284846 184719	HOPPER, TRASH DISPOSAL	1011	EMS	MEMO	1238B	1,165.	

Exhibit C

0284849	184717	MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 1009	1980/01/03 EMS MEMO	LOC 1240	1,165.
0426370	184711	MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 1003	1980/01/03 EMS MEMO	LOC 1240	1,165.
0426377	184714	MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 1006	1980/01/03 EMS MEMO	LOC 1240	1,165.
0426398	184716	MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 1008	1980/01/03 EMS MEMO	LOC 1240	1,165.
1260228	184'715	MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 1007	1980/01/03 EMS MEMO	LOC 1240	1,165.
1263803		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD NONE (VERIFIED)	1980/01/03 LX 94002	LOC 1240	2,000.
1430838		UNKNOWN (VERIFIED) HOPPER, TRASH DISPOSAL	NONE (VERIFIED) 2639	1994/09/02 L 4284	LOC 1240	1,066.
1430839		MCCULLOUGH INDUSTRIES INC HOPPER, TRASH DISPOSAL	40099 2634	1996/08/05 L 4284	LOC 1240	1,066.
1430840		MCCULLOUGH INDUSTRIES INC HOPPER, TRASH DISPOSAL	40099 2637	1996/08/05 L 4284	LOC 1240	1,066.
1875843		MCCULLOUGH INDUSTRIES INC HOPPER, TRASH DISPOSAL	40099 2946	1996/08/05 L 7297	LOC 1240	1,064.
1875845		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2944	1998/01/14 L 7297	LOC 1240	1,064.
1875846		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2943	1998/01/14 L 7297	LOC 1240	1,064.
1875847		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2942	1998/01/14 L 7297	LOC 1240	1,064.
1875940		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2949	1998/01/14 L 7297	LOC 1240	1,064.
1875943		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2950	1998/01/14 L 7297	LOC 1240	1,064.
1876483		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2990	1998/01/14 L 7486	LOC 1240	1,259.
1876484		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2991	1998/03/09 L 7486	LOC 1240	1,259.
1876485		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2989	1998/03/09 L 7486	LOC 1240	1,259.
0059430		MCCULLOCH CORP F-MC CULLOCH TRUCK, FORKLIFT	40099 TM247-0318-7105	1998/03/09 L 45224C	LOC 1240	18,695. 1
1423174		CLARK EQUIPMENT CO PRINTER, ADP	TM20 24654616	1989/01/30 L 56994D	N1898 1244	17,170.
1874791		EASTMAN KODAK CO PRINTER/PLOTTER 36"	XLT7720 DU162	1994/12/09 L 67328D	216 1244	6,950.
1882363		ENCAD PRINTER, ADP	NOVA-JET PRO ESA9506483	1997/09/30 L 69863D	216 1244	13,342.
		HEWLETT-PACKARD CO	C4724A	1999/08/16	216	

Exhibit C

1430841	HOPPER, TRASH DISPOSAL	2635	L	4284	1245	1,066.	
	MCCULLOUGH INDUSTRIES INC	40099		1996/08/05	LOC		
0055372	115607 DRILL PRESS, FLOOR TYPE	30C-976		NS12434	1245	8,975.	
	KEARNEY & TKECKER F-GORTON	1 1/2CAP		1963/03/01	100		
0259599	SAW, BAND	356-87251		NAS 1 18359	1245	75,610.	
	DOALL CO	TF2525		1986/09/03	100		
0424683	168750 WELDER, HELIARC	AC-317114		L 98633	1245	1,172.	
	LINCOLN ELECTRIC CO	K1240C		1973/11/01	100		
0424684	182953 BURNER, PLASMA	L81906A176824		L 96675A	1245	9,255.	
	THERMAL DYNAMICS CORP	PAK44		1979/06/22	100		
0424685	176492 CUTTING MACHINE, FLAME	426		NAS 1 14257	1245	10,180.	
	UNION CARBIDE CORP LINDE DIV	CM50CD		1976/01/22	100		
0424687	019928 SHEARS, GAP SQUARING	306087		NAW1501	1245	6,188.	
	CINCINNATI INC F-CINCINNATI	2508		1974/06/30	100		
0426343	034070 SAW, BAND	542159		L9999999999	1245	1,493.	
	ARMSTRONG-BLUM MFG CO	MARVEL8		1974/06/30	100		
0426348	188494 SCALE, PLATFORM, DIGITAL	G895829TN		L 27051B	1245	2,084.	
	COLT IND FAIRBANKS MORSE DIV	H90-3007		1981/07/28	100		
1259078	SAW, BAND	E-077013-W		NAS 1 20110	1245	22,300.	
	MARVEL MFG CO	13A		1993/11/23	100		
1262840	185818 BURNER, PLASMA	011628439		L 8639B	1245	1,077.	
	THERMAL DYNAMICS CORP	PCM6B		1980/04/11	100		
1262841	188362 SCALE, PLATFORM	G882914NB		L 23316B	1245	4,698.	
	COLT IND FAIRBANKS MORSE DIV	22-6105		1981/04/28	100		
1263805	HOPPER, TRASH DISPOSAL	NONE (VERIFIED)	LX	94002	1245	2,000.	
	UNKNOWN (VERIFIED)	NONE (VERIFIED)		1994/09/02	100		
2008193	114675 SAW, CUTOFF	111BD63700		NS12429	1245	35,715.	
	PANGBORN F-TY SA MAN MACHINE	111BD		1963/03/01	103		
1260991	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	HFT046		1994/03/24	CONX		
1260992	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260993	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260994	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260995	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT' OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260996	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1428236	TRUCK, FORKLIFT, SIDELOADING	4236		NAS 1 20496	1245	60,498.	1
	BAUMANN HANDLING SYSTEMS INC	HX35		1996/02/26	N1803		
1262530	TRUCK, FORKLIFT	72A00403		L 49893D	1245	18,332.	1
	TOYO UMPANKI CO LTD	FTB15B2		1994/07/05	N1817		
1878864	TRUCK, FORKLIFT	M108V03983Y		LX 98016	1245	13,755.	1

Exhibit C

0284675	NA1876	HYSTER CO F-LEWIS SHEPARD CO TRUCK, FORKLIFT	E40B G1149	1998/08/18 NAS-1 13758	N1918 1246	9,243.	1
0426378	184713	PRIME-MOVER CO THE	RC40	1975/05/16	N1876		
1263804		HOPPER, TRASH DISPOSAL	1005	EMS MEMO	1247B	1,165.	
1875842		MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC		
1876487		HOPPER, TRASH DISPOSAL	NONE (VERIFIED)	LX 94002	1247B	2,000.	
1742326		UNKNOWN (VERIFIED)	NONE (VERIFIED)	1994/09/02	LOC		
1885004		HOPPER, TRASH DISPOSAL	2947	L 7297	1247B	1,064.	
1430836		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1263806		HOPPER, TRASH DISPOSAL	2993	L 7486	1250	1,259.	
1875848		MCCULLOCH CORP F-MC CULLOCH	40099	1998/03/09	LOC		
0284680	184'718	PRINTER, ADP	N1301553	L 5773	1250T	8,920.	
0284850	184712	EASTMAN KODAK CO	8650PS	1991/03/31	402		
1430837		PRINTER, ADP	SJ20FN20	NAS 1 97101	1250T	6,887.	
1256744		TEKTRONIX INC	2780	2000/05/05	402		
1257610		HOPPER, TRASH DISPOSAL	2633	L 4284	1262	1,066.	
1884551		MCCULLOUGH INDUSTRIES INC	40099	1996/08/05	LOC		
1257730		HOPPER, TRASH DISPOSAL	NONE (VERIFIED)	LX 94002	1275	2,000.	
1428144		UNKNOWN (VERIFIED)	NONE (VERIFIED)	1994/09/02	LOC		
1883907		HOPPER, TRASH DISPOSAL	2952	L 7297	1275	1,064.	
1257610		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1884551		HOPPER, TRASH DISPOSAL	1010	EMS MEMO	1283	1,165.	
1257730		MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC		
1428144		HOPPER, TRASH DISPOSAL	1004	EMS MEMO	1283	1,165.	
1883907		MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC		
1257610		HOPPER, TRASH DISPOSAL	2636	L 4284	1297B	1,066.	
1884551		MCCULLOUGH INDUSTRIES INC	40099	1996/08/05	LOC		
1257610		PRINTER, ADP	F13300ZC108	L 39893D	1298	2,222.	
1884551		APPLE COMPUTER INC	M5890	1993/10/27	101A		
1257730		PRINTER, ADP	JP3A11B	L 39892D	1298	9,788.	
1428144		TEKTRONIX INC	4684	1993/10/20	101A		
1883907		PRINTER, ADP	JF0BF99	L 70467D	1298	4,489.	
1257730		TEKTRONIX INC	2740	2000/03/15	101A		
1428144		PRINTER, ADP	JP3720VT	L 43335D	1299	8,060.	
1883907		TEKTRONIX INC	4684	1994/01/13	229		
1257730		PRINTER, ADP	NV5500P939M	NAS 1 20005	1299	2,166.	
1428144		APPLE COMPUTER INC	M2680	1996/02/08	229		
1883907		PRINTER, ADP	J20PF99	L 10722	1299	5.720.	
1257730		TEKTRONIX INC	Z780	2000/01/05	229		

Note: equipment status 1 means that contractor will replace the existing government equipment when it becomes uneconomical to repair.

Exhibit C

Subject: EQUIPMENT ASSIGNED TO ON SITE CONTRACTORS (NAS 1 01064)

E C N NEW OLD	DESCRIPTION MANUFACTURER	SERIAL NO MODEL NO	ACQ DOCUMENT ACQ DATE	BLDG ROOM	COST	EQUIP STATUS
0037973	LENS, ZOOM, MOTORIZED FUJINON INC	91501937 A16X9BERM28	L 3349 1996/05/02	NOC	5,855.	
1636527	CONTROL UNIT, CAMERA IKEGAMI TSUSHINKI CO LTD	ZR52217 CCU37	NAS 1 20219 1999/12/01	NOC	22,550.	
1884375	HEAD, CAMERA IKEGAMI TSUSHINKI CO LTD	ZC51780 HDL37	NAS 1 20219 1999/12/01	NOC	35,805.	
1884387	HEAD, CAMERA SONY CORP	11024 DXC-H10	NAS 1 20219 1999/12/01	NOC	30,000.	
1255488	MONITOR, TELEVISION SHARP CORP	611421 XM2701	L 33169D 1993/05/13	1145 102	838.	
1875760	DISPLAY UNIT VIEWSONICS INC	QI74401426 G8100S	NAS 1 20048 1998/02/27	1145 102	995.	
G079898	RECORDER, CASSETTE, VIDEO MATSUSHITA ELEC INDUS CO	ALTC00119 AG7750P	L 80745C 1991/02/07	1145 103	7,881.	
0019671	AMPLIFIER GRASS VALLEY GROUP INC THE	003643-40 3400TI	NAS 1 14360 1987/10/16	1145 103	1,370.	
0020984	MONITOR, VIDEO, WAVEFORM TEKTRONIX INC	B039809 1730	L 83568C 1990/10/02	1145 103	1,804.	
0020986	VECTORSCOPE TEKTRONIX INC	B018748 1720	L 83568C 1990/10/02	1145 103	1,804.	
0021421	INTERFACE, SERIAL JBL INCORPORATED-(SOUNDCRAFT)	001034 VSA2411	L 96326C 1991/10/16	1145 103	2,592.	
0061576	RECORDER-REPRODUCER SET, SOUND AMPEX CORP F-INVAR ELECTR CORP	50466 CVR70	L 56397C 1989/07/26	1145 103	23,940.	
0061579	MONITOR, TELEVISION SONY CORP	5005869 PVM8221	L 56397C 1989/07/26	1145 103	930.	
0061581	MONITOR, TELEVISION SONY CORP	5006095 PVM8221	L 56397C 1989/07/26	1145 103	930.	
0140727	TIME BASE CORRECTOR, VIDEO MICROTIME INC	35243 T320D	L 19820C 1987/05/11	1145 103	5,716.	
0258624	CAMERA, TELEVISION SONY CORP	90138 DXC-M3AK	L 99578B 1986/05/01	1145 103	6,780.	
0532202	STAND, COPY CAMERA BENCHER INC	12796 M2	L 99404B 1986/10/08	1145 103	7,500.	
0803036	SWITCHER, VIDEO VIDEOTEK INC	12930882 RS10A	NAS 1 19150 1994/01/04	1145 103	1,019.	
1085886	DISPLAY UNIT IKEGAMI ELECTRONIC US INC	M0953 TM2015RH	L 96078C 1991/06/19	1145 103	5,155.	
1086185	MONITOR, TELEVISION	5022459-D	L 96609C	1145	505.	

Exhibit C

1086343	SONY CORP RECORDER, TAPE, VIDEO	PVM8220 Sol-0017025-1	1991/06/25 L 97397C	103 1145	12,185.
1088409	SONY CORP CONSOLE, AUDIO MIXING	BVU950 DAVE16000021	1991/07/30 L 96326C	103 1145	8,595.
1088575	JBL INCORPORATED-(SOUNDCRAFT) GENERATOR, CHARACTER, VIDEO	DELTA AVE16 DE469	1991/10/16 L 2407D	103 1145	41,096.
1088659	QUANTA CORP RECORDER-REPRODUCER SET, SOUND	DELTA SX 19160169	1991/09/24 L 95683C	103 1145	5,160.
1091676	OTARI ELECTRIC CO LTD FILTER, DECODER	MX5050 020	1991/09/30 L 12119D	103 1145	1,775.
1093267	LENCO INC ELECTRONICS DIV IMAGE MANIPULATOR, GRAPHICS	PCD873 92011475	1992/03/31 L 14435D	103 1145	3,750.
1157142	GENIUS KLINKENBERG BV EDITOR, RECORDER	GT1212B 511196	1992/06/10 L 22199D	103 1145	21,495.
1256726	CMX/AURORA SYSTEMS PROJECTOR, SLIDE, VIDEO	910348-01 AACN391	1992/09/21 L 38225D	103 1145	23,031.
1256727	ABEKAS VIDEO SYSTEMS INC CONTROLLER, SLIDE, VIDEO	A42 AAKN604	1993/09/23 L 38225D	103 1145	1,860.
1257437	ABEKAS VIDEO SYSTEMS INC RECORDER, CASSETTE, VIDEO	A42 F3TC00158	1993/09/23 L 38606D	103 1145	5,268.
1.257991	MATSUSHITA ELEC INDUS CO DISPLAY UNIT	AG7750P F0087	1993/09/03 L 38788D	103 1145	2,029.
1258597	IKEGAMA TSUSHINKI CO LTD MONITOR, TELEVISION	TM2017R 2008940	1993/09/21 NAS 1 19150	103 1145	919.
1432117	SONY CORP INTERFACE UNIT, FIBER OPTIC	PVM1344Q 10104	1993/05/01 NAS 1 20048	103 1145	12,160.
1880076	SONY CORP AUDIO PATCH BAY	DFT1000 292	1996/11/06 L 99957C	103 1145	1,325.
2009677	ADC TELECOM F-ADC MAGNETIC TRANSPORT, MAGNETIC TAPE	BJF303-4MKII 63004399	1991/08/19 NAS 1 20048	103 1145	4,135.
0021601	EXABYTE CORP SYNCHRONIZER	TT2000 06919065	2000/08/08 L 97398C	103 1145	2,700.
0021624	EVERTZ MICROSYSTEMS LTD RECORDER, CASSETTE, VIDEO	7000N-DSP K9TA00309	1991/07/11 L 99232C	200 1145	680.
0141804	MATSUSHITA ELEC INDUS CO TIME BASE CORRECTOR, VIDEO	AG7450 2017N	1991/08/20 L 21208C	200 1145	11,735.
0144147	MICROTIME INC CAMERA, TELEVISION, COLOR	TX2D 13262	1987/07/09 NAS 1 14360	200 1145	7,440.
0144173	SONY CORP MIXER, TELECONFERENCE EXPANSIO	DXC-M3 851500130	1987/10/16 NAS 1 14360	200 1145	3,750.
0548722	SHURE BROS INC RECORDER, CASSETTE, VIDEO	ST6008 21392	1987/10/16 NAS 1 14360	200 1145	5,447.
0549220	SONY CORP MONITOR, TELEVISION, COLOR	V05850 502459	1987/10/16 L 69827B	200 1145	628.
	SONY CORP	PVM8000	1984/06/29	200	

Exhibit C

1086182	MONITOR, TELEVISION	2005313-0	L	96609C	1145	1,775.
	SONY CORP	PVM1220		1991/06/25	200	
1092940	MIXER, AUDIO	30226	L	10783D	1145	24,160.
	SONY CORP	MXP2926		1992/05/06	200	
1257992	DISPLAY UNIT	F0091	L	38788D	1145	2,029.
	IKEGAMA TSUSHINKI CO LTD	TM2017R		1993/09/21	200	
1260039	POWER SUPPLY	3KB06821		32000001	1145	1,349.
	BEST POWER TECHNOLOGY INC	LI1.3KVAB		1993/09/13	200	
1610613	CONTROL UNIT, CAMERA	11697	NAS 1	20048	1145	1,314.
	SONY CORP	RM-P9		1997/10/28	200	
1087742	MONITOR, TELEVISION	2034210-T	L	2391D	1145	654.
	SONY CORP	PVM1910		1991/09/11	202	
1255993	CABINET, VIDEO CONSOLE	NONE	L	33784D	1145	1,149.
	LUXOR CORP	SS780		1993/06/24	202	
1255490	MONITOR, TELEVISION	611397	L	33169D	1145	838.
	SHARP COKP	XM2701		1993/05/13	204	
1255992	CABINET, VIDEO CONSOLE	NONE	L	33784D	1145	1,149.
	LUXOR CORP	SS780		1993/06/24	204	
0219961	RECORDER, TAPE, VIDEO	J5HG00898	L	94194B	1145	601.
	MATSUSHITA ELEC INDUS CO	AG2200		1985/12/02	205	
1255489	MONITOR, TELEVISION	611399	L	33169D	1145	838.
	SHARP CORP	XM2701		1993/05/13	205	
1255991	CABINET, VIDEO CONSOLE	NONE	L	33784D	1145	1,149.
	LUXOR CORP	SS780		1993/06/24	205	
G074923	RECORDER, CASSETTE, VIDEO	10902	L	74370C	1145	4,050.
	SONY CORP	EVO9800		1990/06/28	206	
G077288	AMPLIFIER, AUDIO	BX8579	L	80410C	1145	1,700.
	MCINTOSH LABORATORY INC	MA6200		1990/08/22	206	
G078268	MONITOR, TELEVISION	2010833-3	L	83090C	1145	1,016.
	SONY CORP	PVM1342Q		1990/11/16	206	
0144164	MONITOR, TELEVISION	504279	NAS 1	14360	1145	628.
	SONY CORP	PVM8200T		1987/10/16	206	
0804094	RECORDER, CASSETTE, VIDEO	12051	L	54991D	1145	2,585.
	SONY CORP	SVO9600		1994/09/27	206	
0849415	MONITOR, VIDEO, WAVEFORM	9030049	L	69287C	1145	4,245.
	LEADER INSTRUMENTS CORP	5870		1990/02/20	206	
1086148	SYSTEM, EDITING, VIDEO	76160	L	97396C	1145	1,837.
	SONY CORP	RM450		1991/06/26	206	
1087744	MONITOR, TELEVISION	2034237-7	L	2391D	1145	654.
	SONY CORP	PVM1910		1991/09/11	206	
1156096	MONITOR, TELEVISION	2020434	L	16886D	1145	891.
	SONY CORP	PMV1342Q		1992/08/07	206	
1422797	SWITCHER, VIDEO	11596	L	55202D	1145	15,840.
	SONY CORP	DFS500		1994/11/03	206	
1878441	PROCESSOR, VIDEO	00539554	NAS 1	20048	1145	16,150.

Exhibit C

1878443	MEDIA SYSTEMS TECHNOLOGY INC DISK ARRAY DATA DIRECT DIV OF PINNACLE ST	MEDIA100XR 3E9G111149 ET8UD	1998/10/02 NAS 1 20048 1998/10/02	206 1145 206	5,410.
1088408	POWER SUPPLY, SPECIAL PURPOSE JBL INCORPORATED-(SOUNDCRAFT)	029103099 CPS450	L 96326C 1991/10/16	1145 .103	1,000
G076408	PROJECTOR, TELEVISION SONY CORP	5001165 VPH1270Q	L 63224C 1990/01/08	1145 CONEX	12,575.
0021255	GENERATOR, TELEVISION TEKTRONIX INC	B031502 TSG300	L 83928C 1990/11/15	1145T 100	5,667.
0057303	ANALYZER, SIGNAL SENCORE INC	6036271 LC77	1-18655F 1990/06/26	1145T 100	1,525.
1088497	OSCILLOSCOPE, PORTABLE TEKTRONIX INC	B062003 2445B	L 3769D 1991/10/25	1145T 100	4,131.
1426380	PROJECTOR, TELEVISION SONY CORP	5001962 VPH1272Q	L 61719D 1995/09/14	1145T 100	14,000.
1612402	TRANSMITTER, RADIO VEGA ELECTRONICS	1775 T688	NAS 1 20048 1998/12/04	1145T 100	1,097.
1612403	TRANSMITTER, RADIO VEGA ELECTRONICS	1776 T688	NAS 1 20048 1998/12/04	1145T 100	1,097.
1612404	RECEIVER, RADIO VEGA ELECTRONICS	02528 R662	NAS 1 20048 1998/12/04	1145T 100	3,002.
1612405	RECEIVER, RADIO VEGA ELECTRONICS	02529 R662	NAS 1 20048 1998/12/04	1145T 100	3,002.
1636006	RECORDER, CASSETTE, VIDEO SONY CORP	15232 DSR20	NAS 1 20048 1999/11/29	11451' 100	3,166.
1636008	CAMERA, RECORDING, VIDEO CANON USA INC	2870050338 ULTURA	NAS 1 20048 1999/11/29	1145T 100	872.
1636009	CAMERA, RECORDING, VIDEO CANON USA INC	2900170480 ULTURA	NAS 1 20048 1999/11/29	1145T 100	872.
1878469	ANALYZER, CRT SENCORE INC	6680936M CR7000	NAS 1 20048 1998/10/14	1145T 100	1,735.
1880026	PROJECTOR, VIDEO, GRAPHICS ELECTROHOME LTD	265530004 38HAL001-97	NAS 1 20048 1998/11/04	1145T 100	23,246.
1880857	PROJECTOR, VIDEO 3M PHOTODYNE INC SUB OF	G9C218080 MP8640	NAS 1 20048 1999/04/08	1145T 100	4,000.
1880858	PROJECTOR, VIDEO 3M PHOTODYNE INC SUB OF	G9C217961 MP8640	NAS 1 20048 1999/04/08	1145T 100	4,000.
1882029	RECORDER, CASSETTE, VIDEO PANASONIC IND CO DIV OF MATSU	G9TC00015 AG1980	NAS 1 20048 1999/10/19	1145T 100	1,030.
1882030	RECORDER, CASSETTE, VIDEO PANASONIC IND CO DIV OF MATSU	G9TC00847 AG1980	NAS 1 20048 1999/10/19	1145T 100	1,030.
1882053	PROJECTOR, VIDEO NEC TECHNOLOGIES INC	93000749M LT100	NAS 1 20048 1999/11/29	1145T 100	5,656.
1884229	PROJECTOR, VIDEO	4032250028	NAS 1 20048	1145T	5,256.

Exhibit C

1884230	PROXIMA CORP PROJECTOR, VIDEO	DP6870 40E224448	2000/08/03 NAS 1 20048	100 1145T	5,256.
1884233	PROXIMA CORP CAMERA, RECORDER, VIDEO	DP6870 2050101212	2000/08/03 NAS 1 20048	100 1145T	2,228.
1884237	CANON CAMERA CO INC MONITOR, VIDEO	DM-GL1A 0251201A	2000/08/11 NAS 1 20048	100 1145T	992.
1884238	PANASONIC IND CO DIV OF MATSU MONITOR, VIDEO	BT-M1950Y 0251203A	2000/08/01 NAS 1 20048	100 1145T	992.
1155915	PANASONIC IND CO DIV OF MATSU OSCILLOSCOPE, DIGITAL	BT-M1950Y 3227A04845	2000/08/01 L 20056D	100 1145T	2,576.
1884197	HEWLETT-PACKARD CO PROJECTOR, VIDEO	54601A 40A261574	1992/08/26 NAS 1 20048	101 1145T	5,656.
G078763	PROXIMA CORP SYSTEM, MEASUREMENT, VIDEO	DP6850 B012252	2000/03/03 L 83928C	101 1145T	9,610.
G078866	TEKTRONIX INC OSCILLOSCOPE	1780R BO26676	1990/10/12 I, 83560C	102 1145T	1,837.
G078867	TEKTRONIX INC OSCILLOSCOPE	2245A B029020	1990/10/18 L 83560C	102A 1145T	1,837.
0020087	TEKTRONIX INC MONITOR, WAVEFORM	2245A B026308	1990/10/18 1-18655F	102A 1145T	3,771.
0053391	TEKTRONIX INC ANALYZER, DIGITAL	1740 6016939	1990/06/26 1-18655F	102A 1145T	2,635.
0056571	SENCORE INC GENERATOR, TELEVISION	FS74 BO52496	1990/06/26 1-18655F	102A 1145T	3,570.
0056572	TEKTRONIX INC MONITOR, TELEVISION	M1470 5036127	1990/06/26 1-18655F	102A 1145T	994.
0056573	HITACHI MFG CO MONITOR, TELEVISION	V099U 5036167	1990/06/26 1-18655F	102A 1145T	994.
0056576	HITACHI MFG CO OSCILLOSCOPE	V099U B026177	1990/06/26 NAS1-18655F	102A 1145T	1,344.
0056580	TEKTRONIX INC VECTORSCOPE	2215 B011378	1990/06/30 1-18655F	102A 1145T	2,335.
0057840	TEKTRONIX INC GENERATOR, VIDEO PATTERN	1720 0477	1990/06/26 1-18655F	102A 1145T	6,000.
0142728	VISUAL INFORMATION INSTITUTE COUNTER, FREQUENCY	2501B 2704A00575	1990/06/26 1-18655F	102A 1145T	2,920.
0143396	HEWLETT-PACKARD CO ANALYZER, AUDIO	5386A 6023088R28A	1990/06/26 1-18655F	102A 1145T	1,495.
1090455	SENCORE INC ANALYZER, SIGNAL	SG165 6068678M	1990/06/26 I, 9968D	102A 1145T	3,075.
1090456	SENCORE INC ANALYZER, VCR	VA62A 6070315M	1992/02/13 L 9968D	102A 1145T	2,635.
1090457	SENCORE INC ANALYZER, TELEVISION	VC93 6018045	1992/02/13 L 996813	102A 1145T	1,227.
	SENCORE INC	ST66	1992/02/13	102A	

Exhibit C

1880032	PAN/TILT, TELEVISION CAMERA	562-80	NAS 1 20048	1145T	2,009.
	PELCO SALES INC	PT7723RX11	1998/12/04	102A	
G078865	OSCILLOSCOPE	B029011	L 83560C	1145T	1,837.
	TEKTRONIX INC	2245A	1990/10/18	102c	
1427367	PROJECTOR, VIDEO	509316619	L 1661	1145T	7,246.
	SHARP CORP	XGE850U	1995/10/20	102c	
1880022	PROJECTOR, VIDEO	G81215171	NAS 1 20048	1145T	4,400.
	3M PHOTODYNE INC SUB OF	MP8640	1998/11/02	102c	
1880023	PROJECTOR, VIDEO	G81215181	NAS 1 20048	1145T	4,400.
	3M PHOTODYNE INC SUB OF	MP8640	1998/11/02	102c	
1425546	DISPLAY, COMPUTER, PROJECTION	01879	L 61721D	1145T	8,142.
	PROXIMA CORP	920	1995/07/26	108	
1429439	CAMERA, TELEVISION, COLOR	104451	L 64272D	1145T	1,636.
	SONY CORP	DXC151A	1996/06/10	108	
2009797	RECORDER, CASSETTE, VIDEO	20661	LX0009	1145T	15,000.
	SONY CORP	BVW10	2001/01/11	108	
1743364	CONTAINER, SHIPPING	550303	NAS 1 20048	1155	8,188.
	SEA BOX INC	20'X8'6''	1997/10/24		
G074700	INTERFACE, MULTIPLEX MOTION	NONE	NAS 1 18341	1155	1,500.
	STRAND CENTURY INC	5501	1987/12/23	103	
G074701	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400.
	STRAND CENTURY INC	575w	1987/12/23	103	
G074702	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400.
	STRAND CENTURY INC	575w	1987/12/23	103	
G074703	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400.
	STRAND CENTURY INC	575w	1987/12/23	103	
G074704	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400.
	STRAND CENTURY INC	575w	1987/12/23	103	
G074705	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400.
	STRAND CENTURY INC	575w	1987/12/23	103	
G074706	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764.
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074107	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764.
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074708	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764.
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074709	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764.
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074710	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764.
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074711	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	10,471.
	STRAND CENTURY INC	4000W	1987/12/23	103	
G074957	MONITOR, TELEVISION	S015008388-8	L 77421C	1155'	680.
	SONY CORP	PVM8221	1990/07/17	103	
G075048	MONITOR, TELEVISION	5008405	L 77421C	1155	680.

Exhibit C

0019714	SONY CORP GENERATOR, SYNC	PVM8221 B010429	1990/08/08 NAS 1 18655	103 1155	
	TEKTRONIX INC	SPG170A	1988/04/01	103	3,300.
0020989	AMPLIFIER, VIDEO	902245	L 83568C	1155	4,320.
	LEITCH VIDEO OF AMERICA INC	VPA331N	1990/10/02	103	
0035210	TABLE, PAN/TILT	142	L 54986D	1155	1,915.
	DIRECTED PERCEPTION INC	PTU46-1'75	1994/12/29	103	
0035561	SYNCHRONIZER	5C23D003	L 60592D	1155	2,830.
	DIGITAL PROCESSING SYSTEMS	DPS235	1995/04/17	103	
0037187	CONTROL UNIT, PAN/TILT	462648	L 63958D	1155	3,652.
	FUJINON INC	EOP102J50D	1996/07/25	103	
0038154	CONTROL, CAMERA	13853	B GF1206	1.155	1,805.
	SONY CORP	CCU-M5	1996/07/12	103	
0283520	BALLAST, LAMP	160988	L 90029B	1155	1,882.
	QUARTZ COLOK	2088	1985/08/29	103	
0283521	LIGHTING SYSTEM	0417	L 90029B	1155	2,735.
	QUARTZ COLOR	4000	1985/08/29	103	
0283522	BALLAST, LAMP	161014	L 90029B	1155	2,736.
	QUARTZ COLOR	2098	1985/08/29	103	
0283523	LIGHTING SYSTEM	3322	L 90029B	1155	1,882.
	QUARTZ COLOR	2500	1985/08/29	103	
0803875	RECORDER, CASSETTE, VIDEO	128013	L 50792D	1155	304.
	SONY CORP	SLV420	1994/07/22	103	
0804071	RECEIVER, UHF	102025	L 54754D	1155	1,540.
	SONY CORP	WRR840A	1994/10/05	103	
1083959	MONITOR, TELEVISION	5010251	L 91500C	1155	730.
	SONY CORP	PVM8221	1991/04/04	103	
1083960	MONITOR, TELEVISION	5010261	L 91500C	1155	730.
	SONY CORP	PVM8221	1991/04/04	103	
1086187	MONITOR, TELEVISION	5022435-7	L 96609C	1155	505.
	SONY CORP	PVM8220	1991/06/25	103	
1086391	SWITCHER, VIDEO	NONE	L 99788C	1155	1,135.
	SIERRA INSTRUMENTS INC	SVSSIERRASERIES	1991/08/15	103	
1086392	SWITCHER, VIDEO	NONE	L 99788C	1155	1,135.
	SIERRA INSTRUMENTS INC	SVSSIERRASERIES	1991/08/15	103	
1263647	VECTORSCOPE	11940344	L 54997D	1155	1,996.
	VIDEOTEK INC	VTM100	1994/11/14	103	
1264428	RECORDER, CASSETTE, VIDEO	14715	L 54989D	1155	8,096.
	SONY CORP	UVW1800	1994/10/11	103	
1422802	CONVERTER, SCAN	16721	L 55415D	1155	19,019.
	YAMASHITA ENGINEERING	CVS980HN	1994/11/04	103	
1423067	GENERATOR, CHARACTER, VIDEO	M43079	L 54988D	1155	5,300.
	BREK CONNER GROUP INC	EDITION	1994/11/22	103	
1423187	SWITCHER, VIDEO	A948511	L 54998D	1155	3,468.
	LEITCH VIDEO OF AMERICA INC	HD16X16V	1994/12/13	103	

Exhibit C

1423188	SWITCHER, AUDIO LEITCH VIDEO OF AMERICA INC	A948512 HD16X16AD	L	54998D	1155	3,431.
1429441	CAMERA, TELEVISION, COLOR SONY CORP	100365 DXC950	L	3808	1155	4,555.
1429442	CAMERA, TELEVISION, COLOR SONY CORP	100166 DXC950	L	3808	1155	4,555.
1429610	LENS, ZOOM FUJINON INC	92908030 S16X6.7BMD-D18	L	63958D	1155	3,208.
1429611	LENS, ZOOM FUJINON INC	92908036 S16X6.7BMD-D18	L	63958D	1155	3,208.
1429612	LENS, ZOOM FUJINON INC	92908009 S16X6.7BMD-D18	L	63958D	1155	3,208.
1429669	RECORDER, TAPE, VIDEO SONY CORP	0025503 PVM2800	L	4088	1155	18,332.
1604743	AUDIO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	564 PPBE3-14MKII	NAS	1 20048	1155	1,085.
1604744	VIDEO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	NONE (VERIFIED) ADPPI1224RS75	NAS	1 20048	1155	1,007.
1604745	VIDEO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	NONE (VERIFIED) ADPPI1224RS75	NAS	1 20048	1155	1,007.
1604746	VIDEO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	NONE (VERIFIED) ADPPI1224RS75	NAS	1 20048	1155	1,007.
1604747	VIDEO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	NONE (VERIFIED) ADPPI1224RS75	NAS	1 20048	1155	1,007.
1604748	VIDEO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	NONE (VERIFIED) ADPPI1224RS75	NAS	1 20048	1155	1,007.
1604749	AUDIO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	516 PPB3-14MK2HN	NAS	1 20048	1155	1,085.
1604750	AUDIO PATCH PANEL, ADC ADC TELECOM F-ADC MAGNETIC	567 PPB3-14MK2HN	NAS	1 20048	1155	1,085.
1610610	PANEL, CONTROL PHILLIPS INDUSTRIES INC	1412 LDK4628	NAS	1 20048	1155	8,000.
1610611	PANEL, CONTROL PHILLIPS INDUSTRIES INC	1572 LDK4628	NAS	1 20048	1155	8,000.
1610612	PANEL, CONTROL PHILLIPS INDUSTRIES INC	1561 LDK4628	NAS	1 20048	1155	8,000.
1610614	INTERCOM, STATION CLEAR-COM INTERCOM SYSTEM	623966 MS440	NAS	1 20048	1155	1,075.
1740163	SWITCHER SYSTEM, VIDEO GRASS VALLEY GROUP INC THE	B09355 200-1N	L	4494	1155	33,174.
1740165	POWER SUPPLY GRASS VALLEY GROUP INC THE	A97559 097550-01	L	4494	1155	3,507.
1741569	VIDEO FRAME STORE LEITCH INC	9613990 DSF3112PC-FX	NAS	1 20048	1155	14,700.
1741654	MONITOR, VIDEO	2000538	NAS	1 20048	1155	6,290.

Exhibit C

1741655	SONY CORP MONITOR, VIDEO	BVM14F5U 2000540	1997/03/20 NAS 1 20048	103 1155	6,290.
1741666	SONY CORP MONITOR, VIDEO	BVM14F5U 2000541	1997/03/20 NAS 1 20048	103 1155	6,290.
1743213	SONY CORP PROCESSOR, AUDIO	BVM14F5U A197EC10008	1997/03/20 NAS 1 20048	103 1155	1,147.
1743224	DBX INC MIXER, AUDIO	165A H24925	1997/09/09 NAS 1 20048	103 1155	2,750.
1743356	MACKIE DESIGNS INC STUDIO SET	28-8 001	1997/09/25 NAS 1 20048	103 1155	8,500.
1743389	CBN SCENIC SERVICES PANEL, MASTER CONTROL	YOUTH 1181	1997/04/25 NAS 1 20048	103 1155	8,174.
1743390	PHILLIPS INDUSTRIES INC BASE STATION, TRIAX	LDK4607/02 4963	1997/10/25 NAS 1 20048	103 1155	8,100.
1743391	PHILLIPS INDUSTRIES INC BASE STATION, TRIAX	LDK4061/01 5022	1997/10/25 NAS 1 20048	103 1155	8,100.
1743392	PHILLIPS INDUSTRIES INC BASE STATION, TRIAX	LDK4061/01 4868	1997/10/25 NAS 1 20048	103 1155	8,100.
1878439	PHILLIPS INDUSTRIES INC LOGO INSERTER, VIDEO	LDK4061/01 9829738	1997/10/25 NAS 1 20048	103 1155	4,915.
1878440	LEITCH INC LIGHT METER, CAMERA	MGI1302N-2 033071	1998/10/02 NAS 1 20048	103 1155	1,681.
0037184	SONY CORP RECEIVER	PTB500 470750	1998/09/24 L 63958D	103 1155	616.
0527633	FUJINON INC MONITOK, TELEVISION	CPS401A10D 2014625	1996/07/25 L 8459C	111 1155	602.
0527652	SONY CORP MONITOR, TELEVISION	PVM1910 2014450	1986/09/22 L 7885C	111 1155	668.
1429440	SONY CORP CAMERA, TELEVISION, COLOR	PVM1910 100496	1986/09/23 L 3808	111 1155	4,555.
1610635	SONY CORP CAMERA, VIDEO	DXC950 723,	1996/06/10 NAS 1 20048	111 1155	36,843.
1610636	BSI (818) 442 7038 CAMERA, VIDEO	LDK5400/50 743	1997/12/19 NAS 1 20048	111 1155	36,843.
1610639	BSI (818) 442 7038 VIEWFINDER, CAMERA	LDK5400/50 628	1997/12/19 NAS 1 20048	111 1155	3,115.
1610640	BSI (818) 442 7038 VIEWFINDER, CAMERA	5310/00 633	1997/12/19 NAS 1 20048	111 1155	3,115.
1610660	BSI (818) 442 7038 VIEWFINDER, CAMERA	5310100 626	1997/12/19 NAS 1 20048	111 1155	3,115.
1611814	BSI (818) 442 7038 CAMERA, VIDEO	LDK100 689	1997/12/19 NAS 1 20048	111 1155	36,843,
1743289	BSI (818) 442 7038 TELEPROMPTER	LDK5400/50 Q-I2012	1997/12/19 NAS 1 20048	111 1155	2,100.
	Q-TV TELESYNC A DIV OF Q-CO	VPS15SL	1997/10/07	111	

Exhibit C

1743290	TELEPROMPTER	Q-I2019	NAS 1 20048	1155	2,100.
	Q-TV TELESYNC A DIV OF Q-CO	VPS15SL	1997/10/07	111	
1743291	TELEPROMPTER	Q-I2032	NAS 1 20048	1155	2,100.
	Q-TV TELESYNC A DIV OF Q-CO	VPS15SL	1997/10/07	111	
1875720	PEDESTAL,, CAMEKA	3381-00900	NAS 1 20048	1155	6,917.
	VINTEN W LTD	V33381-3C	1997/12/08	111	
1875721	PEDESTAL, CAMERA	3381-00930	NAS 1 20048	1155	6,917.
	VINTEN W LTD	V33381-3C	1997/12/08	111	
1875722	PEDESTAL, CAMERA	3391-00929	NAS 1 20048	1155	6,917.
	VINTEN W LTD	V33381-3C	1997/12/08	111	
1875730	HEAD, PEDESTAL	3386-03539	NAS 1 20048	1155	4,906.
	VINTEN W LTD)	3386-3F SD22	1998/01/06	111	
0035263	TRANSPORT, MAGNETIC TAPE	3352E33079	NAS 1 20006	1216	1,319.
	ANDATACO	X80CH31A32SIX	1995/01/11	110	
0144535	MONITOR, TELEVISION	KC5421465	NAS 1 14360	1216	304.
	MATSUSHITA ELEC INDUS CO	CT1020M	1987/10/16	125	
0144536	MONITOR, TELEVISION	KC5421520	NAS 1 14360	1216	304.
	MATSUSHITA ELEC INDUS CO	CT1020M	1987/10/16	125	
1422683	PROJECTOR, VIDEO	2000090	L 55208D	1216	22,754.
	SONY CORP	RVP6010QB	1994/10/25	125	
G073715	GENERATOR, SYNC	01900301	L 70264C	1216	1,720.
	VIDEOTEK INC	VSG201	1990/03/01	130	
1259222	MONITOR, TELEVISION	So1-2011130	L 41823D	1216	919.
	SONY CORP	PVM1344Q	1993/12/14	130	
1743209	PROCESSOR, VIDEO	00501167	NAS 1 20048	1216	19,225.
	MEDIA SYSTEMS TECHNOLOGY INC	100XS	1997/08/23	130	
1743210	MONITOR, TELEVISION	2000852	NAS 1 20048	1216	1,930.
	SONY CORP	PVM20M2U	1997/08/23	130	
0035092	CAMERA, VIDEO	0036285	NAS 1 20006	1216	2,000.
	SILICON GRAPHICS INC	CMNBO06C	1994/11/01	.125	
1422691	CAMERA, DOCUMENT	152870	L 54993D	1216	3,500.
	ELMO MFG CORP	EVS500AF	1994/10/28	.125	
0034991	MIXER, TELECONFERENCE, AUTO	HI-POT	L 55453D	1238B	2,600.
	SHURE BROS INC	AMS8000	1994/10/11	1215	
1743294	MONITOR, TELEVISION	S01-2018990-F	NAS 1 20048	1265	761.
	SONY CORP	PVM8040	1997/10/07	112	
0035137	CAMERA, COLOR VIDEO	13950328	L 54981D	1265	3,128.
	JVC CO OF AMERICA	KYF55U	1994/10/25	TUNN	
0035139	CAMERA, COLOR VIDEO	11950235	L 54981D	1265	3,128.
	JVC CO OF AMERICA	KYF55U	1994/10/25	TUNN	
1884225	COMPUTER, MICRO	XA0131VXJMJ	NAS 1 20048	1268	4,620.
	APPLE COMPUTER INC	G4	2000/05/30	103	
1884226	EXPANSION, CHASSIS	T701777	NAS 1 20048	1268	2,730.
	MAGMA PRODUCTS	PC1-7DX400V	2000/05/30	103	
0846537	SWITCHER, VIDEO	9827088	L 55973C	1268	1,929.

Exhibit C

1256717	BARCO VIDEO SYSTEMS RECORDER, CASSETTE, VIDEO	RCVDS400 0015092	1989/07/24 L 38233D	1047 1268	550.
0530491 NA1756	SONY CORP TRUCK, VAN, PANEL	SVO1610 2B7HB23H7DK3670	1993/09/30 L 36009B	1047 1268	6,861.
G074956	CHRYSLER CP HAMTRAMCK ASSY MONITOR, TELEVISION	DODGE350 2000843-3	1983/04/25 L 77421C	N1756 1268	1,058.
G077254	SONY CORP SYSTEM, MEASUREMENT, VIDEO	PVM1344Q B012008	1990/07/17 L 80428C	1045 1268	9,629.
G078428	TEKTRONIX INC SWITCHER, VIDEO	1780R NONE	1990/08/20 L 83087C	1045 1268	1,153.
0021625	SIERRA INSTRUMENTS INC CAMERA, TELEVISION	SV5SIERRASERIES 15A06949	1990/09/28 L 99232C	1045 1268	6,565.
108405'7	MATSUSHITA ELEC INDUS CO CONTROL UNIT, COMPACT DISC	WV-F250H 20362	1991/08/20 L 91499C	1045 1268	1,175.
1084058	SONY CORP PLAYER, COMPACT DISC	CDS3000 20904	1991/04/25 L 91499C	1045 1268	2,000.
1086396	SONY CORP REMOTE CONTROL UNIT	CDP3000 07R00089	1991/04/25 L 99232C	1045 1268	1,336.
1091982	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION	WV-RC36 7015616	1991/08/20 L 12124D	1045 1268	723.
1091985	SONY CORP KEYBOARD, EDITING	CPD1302 10158	1992/04/22 L 12124D	1045 1268	2,520.
1259161	SONY CORP MONITOR, TELEVISION	BKE9400A 2000193	1992/04/22 L 42413.D	1045 1268	12,444.
1260647	SONY CORP DISPLAY UNIT	BVM1912 SSG349A10095	1993/12/06 NAS 1 20005	1045 1268	2,575.
1610609	RADIUS INC PANEL, CONTROL	0381 JHC391	1994/02/16 NAS 1 20048	1045 1268	1,500.
1610622	ENSEMBLE DESIGNS PANEL, MASTER CONTROL	CP10 12320134	1997/10/20 NAS 1 20048	1045 1268	2,232.
1612398	PHILLIPS INDUSTRIES INC CAMERA, DIGITAL	CP3800 04711017GU	1997/10/31 NAS 1 20048	1045 1268	1,659.
1743087	POLAROID CORP COMPUTER, MICRO	PCD2000/40 08006902EF00	1998/09/23 NAS 1 20048	1045 1268	8,756.
1743088	SILICON GRAPHICS INC DISPLAY UNIT	CMNBO14ANF175 2074251	1997/06/11 NAS 1 20048	1045 1268	3,000.
1743360	SILICON GRAPHICS INC PANEL, CONTROL, AUDIO	GDM20E21 ARRIA262	1997/06/11 NAS 1 20048	1045 1268	8,855.
1878423	ZAXCOM VIDEO SCANNER, COMPUTER	ARRIACP AJR0001957	1997/10/23 NAS 1 20048	1045 1268	2,110.
1882028	EPSON AMERICA INC CONSOLE, GRAPHICS	EXPRESSION836XL NONE (VERIFIED)	1998/08/28 NAS 1 20048	1045 1268	1,795.
G074873	FORECAST CONSOLES INC RECORDER, VIDEO TAPE	GC3PL 31903	1999/09/20 L 76813C	1045 1268	50,000.
	SONY CORP	DVR1000	1990/06/18	1047	

Exhibit C

G074874	PROCESSOR, DIGITAL SONY CORP	32001 DVPC10.00	L	76813C	1268	67,000.
G074972	RECORDER, DISK, VIDEO SONY CORP	0010160 LVR5000	L	77424C	1268	7,849.
G074973	PROCESSOR, SIGNAL, VIDEO SONY CORP	0020146 LVS5000	L	77424C	1268	7,849.
G076367	CONVERTER, SCAN, VIDEO RGB TECHNOLOGY, INC.	A10583 1400AX	L	80743C	1268	13,975.
0019716	DISPLAY UNIT TEKTRONIX INC	B010786 WFM300	NAS 1	18655	1268	4,040.
0019717	MONITOR, VIDEO SONY CORP	0010942 BVM1310	NAS 1	18655	1268	3,700.
0019719	RECORDER, TAPE, VIDEO SONY CORP	11308 BVU950	NAS 1	18655	1268	16,060.
0020983	MONITOR, VIDEO, WAVEFORM TEKTRONIX INC	B039805 1730	L	83568C	1268	1,804.
0021117	CONTROL, REMOTE SONY CORP	33521 BKDV1010	L	76813C	1268	3,000.
0021340	GENERATOR, SIGNAL TEKTRONIX INC	B031042 TSG170A	L	876630	1268	5,150.
0035582	RECORDER, CASSETTE, VIDEO SONY CORP	14027 EVO9850	L	60853D	1268	5,473.
0037181	HEAD, PAN/TILT FUJINON INC	306908 CPT1A10D	L	63958D	1268	2,990.
0058287	PROCESSOR, SIGNAL, VIDEO FAROUDJA LABORATORIES INC	0117-11167 CTC-N	1-	18655FGP8	1268	2,254.
0061574	RECORDER-REPRODUCER SET, VIDEO AMPEX CORP F-INVAR ELECT'R CORP	50583 CVR75	L	56397C	1268	26,572.
0144166	MONITOR, TELEVISION SONY CORP	5001688 PVM5300	NAS 1	14360	1268	1,840.
0144167	MONITOR, TELEVISION SONY CORP	5001580 PVM5300	NAS 1	14360	1268	1,840.
0144169	MONITOR, TELEVISION SONY CORP	5001560 PVM5300	NAS 1	14360	1268	1,840.
0257560	TEST SET, TRANSMISSION/REFLECT HEKIMIAN LABORATORIES INC	5174 4101	L	7686C	1268	1,491.
0472655 186271	MONITOR, TELEVISION SONY CORP	11122 PVM5300	L	8773B	1268	1,760.
0802191	DISPLAY UNIT TEKTRONIX INC	B014062 WFM300A	L	30963D	1268	3,126.
0802235	SWITCHER, VIDEO UTAH SCIENTIFIC INC	93040865 AVS1	L	32462D	1268	15,084.
1083890	MONITOR, TELEVISION SONY CORP	50011285-7 PVM5310	L	91500C	1268	2,037.
1091983	CONTROL UNIT, EDITING	10023	L	1212413	1268	14,645.

Exhibit C

1091984	SONY CORP CONTROLLER MODULE	BVE9100 11443	1992/04/22 L 12124D	1047 1268	4,222.
1155672	SONY CORP RECORDER, VIDEO TAPE	BKE9600 10815	1992/04/22 NAS 1 19691	1047 1268	78,850.
1156107	SONY CORP RECORDER, CASSETTE, VIDEO	DVR2100 09600416	1992/07/06 L 19510D	1047 1268	3,388.
1221359	JVC CO OF AMERICA MONITOR, TELEVISION	DS-DT900N UAM35H001988	1992/08/12 MISC-MARSHL	1047 1268	4,850.
1255751	MI'I'SUBISHI ELECTRIC CORP SWITCHER, VIDEO	AM3501R 93050058	1994/06/01 L 29946D	1047 1268	15,084.
1255752	UTAH SCIENTIFIC INC CONTROLLER, SWITCHER, VIDEO	VVV30/10B 93050057	1993/06/01 L 29946D	1047 1268	1,037.
1256308	UTAH SCIENTIFIC INC SWITCHER, VIDEO	VVV30/10B 10316	1993/06/01 L 32122D	1047 1268	17,071.
1257170	SONY CORP SWITCHER, VIDEO	DFS500 11457	1993/06/09 L 31930D	1047 1268	2,250.
1257171	SONY CORP SWITCHER, VIDEO	BVS-V1201 11471	1993/08/11 L 31930D	1047 1268	2,250.
1257172	SONY CORP SWITCHER, VIDEO	BVS-V1201 11495	1993/08/11 L 31930D	1047 1268	2,250.
1423068	SONY CORP MIXER, AUDIO	BVS-V1201 22676	1993/08/11 L 54906D	1047 1268	3,036.
1432118	SONY CORP INTERFACE UNIT, FIBER OPTIC	MXP290 10101	1994/11/22 NAS 1 20048	1047 1268	12,160.
1604739	SONY CORP CHASSIS, FIBER OPTIC	DFT1000 A89608	1996/11/06 NAS 1 20048	1047 1260	2,803.
1610596	TEKTRONIX INC RACK MOUNT	3291TR2221 B64014	1996/11/18 NAS 1 20048	1047 1260	1,200.
1610598	GRASS VALLEY GROUP INC THE MODULE, CONTROL	SMS800T1S 0080CE010BD3	1997/10/17 NAS 1 20048	1047 1268	5,106.
1610600	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	SI3000 A0970990882	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610601	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990886	1997/10/24 NAS 1 20048	1047 1260	1,220.
1610602	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990887	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610604	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990877	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610606	PHILLIPS INDUSTRIES INC CONTROLLER, TIME BASE	RP2UMD JHT1733	1997/10/24 NAS 1 20048	1047 1268	3,000.
1610621	ENSEMBLE DESIGNS PANEL, MASTER CONTROL	TC400D 12320126	1997/10/20 NAS 1 20048	1047 1268	2,232.
1610624	PHILLIPS INDUSTRIES INC PANEL, MASTER CONTROL	CP3800 12320142	1997/10/31 NAS 1 20048	1047 1268	2,232.
	PHILLIPS INDUSTRIES INC	CP3800	1997/10/31	1047	

Exhibit C

1610631	GENERATOR, VIDEO TEKTRONIX INC	B010833 TG2000	NAS 1 20048 1997/11/18	1268 1047	13,803.
1610632	GENERATOR, DIGITAL TEKTRONIX INC	BO22372 SPG422	NAS 1 20048 1997/11/18	1268 1047	4,780.
1610633	MONITOR, DIGITAL AUDIO TEKTRONIX INC	B021394 764	NAS 1 20048 1997/11/21	1268 1047	4,186.
1610634	MONITOR, STEREO AUDIO TEKTRONIX INC	B053031 760A	NAS 1 20048 1997/11/21	1268 1047	2,387.
1610661	CONTROLLER, INTERFACE UTAH SCIENTIFIC INC	98020815 UDI1B	NAS 1 20048 1998/03/03	1268 1047	2,500.
1612419	CONTROLLER, SWITCHER, VIDEO PHILLIPS INDUSTRIES INC	12270304 VM3000A	NAS 1 20048 1999/03/08	1268 1047	3,052.
1743158	CONTROLLER, EDITING, VIDEO PANASONIC IND CO DIV OF MATSU	F7TC00011 AG-DS850H	NAS 1 20048 1997/08/04	1268 1047	5,944.
1743212	RECORDER, VIDEO, DIGITAL SONY CORP	14439 DVW-A500	NAS 1 20048 1997/09/05	1268 1047	58,750.
1743359	SWITCHER, VIDEO PHILLIPS INDUSTRIES INC	A1-12724-9 VENUS	NAS 1 20048 1997/10/24	1268 1047	75,144.
1743361	MIXER, AUDIO ZAXCOM VIDEO	ARRIA263 APU	NAS 1 20048 1997/10/23	1268 1047	10,000.
1743362	ROUTER, FRAME NVISION	AF8866 NV3064PHX	NAS 1 20048 1997/10/24	1268 1047	21,265.
1743363	ROUTER, FRAME NVISION	AF7646 NV3128	NAS 1 20048 1997/10/24	1268 1047	16,546.
1743387	AUDIO CHANGER, CD DENON AMERICA INC	1500081 DN1200F	NAS 1 20048 1997/10/29	1268 1047	4,550.
1743388	AUDIO CHANGER, CD DENON AMERICA INC	1500607 DN1200F	NAS 1 20048 1997/10/29	1.268 1047	4,550.
1875717	CONVERTER, DIGITAL, VIDEO MIRANDA CAMERA CO. LTD	061-0252 SDM110	NAS 1 20048 1997/10/31	1268 1047	1,250.
1875718	CONVERTER, DIGITAL, VIDEO MIRANDA CAMERA CO. LTD	061-0253 SDM110	NAS 1 20048 1997/10/31	1268 1047	1,250.
1875719	CONVERTER, DIGITAL, VIDEO MIRANDA CAMERA CO. LTD	028-1331 QUARTET	NAS 1 20048 1997/10/31	1268 1047	5,244.
1875723	KEYBOARD, CHARACTER, GENERATOR CHYRON CORP	SBA2926A97 WINFINIT KYBD	NAS 1 20048 1997/12/05	1268 1047	5,200.
1878424	RECORDER, VIDEO, DIGITAL SONY CORP	15267 DVW-A500	NAS 1 20048 1997/10/23	1268 1047	44,971.
1878425	CONTROLLER, SWITCHER, VIDEO PHILLIPS INDUSTRIES INC	12270651 VM3000A	NAS 1 20048 1998/08/17	1268 1047	3,300.
1880025	RECORDER, VIDEO, DIGITAL SONY CORP	16478 DVW-A500	NAS 1 20048 1998/10/21	1268 1047	42,488.
1880869	CHASSIS, EXPANSION DISCREET LOGICS	21465 2000	NAS 1 20048 1999/04/29	1268 1047	27,500.
1880870	CHASSIS, EXPANSION	21466	NAS 1 20048	1268	27,500.

Exhibit C

1880871	DISCREET LOGICS CONVERTER, AMPLIFIER	2000 1777	1999/04/29 NAS 1 20048	1047 1268	2,500.
1880872	SONIC SOLUTIONS CONVERTER, AD	702515 3881	1999/04/29 NAS 1 20048	1047 1268	2,500.
1880873	SONIC SOLUTIONS CONVERTER, AD	702910 3848	1999/04/29 NAS 1 20048	1047 1268	2,500.
1880874	SONIC SOLUTIONS DISPLAY UNIT	702910 7023869HD	1999/04/29 NAS 1 20048	1047 1268	68,500.
1884178	SILICON GRAPHICS INC CHASSIS, EXPANSION (9 SLOT)	GDM4011P NONE (VERIFIED)	1999/04/29 NAS 1 20048	1047 1268	4,205.
1086350	KINGSTON TECHNOLOGY CORP RECORDER, CASSETTE, VIDEO	DS27/UW-EK9 DITC00217	1999/07/11 L 96604C	1047 1268	4,830.
1156397	MATSUSHITA ELEC INDUS CO RECORDER, TAPE, VIDEO	AG7750 13482	1991/07/30 L 20043D	1048 1268	13,200.
G074990	SONY CORP RECORDER/PLAYER, DIGITAL DISK	PVW2800 ANCN 319	1992/08/28 L 78707C	1048 1268	60,,630.
G077255	ABEKAS VIDEO SYSTEMS INC GENERATOR, SIGNAL	A60 E010271	1990/07/26 L 80747C	1049 1268	4,103.
0035751	TEKTRONIX INC TRANSMITTER, FIBER OPTIC	TSG370 07249511	1990/08/20 L 1677	1049 1268	1,657.
0061175	LIGHTWAVE COMMUNICATIONS INC PLAYER, OPTICAL DISK	VDE161TX JF9210030	1995/07/26 L 44855C	1049 1268	15,624.
0803360	MATSUSHITA ELEC INDUS CO AUDIO PATCH BAY	TQ3031OMDR 380	1989/05/05 L 46847D	1049 1268	1,131,
0803361	ADC TELECOM F-ADC MAGNETIC AUDIO PATCH BAY	BJF307-4MKII 386	1994/03/25 L 46847D	1049 1268	1,131.
0803362	ADC TELECOM F-ADC MAGNETIC AUDIO PATCH BAY	BJF307-4MKII 388	1994/03/25 L 46847D	1049 1268	1,131.
1156116	ADC TELECOM F-ADC MAGNETIC CONTROL, REMOTE	BJF307-4MKII 11113	1994/03/25 L 19496D	1049 1268	4,290.
1159948	SONY CORP RECORDER/PLAYER, DIGITAL DISK	BKDV201 BJCN629	1992/08/03 L 14060D	1049 1268	32,085.
1254617	ABEKAS VIDEO SYSTEMS INC RECORDER, VIDEO TAPE	A66 11539	1992/05/27 L 29799D	1049 1268	39,520.
1636553	SONY CORP RECORDER, TAPE, VIDEO	DVR20 10824	1993/03/25 NAS 1 18655	1049 1268	30,400.
1636554	SONY CORP CONTROL, REMOTE	BVM75 11032	1988/04/01 NAS 1 19691	1049 1268	12,000.
1884198	SONY CORP RECORDER, CASSETTE, VIDEO	BKDV2010 13951	1992/07/06 NAS 1 20048	1049 1268	10,025.
1884686	SONY CORP TRANSCODER	DSR80 2480261	2000/03/16 L 77427C	1049 1268	2,870,
G074763	FOR-A CORPORATION OF AMERICA MONITOR, TELEVISION	CT600 FA0140257	1990/06/26 L 75154C	1049 1268	521.
	PANASONIC IND CO DIV OF MATSU	CT2010Y	1990/05/17	1051	

Exhibit C

G074930	RECORDER, TAPE, VIDEO	11642	L	77429C	1268	19,945.
	SONY CORP	BVW65		1990/07/09	1051	
G075890	GENERATOR, SYNC	06900361	L	77818C	1268	1,755.
	VIDEOTEK INC	VSG201		1990/06/28	1051	
G077543	CONVERTER, ANALOG TO DIGITAL	NONE	L	82153C	1268	4,606.
	ABEKAS VIDEO SYSTEMS INC	A20		1990/09/10	1051	
G078081	RECORDER/MONITOR, VIDEO	GOAA10626	L	83569C	1268	764.
	MATSUSHITA ELEC INDUS CO	AG520		1990/09/24	1051	
G078082	RECORDER/MONITOR, VIDEO	GOAA10540	L	83569C	1268	764.
	MATSUSHITA ELEC INDUS CO	AG520		1990/09/24	1051	
G078084	RECORDER/MONITOR, VIDEO	GOAA10537	L	83569C	1268	764.
	MATSUSHITA ELEC INDUS CO	AG520		1990/09/24	1051	
G078095	RECORDER/MONITOR, VIDEO	AOMDO1865	L	83570C	1268	775.
	MATSUSHITA ELEC INDUS CO	AG550		1990/09/24	1051	
G078096	RECORDER/MONITOR, VIDEO	I8MD001SO	L	83570C	1268	775.
	MATSUSHITA ELEC INDUS CO	AG550		1990/09/24	1051	
G078097	CAMERA, TELEVISION	G0HD00030	L	83570C	1268	1,653.
	MATSUSHITA ELEC INDUS CO	AG450		1990/09/24	1051	
G078423	OSCILLOSCOPE, PORTABLE	B060353	L	82235C	1268	3,656.
	TEKTRONIX INC	2445B		1990/09/28	1051	
G078427	SWITCHER, VIDEO	NONE	L	83087C	1268	1,153.
	SIERRA INSTRUMENTS INC	SVSSIERRASERIES		1990/09/28	1051	
G078701	TRANSCODER	2480284	L	80744C	1268	2,949.
	FOR-A CORPORATION OF AMERICA	CT600		1990/10/10	1051	
G079802	RECORDER, CASSETTE, VIDEO	JOHG00912	L	79108C	1268	1,049.
	PANASONIC IND CO DIV OF MATSU	AG1960		1991/01/11	1051	
0019954	TRIPOD, CAMERA	11150	L	4424C	1268	3,012.
	SACHTLER CORP OF AMERICA	5185/10		1986/07/10	1051	
0020490	CAMERA, VIDEO	10138	L	72833C	1268	18,375.
	AMPEX CORP F-INVAR ELECTR CORP	CVR200		1990/12/26	1051	
0020617	TRANSMITTER, RADIO	16059	L	60528C	1268	1,055.
	CETEC VEGA	SWL87		1989/08/04	1051	
0020618	TRANSMITTER, RADIO	16757	L	60528C	1268	1,055.
	CETEC VEGA	SWL87		1989/08/04	1051	
0020619	TRANSMITTER, RADIO	18386	L	60528C	1268	1,055.
	CETEC VEGA	SWL87		1989/08/04	1051	
0020907	GENERATOR, TIME CODE	06907919	L	77827C	1268	4,761.
	AMEL SYSTEMS CORP	4010		1990/07/12	1051	
0020908	MONITOR, VIDEO, WAVEFORM	B07900016	L	77943C	1268	3,515.
	VIDEOTEK INC	TVM620		1990/07/19	1051	
0020988	VECTORSCOPE	B018742	L	83568C	1268	1,804.
	TEKTRONIX INC	1720		1990/10/02	1051	
0021015	CAMERA, TELEVISION	12836	L	62137C	1268	1,177.
	SONY ELECTRONICS INC F-MCI SON	DXC101		1989/09/28	1051	
0021023	RECORDER-REPRODUCER SET, SOUND	50076	L	62125C	1268	13,000.

Exhibit C

0021029	AMPEX CORP F-INVAR ELECTR CORP	CVR35	1989/10/06	1051	
	CAMERA, TELEVISION	10718	L 64037C	1268	25,805.
0021099	SONY CORP	BVW550	1989/10/26	1051	
	LENS, ZOOM	A12X9 BERM/B	L 76209C	1268	1,945.
0021292	FUJI OPTICAL CO	FUJINON GERNINI	1990/05/24	1051	
	PROBE	AEH 40268	L 96078C	1268	1,280.
0021557	IKEGAMI ELECTRONIC US INC	ASP15C	1991/06/19	1051	
	CAMERA, TELEVISION	12739	L 92252C	1268	1,119.
0021558	SONY CORP	DXC102	1991/04/05	1051	
	CAMERA, TELEVISION	12736	L 92252C	1268	1,119.
0021559	SONY CORP	DXC102	1991/04/05	1051	
	CAMERA, TELEVISION	12729	L 92252C	1268	1,119.
0021651	SONY CORP	DXC102	1991/04/05	1051	
	CAMERA, RECORDING, VIDEO	204632	L 2992D	1268	2,298.
0021659	SONY CORP	EVO9100	1991/09/19	1051	
	TRIPOD, CAMERA	101197	L 2598D	1268	1,212.
0034992	SACHTLER CORP OF AMERICA	VIDEO10	1991/10/01	1051	
	CONTROLLER, REPORTER	G93E090013	L 53499D	1268	2,401.
0034994	SACHTLER CORP OF AMERICA	BATRONIC1	1994/10/11	1051	
	LIGHT SOURCE, REPORTER	NONE (VERIFIED)	L 53499D	1268	1,998.
0037257	SACHTLER CORP OF AMERICA	125DI	1994/10/11	1051	
	RECEIVER, RADIO	03092	L 4383	1268	2,814.
0037258	VEGA ELECTRONICS	R662	1996/09/20	1051	
	TRANSMITTER, RADIO	03092	L 4383	1268	865.
0037259	VEGA ELECTRONICS	T677H	1996/09/20	1051	
	TRANSMITTER, KADIO	1554	L 4383	1268	1,344.
0037342	VEGA ELECTRONICS	T687	1996/09/20	1051	
	TRIPOD, CAMERA	1418890X	L 4644	1268	4,257.
0037812	SACHTLER CORP OF AMERICA	VIDEO14II	1996/09/06	1051	
	INTERFACE UNIT	2600732	L 2075	1268	2,200.
0037911	SONY CORP	IFB3000	1996/02/20	1051	
	HEAD, PAN/TILT	3386-2128	L 63537D	1268	7,100.
0038010	VINTEN W LTD	VISION22SD	1996/04/04	1051	
	VIEWFINDER	11050204	L 64271D	1268	1,024.
0038013	JVC CO OF AMERICA	VFP550BU	1996/05/30	1051	
	CAMERA, TELEVISION	104945	L 3649	1268	1,170.
0038014	SONY CORP	DXC107A	1996/05/10	1051	
	CAMERA, TELEVISION	110498	L 3649	1268	1,170.
0038016	SONY CORP	DXC107A	1996/05/10	1051	
	CAMERA, TELEVISION	110497	L 3649	1268	1,170.
0055471	SONY CORP	DXC107A	1996/05/10	1051	
	MONITOR, TELEVISION	EH6110094	L 9627C	1268	682.
0055595	PANASONIC IND CO DIV OF MATSU	CT2600M	1986/11/13	1051	
	TRANSMITTER, RADIO	4669	L 37810C	1268	865.
	VEGA ELECTRONICS	77c	1988/05/24	1051	

Exhibit C

0055596	RECEIVER, RADIO	5637	L	37810C	1268	1,230.
	VEGA ELECTRONICS	67B		1988/05/24	1051	
0056587	MONITOR, TELEVISION	FA7620025	L	40106C	1268	670.
	PANASONIC IND CO DIV OF MATSU	CT1400MG		1988/07/11	1051	
0056588	MONITOR, TELEVISION	FA7620096	L	40106C	1268	670.
	PANASONIC IND CO DIV OF MATSU	CT1400MG		1988/07/11	1051	
0058171	RECORDER, CASSETTE, VIDEO	320875	L	43023C	1268	565.
	SHARP ELECTRONICS CORP	XA110		1988/09/15	1051	
0058175	RECORDER, CASSETTE, VIDEO	320906	L	43023C	1268	565.
	SHARP ELECTRONICS CORP	XA110		1988/09/15	1051	
0058359	MONITOR, TELEVISION	FA8210397	L	44851C	1268	621.
	PANASONIC IND CO DIV OF MATSU	CT2010Y		1988/10/25	1051	
0058360	MONITOR, TELEVISION	FA8210389	L	44851C	1268	621.
	PANASONIC IND CO DIV OF MATSU	CT2010Y		1988/10/25	1051	
0058362	MONITOR, TELEVISION	FA8210388	L	44851C	1268	621.
	PANASONIC IND CO DIV OF MATSU	CT2010Y		1988/10/25	1051	
0061230	RECORDER, TAPE, VIDEO	S01-0013756-8	L	55980C	1268	2,365.
	SONY CORP	VO7600		1989/05/18	1051	
0061412	MONITOR, TELEVISION	FB-9260291	L	58830C	1268	621.
	PANASONIC IND CO DIV OF MATSU	CT2010Y		1989/07/17	1051	
0061413	MONITOR, TELEVISION	FA-9160368	L	58830C	1268	621.
	PANASONIC IND CO DIV OF MATSU	CT2010Y		1989/07/17	1051	
0061507	DISPLAY UNIT	8010117	L	61428C	1268	3,921.
	LEADER INSTRUMENTS CORP	5870		1989/09/01	1051	
0061575	RECORDER-PLAYER	50168	L	56397C	1268	19,368.
	AMPEX CORP F-INVAR ELECTR CORP	CVR65		1989/07/26	1051	
0061580	MONITOR, TELEVISION	506086	L	56397C	1268	930.
	SONY CORP	PVM8221		1989/07/26	1051	
0061582	MONITOR, TELEVISION	5006101	L	56397C	1268	930.
	SONY CORP	PVM8221		1989/07/26	1051	
0061583	RECORDER, CASSETTE, VIDEO	10508	L	56397C	1268	9,782.
	AMPEX CORP F-INVAR ELECTR CORE'	CBR35		1989/07/26	1051	
0061584	CAMERA, TELEVISION	50031	L	56397C	1268	20,000.
	AMPEX CORP F-INVAR ELECTR COKP	CVC50		1989/07/26	1051	
0061585	RECORDER-REPRODUCER SET, SOUND	50148	L	56397C	1268	5,826.
	AMPEX CORP F-INVAR ELECTR CORP	CVR5		1989/07/26	1051	
0061586	LENS, ZOOM	760275	L	56397C	1268	5,336.
	FUJINON INC	14X		1989/07/26	1051	
0138873	RECORDER-REPRODUCER SET, VIDEO	EC6430025	L	9627C	1268	1,046.
	PANASONIC IND CO DIV OF MATSU	CT130V		1987/02/09	1051	
0141334	MONITOR, TELEVISION	EH 6210071	N	14360F/GP	1268	900.
	PANASONIC IND CO DIV OF MATSU	CT-2600		1987/06/15	1051	
0141709	MIXER, TELECONFERENCE, AUTO	00586	L	19826C	1268	1,747.
	SHURE BROS INC	AMS8000		1987/07/02	1051	
0141712	MIXER, TELECONFERENCE, AUTO	00551	L	19826C	1268	1,120.

Exhibit C

0141899	SHURE BROS INC MONITOR, TELEVISION	AMS4000 A7KD01261	1987/07/02 L 22663C	1051 1268	915.
0142306	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG500R G7MD00161	1987/07/04 L 22663C	1051 1268	915.
0142424	SAVA INDUSTRIES INC CAMERA-RECORDER, VIDEO	AG500R F7HD01664	1987/08/06 L 22663C	1051 1268	1,650.
0142721	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG160 G7MD00008	1987/08/05 L 24500C	1051 1268	998.
0142722	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG-500R F7MD00649	1987/08/31 L 24500C	1051 1268	998.
0142768	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG-500R B056678	1987/08/31 L 21527C	1051 1268	4,293.
0143623	TEKTRONIX INC OSCILLOSCOPE	650HRC B043993	1987/09/03 1-18655F	1051 1268	2,280.
0144113	TEKTRONIX INC RECORDER, CASSETTE, VIDEO	2246 C5TA00178	1990/06/26 NAS 1 14360	1051 1268	1,431.
0144153	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION	AG6300 FJ5420296	1987/10/16 NAS 1 14360	1051 1268	510.
0220909	MATSUSHITA ELEC INDUS CO AMPLIFIER, POWER, AUDIO	BTS1300N 20017	1987/10/16 L 96709B	1051 1268	1,183.
0398517	SONY CORP MONITOR, TELEVISION	PA-A200 G6KD01781	1986/02/24 L 9627C	1051 1268	855.
0398518	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG-500 G6KD01166	1986/10/14 L 9627C	1051 1268	855.
0398568	SAVA INDUSTRIES INC CAMERA, TELEVISION	AG-500 10531	1986/10/14 L 9616C	1051 1268	1,049.
0398569	SONY CORP CAMERA, TELEVISION	DXC 101 10558	1986/10/23 L 9616C	1051 1268	1,049.
0403953	SONY CORP CONTROL, CAMERA, TELEVISION	DXC 101 20077	1986/10/23 L 52553B	1051 1268	819.
0527636	VICON INDUSTRIES INC MONITOR, TELEVISION	V1761CS 2014798	1983/10/19 L 8459C	1051 1268	602.
0528909	SONY CORP TRANSCEIVER, RADIO, MOBILE	PVM1910 244529051	1986/09/22 L 43312B	1051 1268	1,611.
0528910	GENERAL ELEC CO SUPPLY CO TRANSCEIVER, RADIO, MOBILE	P2AKK66AEM 244529151	1982/12/14 L 43312B	1051 1268	1,611.
0533066	GENERAL ELEC CO SUPPLY CO AMPLIFIER, POWER, AUDIO	P2AKK66AEM 20052	1982/12/14 L 4438C	1051 1268	1,085.
0801275	SONY CORP LENS, CAMERA, STILL PICTURE	PA-A200 600058	1986/09/26 L 2416D	1051 1268	9,855.
0801304	NIKON INC F-EHRENRIECH PHOTO- CAMERA, TELEVISION, COLOR	TV-NIKKOR 11471	1991/10/25 L 96394C	1051 1268	1,112.
0801305	SONY CORP CAMERA, TELEVISION, COLOR	DXC107 11446	1991/11/25 L 96394C	1051 1268	1,112.
	SONY CORP	DXC107	1991/11/25	1051	

Exhibit C

0801306	CAMERA, TELEVISION, COLOR	11441	L	96394C	1268	1,112.
	SONY CORP	DXC107		1991/11/25	1051	
0801896	LENS, ZOOM, MOTORIZED	22690		MISC-MARITA	1268	15,000.
	CANON CAMERA CO INC	J14X8.5B		1992/11/12	1051	
0801960	RECORDER, CASSETTE, VIDEO	147N1786	L	26283D	1268	607.
	JVC CO OF AMERICA	HR-S4700U		1993/01/11	1051	
0801961	RECORDER, CASSETTE, VIDEO	147N1790	L	26283D	1268	607.
	JVC CO OF AMERICA	HR-S4700U		1993/01/11	1051	
0801962	RECORDER, CASSETTE, VIDEO	147N2057	L	26283D	1268	607.
	JVC CO OF AMERICA	HR-S4700U		1993/01/11	1051	
0801963	RECORDER, CASSETTE, VIDEO	147N1908	L	26283D	1268	607.
	JVC CO OF AMERICA	HR-S4700U		1993/01/11	1051	
0802317	TRIPOD, CAMERA	209214	L	38233D	1268	6,554.
	SACHTLER CORP OF AMERICA	2030-10		1993/09/07	1051	
0803054	CAMERA, COLOR VIDEO	14851193	L	42405D	1268	5,733.
	JVC CO OF AMERICA	KY27U		1994/01/06	1051	
0803055	RECORDER, CASSETTE, VIDEO	15810868	L	42405D	1268	3,096.
	JVC CO OF AMERICA	BR-S422U		1994/01/06	1051	
0803553	RECEIVER, RADIO	910	L	48256D	1268	2,623.
	VEGA ELECTRONICS	R662A		1994/04/28	1051	
0803554	TRANSMITTER, RADIO	02220	L	48256D	1268	936.
	VEGA ELECTRONICS	T677H		1994/04/28	1051	
0803555	TRANSMITTER, RADIO	576.575	L	48256D	1268	1,310.
	VEGA ELECTRONICS	T689		1994/04/28	1051	
0846651	RECEIVER, RADIO	6039	L	60528C	1268	2,767.
	CETEC VEGA	SWL42		1989/08/04	1051	
0846652	RECEIVER, RADIO	6051	L	60528C	1268	2,767.
	CETEC VEGA	SWL42		1989/08/04	1051	
0846653	RECEIVER, RADIO	16441	L	60528C	1268	2,767.
	CETEC VEGA	SWL42		1989/08/04	1051	
0846654	TRANSMITTER, RADIO	6187	L	60528C	1268	879.
	CETEC VEGA	SWL77		1989/08/04	1051	
0846655	TRANSMITTER, RADIO	6279	L	60528C	1268	879.
	CETEC VEGA	SWL77		1989/08/04	1051	
0846656	TRANSMITTER, RADIO	6932	L	60528C	1268	879.
	CETEC VEGA	SWL77		1989/08/04	1051	
0849351	PROJECTOR, VIDEO	315821	L	67846C	1268	3,850.
	SHARP ELECTRONICS CORP	XV100P		1990/01/25	1051	
0849620	RECORDER, CASSETTE, VIDEO	77080	L	75147C	1268	5,170.
	SONY CORP	VO5850		1990/05/10	1051	
1086175	RECORDER/MONITOR, VIDEO	F1AA10241	L	96624C	1268	764.
	MATSIJSHITA ELEC INDUS CO	AG520		1991/07/08	1051	
1086176	RECORDER/MONITOR, VIDEO	F1AA10564	L	96624C	1268	764.
	MATSUSHITA ELEC INDUS CO	AG520		1991/07/08	1051	
1086177	RECORDER/MONITOR, VIDEO	F1AA10264	L	96624C	1268	764.

Exhibit C

1086178	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 F1AA10248	1991/07/08 L 96624C	1051 1268	764.
1086188	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION	AG520 5019444-D	1991/07/08 L 96609C	1051 1268	570.
1086189	SONY CORP MONITOR, TELEVISION	PVM8020 5019945-E	1991/06/25 L 96609C	1051 1268	570.
1086204	SONY CORP RECORDER, CASSETTE, VIDEO	PVM8020 F1TA00933	1991/06/25 L 96624C	1051 1268	1,049.
1086205	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 F1TA00771	1991/07/05 L 96624C	1051 1268	1,049.
1086349	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 S01-0072871-B	1991/07/05 L 99226C	1051 1268	6,448.
1087740	SONY CORP MONITOR, TELEVISION	V09850 2033582-9	1991/07/30 L 2391D	1051 1268	654.
1087743	SONY CORP MONITOR, TELEVISION	PVM1910 2033589-G	1991/09/11 L 2391D	1051 1268	654.
1088165	SONY CORP CHARGER, BATTERY	PVM1910 021475	1991/09/11 L 25811,	1051 1268	1,590.
1088632	GENERAL RESEARCH LABORATORIES TRIPOD, CAMERA	6000SM 2731-10159	1991/09/18 L 2413D	1051 1268	5,600.
1088644	VINTEN W LTD CAMERA, TELEVISION	20VISION D1HB00449	1991/10/01 L 3320D	1051 1268	1,299.
1088649	MATSUSHITA ELEC INDUS CO CAMERA, TELEVISION	AG450 D1HB00546	1991/09/26 L 3320D	1051 1268	1,299.
1088650	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG450 G1AA10148	1991/09/26 L 3320D	1051 1268	599.
1088652	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 G1AA10300	1991/09/26 L 3320D	1051 1268	599.
1088653	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 G1AA10420	1991/09/26 L 3320D	1051 1268	599.
1088655	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 G1AA10178	1991/09/26 L 3320D	1051 1268	599.
1088675	MATSUSHITA ELEC INDUS CO QUAD UNIT	AG520 15A00507	1991/09/26 L 4434D	1051 1268	1,545.
1091144	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	WJ450 A2TA00191	1991/10/11 L 3320D	1051 1268	999.
1091145	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 A2TA00303	1992/03/05 L 3320D	1051 1268	999.
1091146	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 A2TAO0095	1992/03/05 L 33201)	1051 1268	999.
1091683	MATSUSHITA ELEC INDUS CO RECORDER, TAPE, VIDEO	AG1960 11588	1992/03/05 L 9633D	1051 1268	13,200.
1091992	SONY CORP CAMERA, TELEVISION	PVM2800 K1HB00382	1992/03/27 L 12111D	1051 1268	1,320.
	MATSUSHITA ELEC INDUS CO	AG450	1992/04/20	1051	

Exhibit C

1156260	CONVERTER, VIDEO, DECODER WILLOW PHERIPHERALS	14N02083NK PV1014-001	L 19144D 1992/08/10	1268 1051	675.
1157103	RECORDER, CASSETTE, VIDEO MATSUSHITA ELEC INDUS CO	F2TA01001 AG1960	L 20059D 1992/09/17	1268 1051	968.
1157104	RECORDER, CASSETTE, VIDEO MATSUSHITA ELEC INDUS CO	F2TA01008 AG1960	L 20059D 1992/09/17	1268 1051	968.
1157109	CAMERA, TELEVISION MATSUSHITA ELEC INDUS CO	1YB23783 WV-CL320	L 22541D 1992/09/19	1268 1051	644.
1157110	CAMERA, TELEVISION MATSUSHITA ELEC INDUS CO	1ZB22313 WV-CL320	L 22541D 1992/09/19	1268 1051	644.
1157744	SYNCHRONIZER PRIME IMAGE INC	3491 HR600+	L 20466D 1992/08/10	1268 1051	7,437.
1160281	VISUALIZER, VIDEO CANON USA INC	920950016 RE650	L 28874D 1993/03/12	1268 1051	2,530.
1254504	CAMERA, TELEVISION, RECORDER MATSUSHITA ELEC INDUS CO	E2HT00250 AG460	L 29702D 1993/03/15	1268 1051	3,169.
1254570	MONITOR, TELEVISION SONY CORP	2008743 PVM1344Q	L 24377D 1993/03/22	1268 1051	919.
1254870	CAMERA, RECORDING, VIDEO SONY CORP	11302 EVW300	L 31635D 1993/04/20	1268 1051	6,094.
1255826	DISPLAY UNIT NEC TECHNOLOGIES INC DIV OF NE	35L20402B JC1741UMA	L 33523D 1993/06/02	1268 1051	1,283.
1255888	LIGHT, PHOTOGRAPHIC DESISTI LIGHTING	587-93 2510	NAS 1 20028 1993/06/17	1268 1051	6,700.
1255889	LIGHT, PHOTOGRAPHIC DESISTI LIGHTING	574-93 2510	NAS 1 20028 1993/06/17	1268 1051	6,700.
1255890	LIGHT, PHOTOGRAPHIC DESISTI LIGHTING	533-92 2510	NAS 1 20028 1993/06/17	1268 1051	6,700.
1255891	LIGHT, PHOTOGRAPHIC DESISTI LIGHTING	576-93 2510	NAS 1 20028 1993/06/17	1268 1051	6,700.
1256629	RECEIVER, RADIO VEGA ELECTRONICS	07698 R662A	L 37713D 1993/08/25	1268 1051	3,186.
1256630	TRANSMITTER, RADIO VEGA ELECTRONICS	01698 T677H	L 37713D 1993/08/25	1268 1051	1,105.
1256631	TRANSMITTER, RADIO VEGA ELECTRONICS	695 T689	L 37713D 1993/08/25	1268 1051	1,336.
1256840	RECORDER, CASSETTE, VIDEO SHARP ELECTRONICS CORP	318465 XA110	1-18655F 1993/11/18	1268 1051	539.
1256841	RECORDER, CASSETTE, VIDEO SHARP ELECTRONICS CORP	318493 XA110	1-18655F 1993/11/18	1268 1051	539.
1256852	RECORDER, CASSETTE, VIDEO SHARP ELECTRONICS CORP	318927 XA110	1-18655F 1993/11/18	1268 1051	539.
1256860	GENERATOR, SPECIAL EFFECTS SPECIAL INDUSTRIAL EQUIPMENT	013671 WJ4600A	N-1-14360F 1983/09/07	1268 1051	2,000.
1259443	MONITOR, TELEVISION	MC33440024	L 41752D	1268	415.

Exhibit C

1261029	PANASONIC IND CO DIV OF MATSU RECORDER, CASSETTE, VIDEO	CT25R10 0010722	1994/01/14 L 47012D	1051 1268	7,794.
1261229	SONY CORP PROJECTOR, TELEVISION	UVW1800 5000187	1994/03/28 L 46354D	1051 1268	15,389.
1261846	SONY CORP RECORDER, MONITOR, VIDEO	VPH1270Q B3AA10476	1994/03/29 L 47858D	1051 1268	704.
1261848	MATSUSHITA ELEC INDUS CO RECORDER, MONITOR, VIDEO	AG520AH BEAA10501	1994/05/03 L 47858D	1051 1268	704.
1261849	MATSUSHITA ELEC INDUS CO RECORDER, MONITOR, VIDEO	AG520AH B3AA10024	1994/05/03 L 47858D	1051 1268	704.
1262393	MATSUSHITA ELEC INDUS CO AMPLIFIER, AUDIO	AG520AH KK01045	1994/05/03 L 50345D	1051 1268	1,459.
1263335	YAMAHA CORP. RECORDER, TAPE, VIDEO	EMX2200 0012040	1994/06/20 L 52352D	1051 1268	10,540.
1423175	SONY CORP CAMERA, TELEVISION, RECORDER	BVW50 J4HB00146	1994/08/17 L 56699D	1051 1268	1,749.
1423176	MATSUSHITA ELEC INDUS CO CAMERA, TELEVISION, RECORDER	AG455MP J4HBO0896	1994/12/09 L 56699D	1051 1268	1,749.
1423177	MATSUSHITA ELEC INDUS CO CAMERA, TELEVISION, RECORDER	AG455MP J4HBO0901	1994/12/09 L 56699D	1051 1268	1,749.
1423814	MATSUSHITA ELEC INDUS CO SWITCHER, VIDEO	AG455MP 102635	1994/12/09 L 55002D	1051 1268	4,357.
1424001	SONY CORP RECORDER, CASSETTE, VIDEO	PC1271 K47A00329	1995/01/19 L 56501D	1051 1268	1,815.
1425067	MATSUSHITA ELEC INDUS CO SWITCHER, VIDEO	AG6730P A9502571	1995/02/02 L 872	1051 1268	3,468.
1425068	HEDCO SWITCHER, AUDIO	HD16X A9502570	1995/05/18 L 872	1051 1268	1,918.
1425622	HEDCO MONITOR, TELEVISION, RECORDER	HD16X E5AA24746	1995/05/18 L 1758	1051 1268	575.
1426106	MATSUSHITA ELEC INDUS CO MIXER, AUDIO	PVM2045 IJ01071HJ92	1995/07/28 F.O.S.	1051 1268	1,300.
1426499	YAMAHA CORP OF AMERICA TELEPROMPTER	MC1602 QCC1155	1992/06/01 L 61863D	1051 1268	3,803.
1428268	Q-TV TELESYNC A DIV OF Q-CO SWITCHER, VIDEO	MVP9 0060403	1995/09/13 L 2075	1051 1268	2,600.
1428626	SONY CORP MONITOR, VIDEO	PC1271 SK00239M	1996/02/20 L 3349	1051 1268	10,593.
1429724	CINEMA PRODUCTS CORP CAMERA, VIDEO, COLOR	STEADICAM 12506	1996/04/04 L 3349	1051 1268	17,968.
1430949	SONY CORP MONITOR, TELEVISION	PVW637L 2014935	1996/04/04 B GMA2348	1051 1268	1,055.
1430998	SONY CORP LECTERN W/AMPLIFIER	PVM1354Q L950805	1996/08/05 L 64434D	1051 1268	1,759.
	ANCHOR AUDIO INC	NONE (VERIFIED)	1996/08/05	1051	

Exhibit C

1430999	LECTERN W/AMPLIFIER	G951514	L	64434D	1268	1,759.
	ANCHOR AUDIO INC	NONE (VERIFIED)		1996/08/05	1051	
1604680	RECEIVER, RADIO, BEEPER	724XXB2LBX	L	5300	1268	133.
	MOTOROLA COMMUNICATIONS GROUP	A03GVC5961AA		1997/02/06	1051	
1604681	RECEIVER, RADIO, BEEPER	724XXB2LBZ	L	5300	1268	133.
	MOTOROLA COMMUNICATIONS GROUP	A03GVC5961AA		1997/02/06	1051	
1604740	MONITOR, VIDEO, WAVEFORM	B078268	NAS	1 20048	1268	2,495.
	TEKTRONIX INC	1730		1997/02/20	1051	
1604741	VECTORSCOPE	A065952	NAS	1 20048	1268	2,495.
	TEKTRONIX INC	1720		1997/02/20	1051	
1604742	TELECONFERENCE UNIT, AUDIO	001543	NAS	1 20048	1268	2,825.
	GENTNER ELECTRONICS CORP	TS612		1997/02/20	1051	
1610579	RECEIVER, UHF	1362	NAS	1 20048	1268	1,830.
	LECTROSONICS INC	UCR1950		1997/04/15	1051	
1610580	RECEIVER, UHF	1363	NAS	1 20048	1268	1,830.
	LECTROSONICS INC	UCR1950		1997/04/15	1051	
1610597	LENS, ZOOM	12271	NAS	1 20048	1268	17,910.
	CANON CAMERA CO INC	JPX5.2BIRS		1997/10/25	1051	
1610615	PANEL, CONTROL	04060327	NAS	1 20048	1268	1,036.
	PHILLIPS INDUSTRIES INC	MC3000		1997/10/31	1051	
1610616	PANEL, CONTROL	04060328	NAS	1 20048	1268	1,036.
	PHILLIPS INDUSTRIES INC	MC3000		1997/10/31	1051	
1610619	PANEL, CONTROL	04060331	NAS	1 20048	1268	1,036.
	PHILLIPS INDUSTRIES INC	MC3000		1997/10/31	1051	
1610954	RECORDER, CASSETTE, VIDEO	D7TC00226	L	6165	1268	1,389.
	MATSUSHITA ELEC INDUS CO	AG1980P		1997/06/30	1051	
1610955	RECORDER, CASSETTE, VIDEO	D7TC00539	L	6165	1268	1,389.
	MATSUSHITA ELEC INDUS CO	AG1980P		1997/06/30	1051	
1611266	RECORDER, COMPAC DISK	0EB6800235	L	6600	1268	540.
	TEAC CORP OF AMERICA	CD305		1997/08/28	1051	
1611267	RECORDER, COMPAC DISK	0EB6800226	L	6600	1268	540.
	TEAC CORP OF AMERICA	CD305		1997/08/28	1051	
1612400	DISPLAY UNIT	B031338	NAS	1 20048	1268	2,289.
	TEKTRONIX INC	WFM90		1998/10/14	1051	
1612428	CAMERA-RECORDER, VIDEO	2850700091-0885	NAS	1 20048	1268	4,025.
	CANON CAMERA CO INC	D16-0712-251XL1		1999/06/15	1051	
1612998	LENS, ZOOM	313116	NAS	1 14360	1268	2,025.
	FUJINON INC	A12X9B		1987/10/16	1051	
1636003	DISK DRIVE UNIT	68043DAMIK	NAS	1 20048	1268	1,495.
	INTERNATIONAL BUSINESS MACHINE	DS37-36UW		1999/08/12	1051	
1636004	DISK DRIVE UNIT	68043AFA1K	NAS	1 20048	1268	1,495.
	INTERNATIONAL BUSINESS MACHINE	DS37-36UW		1999/08/12	1051	
1636035	CAMERA, RECORDING, VIDEO	2060175632	NAS	1 20048	1268	913.
	CANON USA INC	ZR10A		2000/07/11	1051	
1636036	CAMERA, RECORDING, VIDEO	2060175629	NAS	1 20048	1268	913.

Exhibit C

1636037	CANON USA INC CAMERA, RECORDING, VIDEO	ZR10A 2060175712	2000/07/11 NAS 1 20048	1051 1268	913.
1636038	CANON USA INC CAMERA, RECORDING, VIDEO	ZR10A 2060171757	2000/07/11 NAS 1 20048	1051 1268	789.
1636039	CANON USA INC CAMERA, RECORDING, VIDEO	ZR10A 2060150278	2000/07/10 NAS 1 20048	1051 1268	789.
1636040	CANON USA INC CAMERA, RECORDING, VIDEO	ZR10A 2060150288	2000/07/10 NAS 1 20048	1051 1268	789.
1743084	SONY CORP DISK DRIVE UNIT	CMO-R540-40 0701399	1997/04/07 NAS 1 20048	1051 1268	2,190.
1743292	SONY CORP DISK DRIVE UNIT	9721230339	NAS 1 20048	1268	1,495.
1743293	KINGSTON TECHNOLOGY CORP MONITOR, TELEVISION	DS100S1W S01-2018989-N	1997/10/08 NAS 1 20048	1051 1268	761.
1743296	SONY CORP MONITOR, TELEVISION	PVM8040 S01-2018995	1997/10/07 NAS 1 20048	1051 1268	,761.
1743297	SONY CORP MONITOR, TELEVISION	PVM8040 S01-2019007-5	1997/10/07 NAS 1 20048	1051 1268	761.
1743357	SONY CORP CAMERA, RECORDING, VIDEO	PVM8040 11028	1997/10/07 NAS 1 20048	1051 1268	65,221.
1874082	SONY CORP MONITOR, TELEVISION, RECORDER	DVW700WS G7AA11208	1997/10/25 L 5977	1051 1268	634.
1874083	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION, RECORDER	PV-M2767 G7AA11408	1997/08/19 L 5977	1051 1268	634.
1874085	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION, RECORDER	PV-M2767 G7AA11323	1997/08/19 L 5977	1051 1268	634.
1874086	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION, RECORDER	PV-M2767 G7AA10321	1997/08/19 L 5977	1051 1268	634.
1874087	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION, RECORDER	PV-M2767 G7AA11409	1997/08/19 L 5977	1051 1268	634.
1878470	MATSUSHITA ELEC INDUS CO DISK DRIVE UNIT	PV-M2767 98226G6573	1997/08/19 NAS 1 20048	1051 1268	1,326.
1878471	KINGSTON TECHNOLOGY CORP DISK DRIVE UNIT	DS100S2W02 98226G6574	1998/10/13 NAS 1 20048	1051 1268	1,326.
1879406	KINGSTON TECHNOLOGY CORP COMPUTER, MICRO	DS100S2W02 SG838166EQE	1998/10/13 NAS 1 20004	1051 1268	2,155.
1880024	APPLE COMPUTER INC WORKSTATION, COMPUTER	M4405 (SERVER G 0800690BDD59	1998/09/29 NAS 1 20048	1051 1268	12,784.
1880917	SILICON GRAPHICS INC COMPUTER, MICRO	OCTANE/S1R10000 0014099781	1998/10/23 NAS 1 20048	1051 1268	3,214.
1800918	GATEWAY 2000 COMPUTER, MICRO	ALR7200 NONE (VERIFIED)	1999/06/16 NAS 1 20048	1051 1268	2,300.
1880919	DIGITAL SOLUTIONS &MULTIMEDIA COMPUTER, MICRO	NONE (VERIFIED) NONE (VERIFIEII)	1999/02/15 NAS 1 20048	1051 1268	2,300.
	DIGITAL SOLUTIONS &MULTIMEDIA	NONE (VERIFIED)	1999/02/15	1051	

Exhibit C

1882026	DISK DRIVE UNIT SEAGATE	499205J517 ST118273L	NAS 1 20048 1999/08/12	1268 1051	1,575.
1884061	DISK DRIVE UNIT MOUNTAINGATE DATA SYSTEMS INC	1173 VDR4111R	NAS 1 20048 2000/01/06	1268 1051	5,000.
1884227	GENERATOR, WAVEFORM TEKTRONIX INC	B042994 ASG100	NAS 1 20048 2000/07/31	1268 1051	2,088.
1884228	CONVERTER, SCAN, VIDEO EXTRON ELECTRONICS	530763001 VSC300D	NAS 1 20048 2000/07/31	1268 1051	4,411.
0035728	INTERFACE, NETWORK EXTRON ELECTRONICS	170186 RGB202PLUS	L 1613 1995/07/18	1268 2069	834.
0035964	INTERFACE UNIT SONY CORP	2600432 IFB3000	L 61719D 1995/09/14	1268 1069	2,200.
1425617	PROJECTOR, OVERHEAD ELMO MFG CORP	625276 HP-A305	L 1614 1995/07/28	1268 1069	1,396.
1.45828	LIFT, PROJECTOR SVS INC HUFFMAN CHARLES E EN	993 SVS7EX	L 1701 1995/08/23	1268 1069	4,378.
1427708	SWITCHER, VIDEO SONY CORP	060074 PC1271	L 61719D 1995/11/20	1268 1069	2,632.
1428206	SCREEN, PROJECTION, WRITE-ON WALLTALKERS INC	NONE (VERIFIED) 516RVSA	L 1681 1996/02/13	1268 1069	1,495.
1256707	RECORDER, CASSETTE, VIDEO SONY CORP	0014893 SVO1610	L 38233D 1993/09/30	1268 1215	550.
1256718	RECORDER, CASSETTE, VIDEO SONY CORP	0015148 SVO1610	L 38233D 1993/09/30	1268 1215	550.
1422506	CAMERA-RECORDER, VIDEO CANON USA INC	2870100501 L2A	L 53500D 1994/10/25	1268 1215	5,748.
1612399	DISPLAY UNIT TEKTRONIX INC	BO131337 WFM90	NAS 1 20048 1998/10/14	1268 1215	2,289.
1636030	AMPLIFIER, DISTRIBUTION LEITCH INC	0017597 FR6801	NAS 1 20048 2000/05/10	1268 1215	5,458.
1636524	LENS, ZOOM, MOTORIZED FUJINON INC	43700144 A18X9BRM28	NAS 1 20219 1999/12/01	1268 2215	4,500.
1636525	LENS, ZOOM, MOTORIZED FUJINON INC	10501222 A18X9BRM28	NAS 1 20219 1999/12/01	1268 1215	4,500.
1636526	LENS, ZOOM, MOTORIZED FUJINON INC	05500138 A18X9BRM28	NAS 1 20219 1999/12/01	1268 1215	4,500.
1636528	CONTROL UNIT, CAMERA IKEGAML TSUSHINKI CO LTD	ZR52216 ccu37	NAS 1 20219 1999/12/01	1268 1215	22,550.
1636529	LENS, ZOOM, MOTORIZED FUJINON INC	10501215 A18X9BRM-28	NAS 1 20219 1999/12/01	1268 1215	4,500.
1884231	RECEIVER, VIDEO COHERENT COMMUNICATIONS SYS	7224 CVR1500	NAS 1 20048 2000/08/03	1268 1215	2,355.
1884232	TRANSMITTER, VIDEO COHERENT COMMUNICATIONS SYS	7358 CVT1400	NAS 1 20048 2000/08/03	1268 1215	995.
1884373	KEYER, LINEAR	331	NAS 1 20219	1268	1,500.

Exhibit C

1884377	SHIBA ELECTRIC CO LTD RECORDER, CASSETTE, VIDEO	UNIT#2 6310015	1999/12/01 NAS 1 20219	1215 1268	5,495.
	JVC CO OF AMERICA	SR-W5U	1999/12/01	1215	
1884378	RECORDER, CASSETTE, VIDEO	11210011	NAS 1 20219	1268	5,495.
	JVC CO OF AMERICA	SR-W5U	1999/12/01	1215	
1884379	RECORDER, CASSETTE, VIDEO	14210038	NAS 1 20219	1268	5,495.
	JVC CO OF AMERICA	SR-W5U	1999/12/01	1215	
1884386	HEAD, CAMERA	11022	NAS 1 20219	1268	30,000.
	SONY CORP	DXC-H10	1999/12/01	1215	
1884388	HEAD, CAMERA	10006	NAS 1 20219	1268	30,000.
	SONY CORP	DXC-H10	1999/12/01	1215	
1636010	GENERATOR, SIGNAL	B024260	NAS 1 20048	1268	1,388.
	TEKTRONIX INC	TSG100	1999/10/18	1216	
0035138	CAMERA, COLOR VIDEO	13950314	L 54981D	1268	3,128.
	JVC CO OF AMERICA	KYF55U	1994/10/25	2060A	
0035209	TABLE, PAN/TILT	157	L 54986D	1268	1,915.
	DIRECTED PERCEPTION INC	PTU46-17.5	1994/12/29	2060A	
1422552	LENS, ZOOM	C400385	L 54981D	1268	1,057.
	JVC CO OF AMERICA	HZ610MDU	1994/10/25	2060A	
1264044	PRINTER, ADP	F1434016108	NAS 1 20006	1268A	1,776.
	APPLE COMPUTER INC	M5890	1994/10/15	1111	
0021619	TRIPOD, CAMERA	185174	L 99785C	1268A	2,725.
	SACHTLER CORP OF AMERICA	VIDEO17III	1991/07/30	1215	
1743225	CHARGER, BATTERY	5608	NAS 1 20048	1268A	1,410.
	ANTON-BAUER	QUAD2702	1997/09/25	1215	
0035752	RECEIVER, FIBER OPTIC	07249510	L 1677	1268A	2,227.
	LIGHTWAVE COMMUNICATIONS INC	VDE161RX	1995/07/26	2120	
0037133	INTERFACE UNIT	2600497	L 3835	1268A	2,200.
	SONY CORP	IFB3000	1996/06/26	2120	
1425618	PROJECTOR, OVERHEAD	632423	L 1614	1268A	1,396.
	ELMO MFG CORP	HP-A305	1995/07/28	2120	
1429615	SWITCHER, VIDEO	060589	L 3835	1268A	2,355.
	SONY CORP	PC1271	1996/06/26	2120	
1429616	PROJECTOR, TELEVISION	5000206	L 3835	1268A	24,431.
	SONY COKP	VPH1292Q	1996/06/26	2120	
1431077	LIFT, PROJECTOR	1334	L 3859	1268A	4,505.
	SVS INC HUFFMAN CHARLES E EN	SVS7EX	1996/07/23	2120	
1875729	COMPUTER, MICRO (SERVER)	9735025	NAS 1 20048	1268B	7,490.
	LEITCH INC	GOS-W	1998/01/06	1215	
0019680	RECEIVER, WIRELESS	3001	NAS 1 14360	1268B	537.
	VEGA ELECTRONICS	QR1	1987/10/16	1051	
G074910	MIXER, AUDIO	20125	L 77423C	1268B	2,555.
	SONY CORP	MPX290	1990/06/29	1215	
G074955	MONITOR, TELEVISION	S012000837-6	L 77421C	1268B	1.058.

Exhibit C

0019675	SONY CORP RECEIVER, WIRELESS	PVM1344Q 2616	1990/07/17	1215 NAS 1 14360 1268B	537.
0019772	VEGA ELECTRONICS GENERATOR, TIME CODE	QR1 10874901	1987/10/16	1215 L 26231C 1268B	4,650.
0020985	EVERTZ MICROSYSTEMS LTD MONITOR, VIDEO, WAVEFORM	ECM4010 B039804	1987/11/05	1215 L 83568C 1268B	1,804.
0020987	TEKTRONIX INC VECTORSCOPE	1730 B018746	1990/10/02	1215 L 83568C 1268B	1,804.
0021602	TEKTRONIX INC SYNCHRONIZER	1720 06919066	1990/10/02	1215 L 97398C 1268B	2,700.
0021634	EVERTZ MICROSYSTEMS LTD CONTROL UNIT	7000N-DSP 09660239	1991/07/11	1215 L 1545D 1268B	1,079.
0035083	JVC CO OF AMERICA RECORDER, CASSETTE, VIDEO	RM-G77U 13260	1991/09/05	1215 L 54984D 1268B	5,858.
0035208	SONY CORP TABLE, PAN/TILT	EVO9850 149	1994/10/25	1215 L 54986D 1268B	1,915.
0140728	DIRECTED PERCEPTION INC TIME BASE CORRECTOR, VIDEO	PTU46-17.5 30168	1994/12/29	1215 L 19820C 1268B	4,098.
0141277	MICROTIME INC RECORDER, CASSETTE, VIDEO	T300 313252	1987/05/11	1215 L 21211C 1268B	640.
0144093	SHARP ELECTRONICS CORP RECORDER, CASSETTE, VIDEO	XA120 C5TA00076	1987/06/15	1215 NAS 1 14360 1268B	1,431.
0144105	MATSUSHITA ELEC INDUS CO RECORDER, TAPE, VIDEO	AG6300 46450	1987/10/16	1215 NAS 1 14360 1268B	1,809.
0144107	SONY CORP VECTORSCOPE	V05600 B066409	1987/10/16	1215 NAS 1 14360 1268B	2,850.
0144109	TEKTRONIX INC CAMERA, TELEVISION, COLOR	1420 13245	1987/10/16	1215 NAS 1 14360 1268B	7,440.
0144121	SONY CORP LENS, ZOOM	DXC-M3 316337	1987/10/16	1215 NAS 1 14360 1268B	1,098.
0144122	FUJINON INC LENS, ZOOM	A12X9B 316337	1987/10/16	1215 NAS 1 14360 1268B	1,098.
0144140	FUJINON INC MONITOR, TELEVISION, WAVEFORM	A12X9B B093098	1987/10/16	1215 NAS 1 14360 1268B	5,760.
0144155	TEKTRONIX INC MONITOR, TELEVISION	1480R FJ5420170	1987/10/16	1215 NAS 1 14360 1268B	510.
0144160	MATSUSHITA ELEC INDUS CO RECEIVER	BTS1.300N 20117	1987/10/16	1215 NAS 1 3.4360 1268B	1,025.
0144186	SONY CORP RECORDER, TAPE, VIDEO	WRR210 10753	1987/10/16	1215 NAS 1 14360 1268B	3,510.
0257322	SONY CORP SWITCHER, VIDEO	V05800 07860265	1987/10/16	1215 L 7685C 1268B	1,092.
0282501	VIDEOTEK INC SYNCHRONIZER, FRAME	RS10A 3631	1986/09/02	1215 L 86583B 1268B	11,438.
	MICROTIME INC	S230	1985/07/29	1215	

Exhibit C

0801689	REMOTE CONTROL	29000	L	22553D	1268B	1,804.
0803648	NIKON INC	TZ-D2		1992/10/06	1215	
	AUDIO PATCH BAY	114		NAS 1 19150	1268B	1,100.
1086183	ADC TELECOM F-ADC MAGNETIC	BJF407-4MKII		1994/05/23	1215	
	MONITOR, TELEVISION	2005320-+	L	96609C	1268B	1,775.
1086184	SONY CORP	PVM1220		1991/06/25	1215	
	MONITOR, TELEVISION	5022453-7	L	96609C	1268B	505.
1086186	SONY CORP	PVM8220		1991/06/25	1215	
	MONITOR, TELEVISION	5022454-8	L	96609C	1268B	505.
1086344	SONY CORE'	PVM8220		1991/06/25	1215	
	RECORDER, CASSETTE, VIDEO	SO3-0010729-5	L	97397C	1268B	3,840.
1086345	SONY CORP	EVO9800A		1991/07/30	1215	
	RECORDER, CASSETTE, VIDEO	S01-0010713-+	L	97397C	1268B	3,840.
1087639	SONY COKP	EVO9800A		1991/07/30	1215	
	RECORDER, CASSETTE, VIDEO	08614507	L	1545D	1268B	3,552.
1087640	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
	RECORDER, CASSETTE, VIDEO	08614463	L	1545D	1268B	3,552.
1087641	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
	RECORDER, CASSETTE, VIDEO	08614464	L	1545D	1268B	3,552.
1087642	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
	RECORDER, CASSETTE, VIDEO	08614505	L	1545D	1268B	3,552.
1087745	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
	MONITOR, TELEVISION	2034245-6	L	2391D	1268B	654.
1088044	SONY CORP	PVM1910		1991/09/11	1215	
	CORRECTOR, VIDEO	1950082	L	99778C	1268B	5,687.
1088658	FOR-A CORPORATION OF AMERICA	CCS4400		1991/09/06	1215	
	RECORDER-REPRODUCER SET, SOUND	19160204A	L	95683C	1268B	4,295.
1089566	OTARI ELECTRIC CO LTD	OTARI MARK IV.2		1991/09/30	1215	
	RECORDER, CASSETTE, VIDEO	I1ME01084	L	96604C	1268B	1,835.
1090084	MATSUSHITA ELEC INDUS CO	AG-W1P		1991/10/21	1215	
	RECORDER, TAPE, VIDEO	10681	L	4544D	1268B	14,000.
1155705	SONY CORP	PVW2800		1991/12/12	1215	
	RECORDER, VIDEO TAPE	11013	L	17649D	1268B	39,520.
1156908	SONY CORE'	DVR20		1992/07/01	1215	
	RECORDER, TAPE, VIDEO	10132	L	20468D	1268B	12,954.
1254697	SONY CORP	PVW2650		1992/09/18	1215	
	CONTROL, REMOTE	10538	L	29799D	1268B	2,215.
1255090	SONY CORP	BKDV200		1993/03/31	1215	
	RECORDER, CASSETTE, VIDEO	078J3104	L	33169D	1268B	607.
1256708	JVC CO OF AMERICA	HR-S4700		1993/05/05	1215	
	RECORDER, CASSETTE, VIDEO	0015044	L	38233D	1268B	550.
1256709	SONY CORP	SVO1610		1993/09/30	1215	
	RECORDER, CASSETTE, VIDEO	0014958	L	38233D	1268B	550.
1256710	SONY CORP	SVO1610		1993/09/30	1215	
	RECORDER, CASSETTE, VIDEO	0015049	L	38233D	1268B	550.

Exhibit C

1256711	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014800	1993/09/30 L 38233D	1215 1268B	550.
1256712	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0015124	1993/09/30 L 38233D	1215 1268B	550.
1256713	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014996	1993/09/30 L 38233D	1215 1268B	550.
1256714	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0015056	1993/09/30 L 38233D	1215 1268B	550.
1256715	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014862	1993/09/30 L 38233D	1215 1268B	550.
1256716	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014868	1993/09/30 L 38233D	1215 1268B	550.
1263603	SONY CORP GENERATOR, SYNC	SVO1610 09940720	1993/09/30 L 54999D	1215 1268B	1,675.
1422553	VIDEOTEK INC LENS, ZOOM	VSG201 C400349	1994/10/11 L 54981D	1215 1268B	1,057.
1422557	JVC CO OF AMERICA LENS, ZOOM	HZ610MDU C400386	1994/10/25 L 54981D	1215 1268B	1,057.
1422575	JVC CO OF AMERICA RECORDER, CASSETTE, VIDEO	HZ610MDU 77545	1994/10/25 L 54996D	1215 1268B	5,456.
1432159	SONY CORP DISPLAY UNIT	VO9800 T6H009433	1994/10/26 NAS 1 20048	1215 1268B	1,299.
1610603	HITACHI MFG CO SWITCHER, DISPLAY	SUPERSCAN PRO20 A0970990889	1996/10/07 NAS 1 20048	1215 1268B	1,220.
1610605	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990902	1997/10/24 NAS 1 20048	1215 1268B	1,220.
1610608	PHILLIPS INDUSTRIES INC PANEL, CONTROL	RP2UMD JHC390	1997/10/24 NAS 1 20048	1215 1268B	1,500.
1610617	ENSEMBLE DESIGNS PANEL, CONTROL	CP10 04060329	1997/10/20 NAS 1 20048	1215 1268B	1,036.
1610618	PHILLIPS INDUSTRIES INC PANEL, CONTROL	MC3000 04060330	1997/10/31 NAS 1 20048	1215 1268B	1,036.
1610620	PHILLIPS INDUSTRIES INC PANEL, MASTER CONTROL	MC3000 12320127	1997/10/31 NAS 1 20048	1215 1268B	2,232.
1610623	PHILLIPS INDUSTRIES INC PANEL, MASTER CONTROL	CP3800 12320136	1997/10/31 NAS 1 20048	1215 1268B	2,232.
1743295	PHILLIPS INDUSTRIES INC MONITOR, TELEVISION	CP3800 SO1-2018996-L	1997/10/31 NAS 1 20048	1215 1268B	761.
1743335	SONY CORP SWITCHER, AUDIO	PVM8040 9729705	1997/10/07 NAS 1 20048	1215 1268B	3,105.
1743336	HEDCO REMOTE CONTROL UNIT	Xt16X16A2 9729704	1997/10/17 NAS 1 20048	1215 1268B	816.
1878426	HEDCO SWITCHER, DISPLAY	RCPABA-XYP 1242	1997/10/17 NAS 1 20048	1215 1268B	1,080.
	PHILLIPS INDUSTRIES INC	RP2UMD	1998/08/17	1215	

Exhibit C

1429586	STAND, PROJECTION	70459	L	3821	1268B	2,861.
	SONY CORP	VID-P100			1216	
0037250	INTERFACE UNIT	2600818	L	4445	1268C	1,275.
	SONY CORP	IFB3000			1313	
0037252	CONTROL, REMOTE	4-396-208-71	L	4445	1268C	2,000.
	SONY CORP	RM-PJ1292			1313	
1426573	INTERFACE, NETWORK	182369	L	2063	1268C	834.
	EXTRON ELECTRONICS	RGB202PLUS			1313	
1427403	STAND, PROJECTION	20843	L	2005	1268C	2,805.
	SONY CORP	VID-P100			1313	
1431627	SWITCHER, VIDEO	060566	L	4445	1268C	1,275.
	SONY CORP	PC1271			1313	
1431628	PROJECTOR, TELEVISION	2000203	L	4445	1268C	24,431.
	SONY CORP	VPH1292Q			1313	
1741221	LIFT, PROJECTOR	1551	L	5301	1268C	6,099.
	SVS INC HUFFMAN CHARLES E EN	SVS7EX9			1313	
1428267	PROJECTOR, TELEVISION	5002398	L	2075	1268C	15,231.
	SONY CORP	VPH1272Q			1325	
1428205	SCREEN, PROJECTION, WRITE-ON	NONE (VERIFIED)	L	1681	1268C	1,495.
	WALLTALKERS INC	516RVSA			1328	
1428172	PROJECTOR, VIDEO	2000341	L	3204	1268C	24,192.
	SONY CORP	KVP6010QB			2303	
0037811	INTERFACE UNIT	2600731	L	2075	1268C	2,200.
	SONY CORP	IFB3000			2316	
1426514	INTERFACE, NETWORK	182707	L	2063	1268C	834.
	EXTRON ELECTRONICS	RGB202PLUS			2316	
1427402	STAND, PROJECTION	20208	L	2005	1268C	2,805.
	SONY CORP	VID-P100			2316	
1428266	PROJECTOR, TELEVISION	5002384	L	2075	1268C	15,231.
	SONY CORP	VPH1272Q			2316	
1428269	SWITCHER, VIDEO	0060507	L	2075	1268C	2,600.
	SONY CORP	PC1271			2316	
1431076	LIFT, PROJECTOR	1395	L	64521D	1268C	6,549.
	SVS INC HUFFMAN CHARLES E EN	SVS7-9			2316	
1431078	LIFT, PROJECTOR	1346	L	64290D	1268C	5,945.
	SVS INC HUFFMAN CHARLES E EN	SVS7EX			2316	
	*** TOTAL NUMBER OF ITEMS ASSIGNED TO CONTRACT NAS 1 01064				739	VALUE OF EQUIPMENT IS
3,789,550.						

Exhibit D
Wage Determination Register

94-2544 VA, NORFOLK 05/22/01
 ***FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH
 DOL***

WASHINGTON D.C. 20210

William W. Gross | Wage Determination No.: 1994-2544
 Director | Division of | Revision No.: 23
 | Wage Determinations | Date Of Last Revision: 05/15/2001

States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans
 Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews,
 Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia Beach,
 Williamsburg, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.38
Accounting Clerk II	10.58
Accounting Clerk III	13.17
Accounting Clerk IV	14.28
Court Reporter	12.87
Dispatcher, Motor Vehicle	12.63
Document Preparation Clerk	9.71
Duplicating Machine Operator	9.71
Film/Tape Librarian	9.60
General Clerk I	7.91
General Clerk II	9.73
General Clerk III	12.10
General Clerk IV	13.53
Housing Referral Assistant	14.93
Key Entry Operator I	9.13
Key Entry Operator II	11.49
Messenger (Courier)	7.89
Order Clerk I	10.12
Order Clerk II	13.24
Personnel Assistant (Employment) I	10.43
Personnel Assistant (Employment) II	12.06
Personnel Assistant (Employment) III	12.74
Personnel Assistant (Employment) IV	14.59
Production Control Clerk	16.40
Rental Clerk	10.32
Scheduler, Maintenance	11.24
Secretary I	11.24
Secretary II	13.08

Secretary III	14.93
Secretary IV	17.50
Secretary V	18.37
Service Order Dispatcher	11.04
Stenographer I	10.45
Stenographer II	11.74
Supply Technician	15.74
Survey Worker (Interviewer)	11.18
Switchboard Operator-Receptionist .	8.36
Test Examiner	13.08
Test Proctor	13.08
Travel Clerk I	9.02
Travel Clerk II	9.63
Travel Clerk III	10.27
Word Processor I	10.70
Word Processor II	12.05
Word Processor III	13.50
Automatic Data Processing Occupations	
Computer Data Librarian	8.55
Computer Operator I	10.35
Computer Operator II	11.97
Computer Operator III	14.82
Computer Operator IV	17.17
Computer Operator V	18.25
Computer Programmer I (1)	18.32
Computer Programmer II (1)	20.73
Computer Programmer III (1)	24.72
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (i)	23.07
Computer Systems Analyst II (1)	26.57
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	10.93
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.79
Automotive Glass Installer	15.31
Automotive Worker	15.31
Electrician, Automotive	16.03
Mobile Equipment Servicer	13.84
Motor Equipment Metal Mechanic	16.79
Motor Equipment Metal Worker	15.31
Motor Vehicle Mechanic	16.79
Motor Vehicle Mechanic Helper	13.05
Motor Vehicle Upholstery Worker	14.56
Motor Vehicle Wrecker	15.31
Painter, Automotive	16.03
Radiator Repair Specialist	14.56
Tire Repairer	13.37
Transmission Repair Specialist	16.79
Food Preparation and Service Occupations	
Baker	8.98
Cook I	8.39
Cook II	9.28
Dishwasher	7.20
Food Service Worker	7.20
bleat Cutter	11.54
Waiter/Waitress	7.56

Furniture Maintenance and Repair Occupations		
Electrostatic Spray Painter	18.43	
Furniture Handler	13.34	
Furniture Refinisher	16.03	
Furniture Refinisher Helper	13.05	
Furniture Repairer, Minor	14.56	
Upholsterer	16.03	
General Services and Support Occupations		
Cleaner, Vehicles	8.29	
Elevator Operator	7.20	
Gardener	10.19	
House Keeping Aid I	6.93	
House Keeping Aid II	8.88	
Janitor	8.28	
Laborer, Grounds Maintenance	8.65	
Maid or Houseman	0.46	
Pest Controller	8.74	
Refuse Collector	8.28	
Tractor Operator	9.71	
Window Cleaner	9.00	
Health Occupations		
Dental Assistant	11.11	
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver		12.21
Licensed Practical Nurse I	10.24	
Licensed Practical Nurse II	11.49	
Licensed Practical Nurse III	12.85	
Medical Assistant	9.79	
Medical Laboratory Technician	11.39	
Medical Record Clerk	10.90	
Medical Record Technician	13.15	
Nursing Assistant I	7.67	
Nursing Assistant II	8.63	
Nursing Assistant III	9.42	
Nursing Assistant IV	10.56	
Pharmacy Technician	11.84	
Phlebotomist	11.49	
Registered Nurse I	17.93	
Registered Nurse II	21.36	
Registered Nurse II, Specialist	21.29	
Registered Nurse III	25.76	
Registered Nurse III, Anesthetist	25.76	
Registered Nurse IV	30.87	
Information and Arts Occupations		
Audiovisual Librarian	14.23	
Exhibits Specialist I	15.55	
Exhibits Specialist II	18.89	
Exhibits Specialist III	20.98	
Illustrator I	16.39	
Illustrator II	19.91	
Illustrator III	22.11	
Librarian	18.81	
Library Technician	11.41	
Photographer I	11.73	
Photographer II	15.55	
Photographer III	18.89	
Photographer IV	20.98	

Photographer V	25.39	
Laundry, Dry Cleaning, Pressing and Related Occupations		
Assembler	6.95	
Counter Attendant	6.95	
Dry Cleaner	7.44	
Finisher, Flatwork, Machine	6.95	
Presser, Hand	6.95	
Presser, Machine, Drycleaning	6.95	
Presser, Machine, Shirts	6.95	
Presser, Machine, Wearing Apparel, Laundry	6.95	6.95
Sewing Machine Operator	7.97	
Tailor	9.68	
Washer, Machine	7.49	
Machine Tool Operation and Repair Occupations		
Machine-Tool Operator (Toolroom)	16.66	
Tool and Die Maker	18.46	
Material Handling and Packing Occupations		
Forklift Operator	12.33	
Fuel Distribution System Operator	13.84	
Material Coordinator	16.69	
Material Expediter	16.69	
Material Handling Laborer	8.86	
Order Filler	8.94	
Production Line Worker (Food Processing)	10.91	
Shipping Packer	10.54	
Shipping/Receiving Clerk	10.54	
Stock Clerk (Shelf Stocker; Store Worker II)	11.42	
Store Worker I	9.02	
Tools and Paris Attendant	14.93	
Warehouse Specialist	14.36	
Mechanics and Maintenance and Repair Occupations		
Aircraft Mechanic	19.46	
Aircraft Mechanic Helper	15.13	
Aircraft Quality Control Inspector	20.32	
Aircraft Servicer	16.87	
Aircraft Worker	17.74	
Appliance Mechanic	16.03	
Bicycle Repairer	13.37	
Cable Splicer	16.79	
Carpenter, Maintenance	16.03	
Carpet Layer	17.61	
Electrician, Maintenance	16.79	
Electronics Technician, Maintenance I	15.14	
Electronics Technician, Maintenance II	15.48	
Electronics Technician, Maintenance III	16.59	
Fabric Worker	14.56	
Fire Alarm System Mechanic	16.79	
Fire Extinguisher Repairer	13.84	
Fuel Distribution System Mechanic	16.79	
General Maintenance Worker	15.31	
Heating, Refrigeration and Air Conditioning Mechanic	16.79	16.79
Heavy Equipment Mechanic	16.79	
Heavy Equipment Operator	16.79	
Instrument Mechanic	16.79	
Laborer	10.02	
Locksmith	16.03	

Machinery Maintenance Mechanic	16.75	
Machinist, Maintenance	16.79	
Maintenance Trades Helper	13.05	
Millwright	20.58	
Office Appliance Repairer	16.03	
Painter, Aircraft	17.49	
Painter, Maintenance	16.03	
Pipefitter, Maintenance	16.79	
Plumber, Maintenance	16.03	
Pneudraulic Systems Mechanic	16.79	
Rigger	16.79	
Scale Mechanic	15.31	
Sheet-Metal Worker, Maintenance	16.79	
Small Engine Mechanic	15.31	
Telecommunication Mechanic I	16.79	
Telecommunication Mechanic II	20.16	
Telephone Lineman	16.79	
Welder, Combination, Maintenance	16.79	
Well Driller	16.79	
Woodcraft Worker	16.79	
Woodworker	13.84	
Miscellaneous Occupations		
Animal Caretaker	7.25	
Carnival Equipment Operator	8.79	
Carnival Equipment Repairer	9.22	
Carnival Worker	6.26	
Cashier	6.45	
Desk Clerk	7.25	
Embalmer	17.63	
Lifeguard	7.34	
Mortician	17.63	
Park Attendant (Aide)	9.21	
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)		8.22
Recreation Specialist	13.50	
Recycling Worker	10.14	
Sales Clerk	7.34	
School Crossing Guard (Crosswalk Attendant)		8.28
Sport Official	6.38	
Survey Party Chief (Chief of Party)	11.30	
Surveying Aide	7.05	
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)		10.27
Swimming Pool Operator	10.33	
Vending Machine Attendant	10.14	
Vending Machine Repairer	11.38	
Vending Machine Repairer Helper	10.14	
Personal Needs Occupations		
Child Care Attendant	6.63	
Child Care Center Clerk	10.26	
Chore Aid	6.46	
Homemaker	10.45	
Plant and System Operation Occupations		
Boiler Tender	16.79	
Sewage Plant Operator	17.81	
Stationary Engineer	16.79	
Ventilation Equipment Tender	13.05	
Water Treatment Plant Operator	17.81	

Protective Service Occupations		
Alarm Monitor	9.87	
Corrections Officer	12.33	
Court Security Officer	13.19	
Detention Officer	13.19	
Firefighter	13.65	
Guard I	7.67	
Guard II	9.18	
Police Officer	15.86	
Stevedoring/Longshoremen Occupations		
Blocker and Bracer	14.68	
Hatch Tender	12.76	
Line Handler	12.76	
Stevedore I	14.04	
Stevedore II	15.42	
Technical Occupations		
Air Traffic Control Specialist, Center (2)	27.37	---
Air Traffic Control Specialist, Station (2)	18.88	
Air Traffic Control Specialist, Terminal (2)	20.78	
Archeological Technician I	11.83	
Archeological Technician II	13.30	
Archeological Technician III	16.43	
Cartographic Technician	17.17	
Civil Engineering Technician	18.89	
Computer Based Training (CBT) Specialist/ Instructor		20.97
Drafter I	10.42	
Drafter II	11.73	
Drafter III	14.74	
Drafter IV	17.91	
Engineering Technician I	14.16	
Engineering Technician II	15.15	
Engineering Technician III	18.67	
Engineering Technician IV	22.61	
Engineering Technician V	26.41	
Engineering Technician VI	32.63	
Environmental Technician	16.43	
Flight Simulator/Instructor (Pilot)	24.14	
Graphic Artist	18.24	
Instructor	15.12	
Laboratory Technician	12.28	
Mathematical Technician	16.43	
Paralegal/Legal Assistant I	12.60	
Paralegal/Legal Assistant II	15.30	
Paralegal/Legal Assistant III	18.72	
Paralegal/Legal Assistant IV	22.65	
Photooptics Technician	18.89	
Technical Writer	17.88	
Unexploded (UXO) Safety Escort	17.16	
Unexploded (UXO) Sweep Personnel	17.16	
Unexploded Ordnance (UXO) Technician I	17.16	
Unexploded Ordnance (UXO) Technician II	20.76	
Unexploded Ordnance (UXO) Technician III	24.88	
Weather Observer, Combined Upper Air and Surface Programs (3)		14.08
Weather Observer, Senior (3)	15.24	
Weather Observer, Upper Air (3)	14.08	
Transportation/ Mobile Equipment Operation Occupations		

Bus Driver	9.75
Parking and Lot Attendant	7.22
Shuttle Bus Driver	9.33
Taxi Driver	8.80
Truckdriver, Heavy Truck	13.31
Truckdriver, Light Truck	9.33
Truckdriver, Medium Truck	9.75
Truckdriver, Tractor-Trailer	13.31

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

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

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

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay

for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of

basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed

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

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

**** UNIFORM ALLOWANCE ****

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial

laundering in order to meet the cleanliness or appearance standards set by the terms of the

Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March- 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. **20402**. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section

4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

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

When preparing a conformance request, the "Service Contract Act Directory of Occupations"

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

Exhibit E

AGREEMENT

BETWEEN

DYNCORP TECHNICAL SERVICES, INC.

AND

DISTRICT LODGE #74

**INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS**

LOCAL 2531

Effective

December 1,2000 through November 30,2002

INDEX

<i>ARTICLE</i>	SUBJECT	PAGE #
I	Recognition	1
II	Hiring	1
III	Non-Discrimination	1
IV	Management Rights	2
V	Check-Off	2
VI	Hours of Work	4
VII	Seniority	5
VIII	Relief Employees	9
IX	Disciplinary Action	10
X	Grievance and Arbitration	10
XI	Leaves of Absence	12
XII	Bulletin Board	13
XIII	Safety, Health and Sanitation	13
XIV	Holidays	14
XV	Vacations	15
XVI	Strike No Lockout	16
XVII	Union Representation	17
XVIII	Non-Bargaining Unit Employees Performing Bargaining Unit Work	18
XIX	Health and Welfare	18
XX	Sick Leave	19
XXI	Wages and Classifications	21
XXII	Invalidity	23
XXIII	Superseding Effect of Agreement	23
XXIV	Machinist Non-Partisan Political League	23
XXV	General Provisions	24
XXVI	Pension	25
XXVII	Duration	26

Exhibit E

PREAMBLE

The Agreement is made and entered into on this 1st Day of December 2000, by and between DynCorp Technical Services, Inc., its successors and assigns, hereinafter referred to as the "Company" or "Employer", and District Lodge No. 74, International Association of Machinists and Aerospace Workers, its successors and assigns, hereinafter referred to as the "Union".

Pronouns of either gender used in this Agreement are equally applicable to male and female employees.

WITNESSETH —

It is the intent and purpose of the parties to this Agreement to promote and improve all industrial and economic relations between the Company and the employees covered by this Agreement, and as set forth in the entire Agreement covering rates of pay, hours of work, and conditions of employment to be observed.

ARTICLE I RECOGNITION

The Employer recognizes the International Association of Machinists and Aerospace Workers, AFL-CIO, and its District Lodge No. 74, hereinafter collectively referred to as the "Union", its successors and assigns, as the sole exclusive collective bargaining representative of its employees certified by the National Labor Relations Board in Case No. 5-RC-8 191.

ARTICLE II HIRING

During new employee orientation, the Company will provide a copy of this Collective Bargaining Agreement to the new employee and have the employee's supervisor introduce the new employee to the appropriate Union steward within the first two work weeks.

ARTICLE III NON-DISCRIMINATION

The Company and the Union mutually agree that there shall be no discrimination against any employee because of age, race, creed, color, handicap, sex, or national origin in violation of the provisions of the Civil Rights Act of 1964, as amended, or the Age Discrimination Act of 1967.

Exhibit E
ARTICLE IV
MANAGEMENT RIGHTS

Section 1. Except to the extent expressly abridged by a specific provision of this Agreement, Management of the Company is vested solely and exclusively in the Company, and the Company reserves and retains all of its inherent rights, including but not limited to, method of production; the introduction of new equipment, machinery or processes; the change or elimination of existing equipment, machinery or processes; and discontinuance, temporarily or permanently, in whole or in **part**, of the conduct of any of the business or operations of the Company; the selection, size, direction, and control of the working forces in connection with the requirements to be determined by the Company; the right to transfer, promote, demote, layoff, or otherwise relieve employees from duty for lack of work or other legitimate reason consistent with the terms of this Agreement; the right to terminate, discharge, or discipline employees for just cause. For good and sufficient reasons, the Company reserves the right to abolish or change existing rules or to establish reasonable rules and regulations not in conflict with the express terms of this Agreement governing employment and working conditions. The Management, not limited by the clear and explicit language of a clause of this Agreement, should be conclusively presumed to be authorized hereby. Any dispute between the parties arising from this Article shall be subject to the grievance and arbitration procedures.

Section 2. The Company agrees not to subcontract exclusive bargaining unit work that will directly cause the termination of bargaining unit employees or inhibit bargaining unit growth. The Company may, however, subcontract where necessary due to a lack of plant or equipment capacity, equipment breakdown, fire, flood, or similar cause.

Section 3. The Company may require an employee to take an alcohol breath test or urine drug screening test for any on the job accident where property damage exceeds \$100 or emergency medical treatment is required. Further, the Company may utilize reasonable suspicion testing for alcohol or drug use if a Company official suspects an employee to be impaired on the job. An official who suspects an employee is impaired will contact the Contract Manager or Safety Manager to corroborate the impairment. The Company may also test an individual that has been observed using illegal drugs or alcohol on the job. There shall be no random alcohol or drug testing of unit employees except in safety-sensitive areas or classifications as defined in DynCorp procedure SAF-009, Alcohol and Controlled Substance Testing Policy and Program. The alcohol and drug test process used will be to US Health and Human Services standards, or the Department of Transportation equivalent.

Section 4. The Company, at its sole option, may implement new classifications and/or job descriptions. The Company shall set a pay rate for the job and offer to negotiate with the Union concerning the pay rate.

ARTICLE V
CHECK-OFF

Section 1. The Company agrees, subject to the provisions hereof, to deduct Union dues, initiation fees and/or other deductions from the wages of the employees so authorizing the same. in the manner and at such times as hereinafter provided.

Exhibit E

Section 2. The Union agrees to furnish to the Company authorization duly signed by the employees so authorizing the deduction and properly witnessed. The check-off authorization shall read as follows:

I hereby voluntarily assign to District Lodge 74; International Association of Machinists and Aerospace Workers, or in lieu of thereof, a subordinate Local Lodge designated by District Lodge 74; from any wages earned, or to be earned by me, initiation fees and the amount of my regular monthly membership dues or an equivalent amount in said Union.

I authorize and direct my Employer to deduct said monthly membership dues or the equivalent amount from my pay each bi-weekly pay period, and to remit the same to the order of officer of official _____ designated by the Union, said authorization and direction to be subject to all the terms and conditions contained in the collective bargaining agreement in existence between my Employer **and** the Union.

This check-off authorization shall remain in effect until revoked by me and shall be irrevocable for a period of one (1) year from the date of execution of such authorization of this Agreement between my Employer and the Union; and I further agree and direct that this assignment shall be irrevocable for the period of each succeeding applicable collective bargaining agreement between my Employer and the Union.

This authorization shall be automatically renewed and irrevocable for successive periods of one (1) year, unless written notice of cancellation is given by me to the Company and the Union. said notice to be forwarded by registered or certified U.S. mail, not more than seventy-five (75) days and not less than sixty (60) days prior to the expiration of each term of one (1) year, or prior to the termination of the collective bargaining agreement between my Employer and the Union, whichever occurs sooner.

THIS AUTHORIZATION IS VOLUNTARILY MADE IN ORDER TO PAY MY FAIR SHARE OF THE UNION'S COST REPRESENTING ME FOR THE PURPOSE OF COLLECTIVE BARGAINING AND This AUTHORIZATION IS NOT CONDITIONED ON MY PRESENT OF FUTURE MEMBERSHIP IN THE UNION.

Print Name

Sign Name

Date

Section 3. The Union shall certify to the Company in writing each month a list of such employees who have made such assignments, together with an itemized statement of the initiation fees, dues, and other deductions to be deducted from the pay of such employees, and the Company agrees to deduct in the amount so certified in respect to each such member from the employee's bi-weekly pay, and shall make such remittance to the Union in one lump sum within ten (10) days after the end of the month in which said deductions are made. The Company agrees to provide a current listing of all its bargaining unit employees, on a monthly basis, to the Union. Further, whenever an employee moves from one Company

to another, the Union shall be notified within three (3) work days.

Section 4. All present employees who are members of the Union on the effective date of this Agreement shall remain members of the Union in good standing or pay an amount equivalent to the Union dues. Present employees who are not members of the Union and/or employees who are hired hereafter, shall become and remain members in good standing in the Union or pay an amount equivalent to the Union dues on and after the 31st day following the effective date of this Agreement, whichever is the later. This money is to pay the Union's cost of representing employees for the purpose of collective bargaining **and** this authorization is not conditioned on present or future membership in the Union.

Section 5. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability and expenses that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any provisions of this Article or in reliance upon any list, notice, or assignment furnished by the Union under such provision.

ARTICLE VI HOURS OF WORK

Section 1. It is recognized and agreed that the standard work week shall be from Friday 12:01 a.m. to Thursday midnight. It is further agreed and understood that the normal workday shall consist of eight (8) hours per day and the normal work week shall consist of forty (40) hours of work per week, Monday through Friday, inclusive.

Section 2. Upon reasonable advance notice to the Union or appropriate Union Steward, the Company may for good and sufficient cause (to include NASA requirements) change the starting time of the work shift and/or the scheduled thirty (30) minute lunch period, except the Supply area, which has a scheduled 45-minute lunch period. If necessary, the Company may require the employee to work through their regular scheduled lunch period. In such instances, the affected employee will not receive overtime rate, and the employee will be provided a lunch break within one hour of normal lunch time or overtime will be paid.

Section 3. When overtime assignments are required, overtime will be offered to each employee within the classification in which the overtime assignment is made. Overtime will first be offered to the employee within the classification with the least amount of overtime hours offered within the existing calendar year. In the event that *two* employees have the same amount of overtime offered and only one employee is needed, unit seniority will be the deciding factor. Affected employees will be notified of overtime requirements as soon as possible after the request for overtime is made. The Company will keep records of all overtime offers for all union employees. If the Company does not receive a sufficient number of volunteers on the first round of overtime offers, the employee with the least amount of overtime offered will be assigned to work the overtime and the assignment becomes mandatory; provided however, that an exception to the overtime distribution will be only for continuation of jobs which commence during the regular shift and extend into overtime where continuity is necessary for efficient

completion of the job.

The Company agrees to maintain records on site of all overtime worked. Overtime records shall be made available to the Union (Chief Steward or Shop Steward) for inspection to resolve specific complaints with respect thereto. The Company will make these records available to the Union no later than three (3) working days after the request.

Section 4. Overtime paid at one and one-half (1 1/2) times the regular straight-time hourly rate shall be paid for all hours worked by an employee in excess of eight (8) hours per day or forty (40) hours per week. Work performed on Saturday or Sunday shall be paid for at the rate of one and one-half (1 1/2); provided, however, that the Company shall not pay an employee Saturday or Sunday premiums who is not in pay status for two or more days during the normal work week when any such employee is assigned to work on said Saturday or Sunday.

Section 5. There shall be no duplicating or pyramiding of overtime or premium pay under the provisions of this Agreement; any such hours compensable under two or more provisions of this Agreement shall be paid at the higher premium rate of the two.

Section 6. In the event it is necessary to call out a regular employee to work, Employer agrees that such called out regular employee shall receive a minimum of four (4) hours of work or four (4) hours of pay at the applicable rate of pay.

Section 7. In the event a regular employee reports for work at his scheduled starting time and no work is available, the employee shall be entitled to receive four (4) hours show up time pay, to be paid at his regular straight-time hourly rate of pay. It is expressly understood and agreed, however, that this Section shall not be applicable in the event the employee is notified at least one (1) hour prior to his normal starting time, or the lack of work is caused by an act of God or other cause beyond the control of the employer.

The Company will not be liable for the payment of show up time in instances where the employee reports for work more than fifteen (15) minutes after the start of the shift, and does not call in prior to the beginning of the shift. In addition thereto, the Company will not be liable for show up time in any instance where the employee reports to work later than forty-five (45) minutes after the beginning of the shift and will be subject to being sent home the balance of that work day.

Section 8. Employees volunteering to perform work in a classification lower (determined by pay level) than their regular rate of pay, and accepted for such assignments by the Employer, shall be compensated at the rate currently being paid for work in a lower classification. (This section will not apply to employees directed to work by the Company).

Section 9. Employees will be allowed to use flex-time for short durations to fulfill personal obligations. When an employee has a need to use flex-time, he/she must make up the time missed during the same work week and within the same pay period. Flex-time is at the discretion of the Supervisor and will *only* be granted after management has ensured that operational needs have been met. The Supervisor and the employee will agree on the flex-time schedule and said schedule can only be changed by mutual

agreement. When employees are working a flex-time schedule to make up hours missed, there will be no overtime payment for any hours worked in excess of (8) hours per day.

ARTICLE VII SENIORITY

Section 1. Seniority for purposes of vacation shall be defined as the length of cumulative employment with the Company. Otherwise, seniority shall be defined as the length of continuous service, whether employed by the Company or his predecessor, from the employee's latest date of hire as an employee in the bargaining unit, and shall be recognized on a bargaining unit-wide basis.

Section 2. The Company shall furnish the Union every six (6) months an accurate seniority list of all employees in the bargaining unit. Such list is to include name, classification, unit and classification seniority dates, wage rate, and home address of each employee.

Section 3. All employees including relief employees hired as full-time employees, shall be considered probationary employees for the first forty-five (45) days of work as a full-time employee. Any decision of the Company to terminate or otherwise discipline a probationary employee shall be final and not subject to the Grievance and Arbitration provisions of this Agreement. Upon satisfactory completion of the probationary period, the employee shall become a regular employee with seniority dating from the date of hire as a full-time employee. Probationary employees shall receive all fringe benefits of the contract except insurance. Insurance will become effective the first day of the month following the date of hire.

Relief employees hired as permanent employees shall, upon satisfactory completion of the above probationary period, be credited with seniority on the basis of one month seniority for each full six months employed as a relief employee.

Section 4. Classification seniority shall mean the length of accumulated service within a classification.

Section 5. In administering this Agreement, the principle of seniority based on employment within the bargaining unit exclusively, unless otherwise provided elsewhere in this Agreement, shall be determining factor in effecting layoff, recall, formal training within the employee's job classification, promotions, demotions, shift starting time, and in respect to other working conditions where specifically stated in the Agreement.

Exceptions to the principle of seniority shall be made only where a less senior employee is clearly better qualified than the senior employee in relation to skill and ability (including physical and prior experience). The Company agrees in making an evaluation of skills and ability (including physical ability), only objective factors shall be considered and in no instance shall the Company be unreasonable or arbitrary in the application. Experience, as used in the context of this Section, is intended to apply to specialized situations and is not to be used as a means of circumventing seniority where the other factors listed above are substantially equal. Employees will be offered training opportunities based upon job

classification seniority.

Section 6. Seniority shall be canceled and terminated upon the happening of any of the following events:

- (a) An employee quits.
- (b) An employee is discharged.
- (c) An employee fails to return to work within five (5) days of notice of recall given the Company by registered or certified mail.
- (d) An employee is absent for three (3) days without previously notifying the Company except in cases of extenuating circumstances.
- (e) An employee overstays a leave of absence without notifying the Company, except in cases of extenuating circumstances.
- (f) An employee engages in other employment during a leave of absence without obtaining prior permission of the Company.
- (g) An employee gives false reasons for obtaining a leave of absence.
- (h) Settlement has been made for total disability.
- (i) An employee has retired.
- (j) **An** employee has been in layoff status or is absent because of sickness or injury or similar cause for more than eight (8) months. Employee upon request of the Company shall give written authorization release of medical records concerning an extended illness.

Section 7. It is recognized that the Company has the right to assign work to its employees, and classification seniority shall not, nor shall anything contained in this Agreement, be construed to restrict the Company in requiring an employee in one classification from doing any work temporarily in any other classification, and although employees may usually expect their work assignment to be in keeping with their regular job classification, the Union expressly recognizes the need for flexibility in the work force and agrees that an employee in one classification shall not be restricted from temporarily doing the work normally done by an employee in another classification.

In the event an employee is temporarily assigned to work in a classification for which the normal rate of pay is higher than the rate of pay received by the employee in his/her normal classification, he shall receive the higher rate of pay for all hours worked in the temporary assignment in excess of one (1) hour. In the event an employee is temporarily assigned work in a classification lower than his normal classification, he shall receive his regular rate of pay. The provisions of this Article shall not apply to

work assignments made for job training purposes.

Section 8. A temporary assignment is defined as one not exceeding ten (10) days. Assignments which exceed ten (10) days are defined as temporary transfers and will be accomplished by following the provisions of Section 5 of this Article. It is further agreed that in effecting temporary assignments or transfers, nothing herein shall be applied in such a manner that results in circumventing the posting of permanent job vacancies, nor will temporary work assignments be rotated to avoid effecting a temporary transfer.

Section 9. In making assignments to a permanent job vacancy or new job, the Company shall consider the desires of the employees. In the event that a position becomes vacant, the Company will either post the job within five (5) work days or inform the Union of its present intent not to fill the job. A notice of any such vacancy or new job shall be posted on the bulletin board for three (3) work days (during which time the vacancy shall be considered temporary). The Company, at the end of such time period, shall consider those employees who have submitted a bid notice (the form and content of which the parties shall mutually agree upon) and consistent with the needs of the Company, shall within ten (10) work days assign the senior qualified employee consistent with the needs of the principles set forth above in Section 5. Qualified, as used in the context of this Section, shall be interpreted to mean the employee has the background, experience, and ability to perform the work in a satisfactory manner after normal indoctrination and familiarization instructions on the new job. The Employer agrees that in imposing qualifications for a job opening, all qualification criteria will be equally applied to applicants, whether within the unit or outside the unit. Job openings shall be posted Company-wide at the NASA facility at Langley AFB in Hampton, Virginia, candidate bidding shall be bargaining unit-wide, and the most senior qualified employee will be selected for the job. The Company shall assure that the posting of such opening is accessible to all Unit employees and a copy of all such postings shall be provided to the Union Recording Secretary.

Section 10. In the event no qualified employee signs such a bid notice for a job opening, it is agreed and understood that the Company may hire a new employee for such job. The Company will use the same basic qualification requirements for evaluating potential new hires. If no qualified applicant is found, the Company will select and train the most qualified senior employee that applied for this position.

Section 11. Employees assigned or transferred pursuant to this Article shall be given thirty (30) days in which to prove they are capable of performing the duties of the new job in a satisfactory manner. In the event such employees do not satisfactorily meet the requirements of the new job, they shall be returned to their prior position or its equivalent without prejudice. Any employee, upon request, shall be advised in the presence of his Union representative of the specific reasons for not meeting the requirements of the job and disputes arising therefrom shall be subject to grievance procedure.

Section 12. Normally, successful bidders will not be permitted to bid on another job opening for a period of six months from the date of assignment to the new position.

Section 13. When a reduction in the force becomes necessary in the Company's judgment, the

Exhibit E

employee(s) laid off shall be the employee within the affected classification with the least seniority in the classification. Employees affected by the layoff shall have the right to return to any position previously held, or to bump the least senior employee in any classification equal to or below the position from which laid off, whichever results in the least inequity on the affected employee based on bargaining unit seniority. It is agreed and understood that in order to displace an employee, as provided herein, the displacing employee must meet the minimum qualifications to perform the work. Employees affected by a layoff shall have three (3) work days, following receipt of written notice of layoff, to serve notice in writing to the Company of their intent to exercise return or bumping rights. Employees shall exercise their seniority in a recall from lay-off in reverse seniority order with full utilization of bumping rights.

In case of lay off or reduction in force within the Truck Driver, Heavy or Truck Driver, Furniture classifications, the Truck Driver, Heavy will be considered the same as Truck Driver, Furniture.

In case of bumping (Article VII, Section 13), the Truck Driver, Furniture will be considered a separate classification from the Truck Driver, Heavy classification as listed in Article XXI (Wages and Classifications) of this Agreement.

Section 14. In effecting promotions within a departmental segment of the unit, i.e., Transportation, Supply, Reproduction, Mail Service, etc., first consideration shall be given to job bidders within the specific departmental segment. In this connection, departmental seniority shall determine the awarding of the bid except where departmental seniority is equal among prospective bidders. In such cases bargaining unit seniority shall prevail. Provided no employee within the affected departmental segment bids the vacant position, the position shall be posted bargaining unit-wide and the job awarded on the basis of bargaining unit seniority.

Section 15. The Company and Union recognize that NCI is the prime contractor with NASA and may, from time to time, utilize sub-contractors (see Article XXV, Section 4) who may have separate collective bargaining agreements with the Union. In the event such subcontractors are utilized, then the following shall apply:

(a) Seniority for employees who move between NCI and a subcontractor shall continue to be defined as provided in Sections 1 and 4 of this Article.

(b) Employees may exercise their seniority rights across Company-lines consistent with this Agreement and only with respect to:

- (1) Job bidding (Article VII, Section 9)
- (2) Bumping rights in the event of lay-off and recall (Article VII, Section 13)
- (3) Promotions (Article VII, Section 14)

ARTICLE VIII

Exhibit E
RELIEF EMPLOYEES

Section 1. Relief employees shall be subject to the Union Security provisions, as defined in Section 4, Article V (Check-Off).

Section 2. The employer agrees that the services of relief employees may be used when a full time employee is either on vacation, sick to include short term disability, on leave without pay, during peak work loads of short duration, or for training purposes and will not be utilized to inhibit or diminish bargaining unit growth, nor will relief employees be employed while permanent employees are on layoff and are qualified and willing to do the work in a relief capacity.

Section 3. Relief employees who perform work in the bargaining unit will pay a \$5.00 fee per month provided they are employed and/or paid for any part of the month not exceeding a cumulative total of forty (40) hours in any payroll month. Relief employees working and/or paid for cumulative total of forty (40) hours or more in any payroll month will *pay* dues in the regular amount paid by permanent employees in the bargaining unit. The dues of relief employees will be deducted in the same manner, and at the same time, as permanent employees.

Section 4. In the event a vacancy occurs in a permanent position which is not filled by bid procedure within the unit by permanent employees, such vacancy shall be offered to the senior qualified relief employee after employees on layoff are offered the position.

**ARTICLE IX
DISCIPLINARY ACTION**

Section 1. Disciplinary action shall be initiated by the Company only for just and sufficient cause and any penalty imposed shall be consistent with proven offenses. It is agreed and understood by the parties that the concept of disciplinary action is to first correct the offending employee and all discipline imposed shall be consistent with the offense committed. In this regard, where it is reasonable to assume that a letter of reprimand will correct the offending employee, such course of action will be followed by the Employer.

Section 2. No disciplinary action taken more than one (1) year earlier may be used for progressive discipline or introduced into evidence in any Arbitration proceeding. It is further agreed that in order to consider that an employee has been disciplined, he and the Union shall be furnished a duplicate copy of any disciplinary matter inserted in his personnel file.

Section 3. Prior to taking disciplinary action (letter of reprimand, suspension, or discharge) against any employee in the unit, the affected employee will be advised of his/her right to Union representation in the presence of his/her Shop Steward.

Section 4. Disciplinary action in any form imposed by the Employer shall automatically be

subject to the grievance and arbitration procedure.

ARTICLE X GRIEVANCE AND ARBITRATION

Section 1. It is the intent of this Article to establish a means for prompt adjustment of working problems and personal grievances at the job level by conference between the immediate supervisor and the employee involved, provided a Union representative has been given an opportunity to be present. If not resolved at this informal level a formal written grievance shall be filed. The grievance shall contain a full statement of the grievance and the facts upon which it is based, the contract sections alleged to have been violated, and the action, remedy or adjustment sought. In grievances filed on behalf of individual employees, the grievance shall be signed by the affected employee prior to Step I of the Grievance Procedure. Grievances shall be processed according to the steps and time limits specified. These time limits may be extended upon written mutual consent of the parties.

Section 2. Except for payroll adjustments, no grievance shall be filed or processed based on facts, or events, or omissions within the employees' knowledge, which have occurred more than ten (10) working days before such grievance is filed. Both parties agree to exert an earnest effort to settle such grievances promptly through the following steps:

Step 1: The employee involved shall first confer with the Supervisor and/or Department Head in order to amicably settle the matter, provided a Union representative has been given an opportunity to be present. Any and all grievances shall be handled during normal working hours without any unnecessary interruption of work.

Step 2: Should the grievance not be satisfactorily settled by the discussion outlined in Step 1 above, the Union shall submit the grievance in writing to the Project Manager or his designee within five (5) work days thereafter, and this written grievance thus presented must contain the complete factual basis of the complaint including the Article and Section violated, and the corrective action desired. Within five (5) work days from the time the Union submits the written grievance, the Project Manager or his designee shall either grant the corrective action desired, or meet with the grievant, Shop Steward, and Chief Steward, and they will make every effort to settle the dispute. If not satisfactory agreement is reached between the parties, the Project Manager or other appropriate Company official shall within five (5) work days, produce the Company's answer in written form and forward to the Chief Steward. In responding to the grievance, the Project Manager or his designee shall set forth in specific detail the basis of his denial, answering each point or allegation as set forth in the grievance.

A representative of the Union may visit the Company's offices to represent and confer with the Company's employees. A representative of the Union shall make prior arrangements with Management to confer with the Company's employees and shall observe all Company rules during such visits.

Step 3: If the above procedure has been followed and the parties are still unable to settle the grievance, the party initiating the grievance may within thirty (30) work days, request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators from which the Company and the Union shall choose an impartial arbitrator to decide the controversy by the responding party striking

Exhibit E

one (1) name and the grieving party striking one (1) name and after repeating this procedure until the last remaining name shall be the chosen arbitrator. The arbitrator shall not have the authority to alter, amend, or change the terms or provisions of this Agreement, and his decision shall be limited to the particular grievance in question. The arbitration decision shall be final and binding on both parties.

Section 3. The Union and the Company shall equally share the expenses and fee of the neutral arbitrator. Each party shall make all arrangements, including pay and/or expenses or any witnesses called or other representatives or persons requested to attend any arbitration case.

Section 4. All time limits prescribed herein may be extended by mutual agreement by the Company and the employee. Failure of the Company to respond shall result in the granting of the relief sought in the grievance. Failure of the Union or employee to present the grievance to the next step within the time limits, shall constitute a basis for the Company denying the grievance.

Section 5. In any case involving discharge or discipline imposed by the Company, back wages, if any are awarded, shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation or substitute earnings during the period of discharge or suspension.

**ARTICLE XI
LEAVES OF ABSENCE**

Section 1. When it is necessary for employees to leave their duty for the purpose of attending to their personal business, and provided that reasonable notice has been given the Company, employees will be granted leaves of absence without pay, provided the absences do not interfere with the efficient operation of the Company. Such leave shall not exceed thirty (30) days, but may be extended for additional time upon written request to the Company, if in the Company's judgment such further leave is feasible. The Company shall be under no obligation to an employee on leave of absence and the employee shall not be entitled to the benefits of the Agreement, except to return to work in accordance with the employee's seniority.

Section 2. An employee who is summoned for jury duty or subpoenaed to appear as a witness on behalf of the Company, local, state, or federal government in any court and who actually responds to said summons or subpoena will be paid the difference between the amount of money he actually earned had he worked for the Company during the time he was absent due to jury or witness duty, computed at the employee's regular straight-time rate for an eight-hour day, five days per week. It is understood and agreed that the Company has the right to require satisfactory proof that an employee actually served on the jury panel and the number of days served. An employee released from jury service before the completion of a scheduled workday shall report to the Company by telephone or in person as soon as possible. An employee summoned for jury duty shall promptly notify the Company upon his receiving such summons. Failure of an employee to give the Company prompt notice of receipt of a jury summons or to return to work after release from jury service and being requested to do so by the Company, may, at

Exhibit E

the option of the Company, result in forfeiture of any benefits under this provision. The Company will not be obligated to pay the above when said subpoena is caused by an employee's employment outside of DynCorp.

Section 3. The parties recognize and agree that all provisions of the Family Medical Leave Act shall apply, as stated in the Company policy except in any instance where the collective bargaining agreement provides for a more favorable benefit.

Section 4. In the event of a death of a member of an employee's immediate family (defined as spouse, children, mother, father, brother, sister, grandparent or grandchildren), such employee shall be granted a maximum of three (3) consecutive days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

It is further agreed that in the event of the death of an employee's mother-in-law or father-in-law, such employee shall be granted a maximum of three (3) days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

Section 5. Any employee in military service under the provisions of federal and/or state law shall be returned to his job in accordance with those laws, and shall retain his seniority in accordance with those laws.

Section 6. When it is necessary for employees to leave their duty for the purpose of attending Union business other than organizational activities, and providing reasonable notice has been given to the Company, employees may be granted leave of absence without pay. Such leave of absence shall not exceed thirty (30) days, but may be extended for additional time upon written request to the Company if further such leave is feasible. The Company may grant such leaves for up to five (5) employees at one time, provided the employees do not come from the same work unit, no more than twice a year, and such absence does not interfere with the operation of the Company. **An** employee on a union-related Leave of Absence for less than thirty (30) days, shall continue to accrue leave benefits while on such leave.

Section 7. Employees who donate blood will be provided two (2) hours paid leave.

ARTICLE XII BULLETIN BOARD

The Company agrees to furnish a bulletin board located in the work area where employees normally check in and check out for the use of the Union for posting of matters relating to Union meetings and other Union matters of a non-controversial, non-political nature only. **All** such notices as posted by the Union shall be signed by an authorized Union representative.

ARTICLE XIII
SAFETY, HEALTH AND SANITATION

Section 1. Any protective devices or other safety equipment necessary to protect employees from injury will be provided by the Company without cost and shall be worn and/or utilized by the employee in the performance of their job tasks. In this connection, the Company will welcome suggestions from employees, or the Union, regarding the need for additional safety equipment, but in view of the Company's responsibility to provide safe working conditions, the Company reserves the right to make a final decision regarding the addition or elimination of safety equipment.

Section 2. The Company shall maintain adequate first aid facilities at all times. The present procedure of using Sentara CarePlex on Coliseum Drive, Hampton, VA satisfies this requirement. In the event an employee suffers an injury on the job in the course of his employment and is required to leave work to go to the doctor, he shall be paid for the balance of his shift on the day such injury occurs. If the employee is able to return to work after visiting the doctor, he shall do so and shall be compensated for the time spent at the doctor.

Section 3. The Company and the Union agree to recognize that employees from time to time may have meritorious suggestions for improvement of safety conditions in the Company's operations. Therefore, the Company and the Union encourage employees to produce any such safety suggestion in writing and submit it to the Company for consideration. It is further recognized and agreed that the Company may, from time to time, schedule safety meetings and require attendance by employees. Attendance of employees at any such safety meeting which is scheduled with required attendance shall be compensated for the time actually spent incidental to such safety meeting at the employee's applicable rate of pay.

Section 4. The Company shall furnish and maintain clean and adequate washroom facilities for employees. It is recognized and agreed that it is the responsibility of each employee to maintain these facilities in a clean and neat fashion.

Section 5. In the event the Company determines that it is necessary to clean and/or otherwise maintain a piece of equipment, sufficient time will be provided employees during working hours to perform the necessary cleaning and/or normal maintenance work. In this regard, past practice shall prevail.

Section 6. A Joint Safety and Health Committee shall be established for the purpose of making constructive recommendations to the Company. Minutes shall be recorded and copies furnished to the members of the Committee.

Section 7. Should walk-around safety inspection of the Company's premises be conducted by NASA or OSHA pursuant to the provisions of OSHA, the member of the Safety Committee designated by the Union or their alternate, shall have the right to accompany the inspection team during regular duty hours without loss of pay. The Company shall notify the Union's designate or alternate of the upcoming

inspection as soon as possible after the Company is notified.

Section 8. The Company will pay up to the sum of \$85.00 for the purchase of safety shoes for all employees, including relief employees required to wear safety shoes in the performance of their job, limited to no more than one (1) pair per year; provided however, that employees in the following classifications may purchase two (2) pairs (up to \$85.00 each) in one year if needed:

Truck Driver, Heavy, Tractor Trailer

**ARTICLE XIV
HOLIDAYS -**

Section 1. The following days shall be observed as holidays under this Agreement:

- | | |
|-----------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Columbus Day |
| Presidents Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |

Section 2. A regular employee who is in a pay status of the Company on a holiday recognized herein and who works his assigned schedule during that work week, except for being absent without a legitimate reason, shall receive holiday pay at his straight time pay rate. If an employee is scheduled or requested to work on a holiday, but fails to do so, he will receive no holiday pay unless he has a legitimate reason for not working.

Section 3. An employee who works on one of the above listed holidays shall be paid at time and on-half his straight time base pay for all hours worked on that holiday, in addition to any holiday pay for which he may be qualified.

Section 4. Holiday pay shall be included in computation of weekly overtime.

Section 5. On days which are not recognized as holidays under Section 1 above, but where the Government, because of special events and occasions, substantially reduces the normal activity at the Center and allows reimbursement to the Company, the following provisions shall apply:

- (a) Those employees who are required to work will be paid at their straight-time hourly rate; and
- (b) Those employees who are not required to work will receive pay at their regular straight-time hourly rate.

ARTICLE XV

Exhibit E
VACATIONS

Section 1. Regular employees shall earn paid annual leave (vacation) as follows:

- (a) Regular employees with less than one (1) year of active service with the Company shall earn one (1) hour annual paid leave per year for every 21.6 man-hours worked.
- (b) Regular employees with more than one and less than seven (7) years of active service with the Company shall earn one (1) hour annual paid leave per year for every 15.3 man-hours worked.
- (c) Regular employees with over seven (7) years of active service with the Company shall earn one (1) hour annual paid leave for every 11.8 man-hours worked.

Section 2. Every three (3) months the Company shall ascertain the desires of eligible employees relative to vacation dates within the following three (3) month period. The Company will give consideration to the personal desires of employees for vacation schedules dependent upon the needs of the Company. However, in the event of a conflict between two (2) or more employees regarding preference for a specific vacation period, such conflict will be resolved finally by granting preference on the basis of classification seniority. All other vacations will be granted on a first come first served basis.

Section 3. Employees who schedule vacations of one (1) week or more in advance of the vacation starting time, will be paid vacation allowance prior to the end of the work shift on the last workday preceding the vacation schedule (including casual days), provided a manual check or additional payroll run is not required.

Section 4. Vacations may be accumulated and carried over from one calendar year to another. No employee may carry over more than 240 hours (30 days) past January 1st of any given year. All vacations, except day-at-a-time casual vacations (eight (8) hours), shall commence on the first work day of the work week. Bargaining unit employees may utilize earned vacation on a daily basis provided one (1) day's notification (prior to 9:00 am. on the preceding workday) is given to the Company office before a vacation is taken, unless the absence is due to illness and the affected employee has exhausted his sick leave entitlement. In cases of absences due to illness, the employee must notify the Company office of the nature of the illness and the desire to take a day of vacation to cover the same as soon as possible, but no later than thirty (30) minutes prior to the beginning of his work shift on the day of the vacation. Any employee guilty of claiming illness to avoid giving one (1) day's notice shall be subject to disciplinary action. Employees successfully completing their probationary period, who leave the Company, shall be paid for accumulated earned vacation. It is understood that employees who give less than two (2) weeks notice of intent to leave the Company's employment will be paid vacation pay due at the convenience of the Company.

Section 5. Employees having vacation leave accrued will be granted vacation leave in increments of tenths of an hour on the following basis:

- (a) Notice is given to Employer not later than 9:00 a.m. on the day preceding the day on

Exhibit E

- which the vacation leave is requested.
- (b) The reason for the requested absence must be legitimate. The supervisor, in the absence of compelling work commitments will grant such requests. The supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
 - (c) Legitimate, as used in the context of this Section, shall be interpreted to mean that denial of the requests would impose an unreasonable hardship on the requesting employee.
 - (d) Employees having legitimate emergencies will be granted vacation leave. When such occurrences arise, the supervisor shall be notified and no other advance notice shall be required. Emergencies, as used in this context, shall be defined as any unforeseen circumstances beyond the control of the employee. Supervisors retain the right to approve all vacation requests.
 - (e) All employees in the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 6. Absence with pay (holidays, vacations, sick leave, any NASA directed shutdowns where work is denied employee) shall count in accrual of vacation time as specified in Section 1 of this Article. In addition thereto, Union leave of absence, not exceeding ten (10) days duration by affected employees within any one (1) year period. shall also be counted as time worked in accrual of vacation time as specified in this Section.

**ARTICLE XVI
STRIKE . NO LOCKOUT**

The Company agrees that during the term of this Agreement, it will not engage in a lockout of its employees. The Union agrees that during the term of this Agreement that there shall be no strikes, sit-downs, slowdowns, work stoppages, boycotts, sympathy strikes*, picketing, or any other interference with the operations of the Company, directly or indirectly for any reason, and that no officer, agent or representative, or member of the Union shall ever authorize, call, instigate, aid, condone, or acquiesce in any of such action and that no employee covered by this Agreement shall participate in any of such actions.

* In the event of a work stoppage at a NASA installation, employees covered by this Contract will not be required to enter or exit gates where pickets are posted.

**ARTICLE XVII
UNION REPRESENTATION**

Section 1. Upon prior notice to the Project Manager or his designated representative. authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is

Exhibit E

being adhered to. It is expressly agreed that the Employer is hereby released from any and all liability for any injury of any kind to such agent occurring while he is on the premises of the Employer.

Section 2. The Company shall recognize a Shop Steward, designated by the Union in writing, for each work area. Further, the Union shall appoint one Chief Shop Steward and alternate to serve over all work areas. The Chief Steward and all Shop Stewards shall be allowed reasonable time during working hours to investigate complaints, process grievances, and attend meetings with the Company in connection with their collective bargaining responsibility. Alternate Shop Stewards shall act only in the absence of the Steward for which designated as the Alternate. In the absence of the Chief Steward, a Shop Steward shall be designated by the Union in writing to act for the Chief Steward.

Section 3. The Company agrees that unit employees who file a complaint or grievance with the Company will not be questioned, in respect thereto, without advising the employee in the presence of a recognized Steward of his rights to Union representation.

Section 4. In exercising their responsibilities to bargaining unit employees, the Chief Steward and/or Shop Stewards shall guard against the use of excessive or unnecessary work time and will not unduly interfere with the operations of the Company.

Section 5. Chief Stewards and Stewards shall be granted preferential seniority and will be retained without regard to their seniority, as long as the Company has work for which they are qualified to perform. In the event a recognized Union representative is laid off or terminated (for lack of work he is qualified to perform) he shall be the first recalled when work he is qualified to perform becomes available.

Section 6. Nothing in this Article shall be construed as the right to deny the International Representative or Business Agent the privilege of processing a grievance on behalf of a unit employee, or to participate in a grievance meeting conducted in accordance with the Grievance Procedure.

Section 7. The Union shall be free to withdraw a grievance at any step of the Grievance Procedure, without prejudice.

Section 8. Except for compelling or unusual circumstances, employees in the unit will not be suspended or discharged, without first being given the Opportunity for a hearing with the Project Manager. Such employee shall be afforded the right to be accompanied and represented by the Union during said hearing.

ARTICLE XVIII
NON-BARGAINING UNIT EMPLOYEES
PERFORMING BARGAINING UNIT WORK

Section 1. Employees of the Company who are excluded from the Bargaining Unit by National Labor Relations Board Certification No. 5-RC-8 191, will be permitted to perform work normally performed by the bargaining unit employees for the following reasons only:

- (a) When instructing or training employees;

Exhibit E

- (b) When situations arise in a Department and it is necessary for the individual to act for the safety of equipment and personnel;
- (c) When testing operations and equipment; and
- (d) During an emergency or to cover a short period of time when there are no bargaining unit employees, including relief employees, available to do the work and the work cannot be performed on an overtime basis.

In this regard, the Company shall make every reasonable effort to limit such assignments to a minimum, providing qualified employees can be obtained. Nothing herein shall be construed as authorizing any assignment of unit of work to excluded employees which results in the layoff of a bargaining unit employee and/or inhibiting the growth of the bargaining unit.

ARTICLE XIX HEALTH AND WELFARE

Section 1. The Company agrees that Health, Life, Accidental Death & Dismemberment, and Disability insurance will be continued for eligible employees and their dependents for the life of this Agreement. Relief workers shall not be eligible for this coverage.

Section 2. The Company shall have the right to change insurance coverage, provided all benefits are equal to or better than what is currently provided. The Company will notify the Union of any anticipated changes and will afford the Union the opportunity to review and compare the benefits of the new carrier.

Section 3. There shall be no pyramiding of benefits (i.e., sick leave and vacation hours shall not be used to supplement any disability benefits) except the use of sick leave or vacation to cover the interim period prior to commencement of disability benefits as noted in Section 4, which follows.

Section 4. The Company will insure employees who qualify for disability income do not suffer any loss of pay during the interim period between the beginning of disability and commencement of disability insurance payments. Such disability payment will be sixty percent (60%) of the employee's base salary. In this connection, employees who have sick leave accrued will be granted paid sick leave; employees who do not have sufficient sick leave to cover the interim eight (8) day waiting period will be paid their regular rate of pay for all hours not covered by accrued sick leave, not to exceed five (5) work days. This provision will be limited to not more than one (1) occurrence each calendar year, except in those cases where the affected employee has sufficient sick leave accrued to cover the waiting period or chooses to utilize accrued vacation for this purpose. There will be no limitation on the use of vacation or sick leave to cover the waiting period.

In the event there is an increase in insurance premium during the life of this Agreement, such increase will be borne by the employees or the medical insurance coverage will be adjusted to absorb the increase in cost. In such cases the Union and Company will determine which option to exercise by mutual

Exhibit E

agreement. In the event of any such increase: the affected employees shall be notified of the increase and the reasons therefore, thirty (30) days in advance of the effective date of the increase. It is further agreed that no adjustment in the insurance rate shall be made except on the anniversary dates of the signing of the agreement. The individual employee cost of the medical insurance at the effective date of this Agreement shall be \$43,90 per month (\$20.26 bi-weekly).

Effective on the date of ratification of this Agreement, all employees not presently exercising the option to have insurance coverage shall be afforded thirty (30) calendar days to exercise this option. In addition thereto, there shall be additional option periods of thirty (30) calendar days each year of the Agreement. Employees who do not exercise the right to enroll in the insurance program during the option period, will not be permitted to enroll at any other time, It is further agreed that employees who opt for insurance coverage must accept complete coverage.

ARTICLE XX
SICK LEAVE

Section 1. It is understood and agreed that upon the effective date of this Agreement, employees of the Company shall be allowed to accrue five (5) days sick leave (1 how sick leave for every 52 hours worked). Newly hired employees shall be allowed the right to accrue sick leave in the same manner as regular employees of the Company. However. new hires will not be allowed to utilize sick leave until the completion of their probationary period.

Section 2. Sick leave not used during the employee's year of service for which it was allocated, shall be deemed to be fully earned and may be carried over from year to year. The obligation to carry-over sick leave and to recognize and continue previously accumulated sick leave shall be assumed by any successor to this Agreement.

Section 3. Sick leave will be retained, but will not accrue during layoff or LWOP, provided said layoff or LWOP does not exceed eight (8) months.

Section 4. Sick leave by employees shall normally be utilized in increments of eight (8) hours to cover absences, during the work week, when employees of the Company are unable to report to work because of illness or accident. Sick leave shall be granted on the following basis:

- (a) Notice is given to employer on the day preceding the day on which the sick leave for a doctor's appointment is requested and 30 minutes prior to their shift start for all other sick leave.
- (b) The reason for the requested absence must be explained to the Supervisor, who will in the absence of compelling commitments, grant such requests. The Supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
- (c) Sick leave may be utilized in increments of tenths of an hour for doctor's appointments,

Exhibit E

provided advance notification is given.

- (d) All employees within the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 5. Normally, a doctor's excuse will not be needed unless the sick leave absence is greater than the three (3) work days. If a pattern of abusive sick leave is documented by the Company, the employee may be issued a "Letter of Requirement." This letter will require an employee to cover each absence with a doctor's certification. Letters of Requirements will remain in effect for a period of twelve (12) months. If an employee fails to cover an absence with a doctor's certification or continues to abuse sick leave, they shall be subject to discipline. The Company will review the employee's record after six months. At the discretion of the Company, the "Letter of Requirement" restriction may be removed.

Exhibit E
ARTICLE XXI
WAGES AND CLASSIFICATIONS

Section 1, The Company agrees to pay the following hourly rates for the classifications listed immediately below:

Job Classification	Effective 10/27/00	Effective 10/26/01
Automotive Parts Clerk	\$10.44	\$10.79
Automotive/Truck Maintenance Technician	14.95	15.30
Automotive Worker	10.44	10.79
Bus Operator	12.46	12.81
Disposal Warehouseman	10.74	11.09
Excess Property Data Entry Clerk	10.74	11.09
Freight Traffic Specialist	12.91	13.26
Item Manager	12.39	12.74
Laborer, Truck Helper (Furniture)	10.44	10.79
Metal Shop Cutter/Burner	11.81	12.16
Packer/Shipper	10.74	11.09
Personnel Security Assistant	11.80	12.15
Personnel Security Clerk	10.18	10.53
Property Management Clerk	10.97	11.32
Public Key Infrastructure Clerk	11.45	11.80
Receiving Clerk	10.82	11.17
Senior Purchase Request Processing Clerk	12.39	12.74
Senior Receiving Clerk	11.28	11.63
Senior Storekeeper	11.22	11.57
Senior Supply Cataloger	12.39	12.74
Storekeeper	10.74	11.09
Tool Crib Attendant	13.21	13.56
Transportation Dispatcher/Moving Services Coordinator	11.56	11.91
Truck Driver Medium/Mail	11.05	11.40
Truck Driver, Heavy	10.92	11.27
Truck Driver, Heavy (Furniture)	10.92	11.27
Truck Driver, Heavy, Tractor Trailer	11.86	12.21
Truck Driver, Medium	10.44	10.79
Vehicle Controller	10.92	11.27
Visitor Control/Badge & Pass Clerk	10.44	10.79
Relief	9.98	10.33

Exhibit E

Section 2. The manning needs of any classification covered by this Agreement shall be determined entirely by the Company. The Agreement will not constitute a guarantee of any particular job or jobs within any particular classification, nor shall it constitute a guarantee of any particular duties or deleting of duties from a classification. However, in assigning new duties from a classification, the principle of equal pay for substantially equal work shall apply, as it shall also apply to all employees within a classification.

Section 3. The Company, at its sole option may implement new classifications and/or job descriptions in light of changed conditions and the Company will offer to bargain with the Union concerning the pay rate.

Section 4. it is agreed and understood that the utilization of the position Leader will be solely at the discretion of the Company. including the determination of the need, number, and employee selected. Any employee assigned as a Lead will receive fifty (50)cents per hour differential while so assigned and in a pay status. In this connection, Leaders will not be responsible to impose discipline or make any recommendation regarding the level of discipline of any Unit employee. Leaders shall be responsible for designating and coordinating work tasks within their work area, relaying orders of Supervisors and assisting in the training of new employees. The Leader shall assume responsibility for the overall performance of their work area as assigned by the Supervisor.

Any disputes that arise out of work assignments or performance evaluation will be handled by the Supervisor and the Shop Steward. The Company will be responsible for ensuring that all Leaders understand and comply with the provisions of this Agreement.

Section 5. The Relief rate above is inclusive of all fringe benefits, except pension. Relief employees are included in the I.A.M. National Pension fund, Plan A, the same as all other employees based on their hours worked as provided for in the Plan.

Section 6. All new employees hired after October 1, 1991 shall receive \$.50 per hour less than the above rates during their first sixty (60) days of employment and cannot bid into another classification until reaching the full rate (unless this requirement is waived by Management).

Section 7. All wage increases shall be effective on the beginning pay period nearest the date such increase is due. The DynCorp pay period is bi-weekly on Friday.

When a regular full-rime employee bids into a higher paying classification, the employee shall remain at the same rate of pay for the previous held classification for a period of one (1) month or until the employee has been fully and successfully trained and signed off on all applicable training documentation for the higher classification. If the bidding, regular employee has been previously trained and signed off on all training documentation, that employee will enter the higher classification at the top pay rate of the classification.

Exhibit E
ARTICLE XXII
Invalidity

If any Article or Section of this Agreement should be held invalid by operation of law, or by any legal tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect. Upon request of either party, the parties shall meet to negotiate a satisfactory replacement for such invalid provision.

ARTICLE XXIII
SUPERSEDING EFFECT OF AGREEMENT

It is expressly agreed and understood that the wages, working conditions, and fringe benefits provided in this Agreement are in lieu of any and all working conditions and fringe benefits of any kind previously provided by the Company or its predecessor for employees within the bargaining unit.

ARTICLE XXIV
MACHINIST NON-PARTISAN POLITICAL LEAGUE

Section 1. The Company agrees to make payroll deductions available to employees who voluntarily elect to contribute to the Machinist Non-Partisan Political League (MNPL). Employees will not enter or re-enter the MNPL check-off more often than once a year.

Section 2. Upon receipt of a signed appropriate payroll deduction authorization form, the Company shall make the indicated weekly deductions and supply a single monthly check to a location designated by the Union along with an itemized list of individual employees and amounts that make up the total.

Section 3. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company relative to this service.

Section 4. The Company's sole liability is limited to the accuracy of the names and amounts of payroll deductions indicated on the sheets that accompany the total check.

Exhibit E

MACHINISTS NON-PARTISAN POLITICAL LEAGUE CHECK-OFF

Date

1,

Name of Employee

Clock No. _____, hereby authorize and direct

—

Name of Employer

to deduct weekly from my wages the sum of \$ _____ and forward this amount monthly to the Treasurer of the Machinist Non-Partisan Political League at 1300 Connecticut Avenue NW, Washington. DC 20036. I hereby authorize that the above amount be deducted each week from my paycheck.

I have executed this wage deduction authorization voluntarily without any coercion, duress, or intimidation and none of the monies deducted are a part of my dues or membership fees to the local union. This authorization and the making of payments to MNPL are not conditions of membership in the Union or of employment with the Company and I understand that the money will be used by the MNPL to make contributions and expenditures in connection with federal elections.

Signature of Employee

**ARTICLE XXV
GENERAL PROVISIONS**

Section 1. The Company agrees to pay the full cost for all new or renewal license, tests, or examinations required in the performance of work except for state vehicle operator and chauffeurs license.

Section 2. It is understood and agreed that when employees of the Company are required to take job related courses applying to their current or future job classification, those employees will be reimbursed by the Company for all related application, tuition, and required textbook expenses.

Section 3. The Company will make available specialized tools necessary for the automotive/truck maintenance technicians to perform work. Normal basic hand tools will be provided by the employee.

Exhibit E

Exhibit E

Section 4. The parties recognize and agree that NCI is the prime contractor under a federal government contract (4NAS 1-96010 and as modified) with NASA and as such is responsible for the performance of that contract, including the performance of sub-contractors, if any, pursuant to the terms of the Service Contract Act.

**ARTICLE XXVI
PENSION**

Section 1. The Employer shall contribute to the I.A.M. National Pension Fund, Plan A, benefits as follows for each 40 hour work week for which employees in all job classifications covered by this Agreement are entitled to receive pay under this Agreement as follows:

\$1.00 per hour effective 29 October 97
\$1.00 per hour effective 29 October 98
\$1.05 per hour effective 29 October 99

Section 2. The Employer shall continue contributions based on a forty (40) hour work week while an employee is off work due to paid vacations or paid holidays. Contributions shall be excluded for any hours the employee is not on the active payroll.

Section 3. Contributions shall begin at the completion of the employee's probationary period. but not later than sixty (60) calendar days after date of hire in the case of permanent employees. Temporary/Part-time/Relief employees shall be excluded for a period of ninety (90) days.

Section 4. The I.A.M. Lodge and the Employer adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the I.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund, in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.

Section 5. The parties acknowledge that the Trustees of the L.A.M. National Pension Fund may terminate the participation of the employees and the Employer in the Plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article. other than to increase the contribution rate or to add job classification or categories of hours for which contributions are paid.

Section 6. This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provision in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the I.A.M. National Pension Fund. No grievance procedure, settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund.

**ARTICLE XXVII
DURATION**

Section 1. This Agreement shall become effective December 1, 2000 and shall remain in full force and effect until midnight on November 30, 2002 and from year to year thereafter unless either party shall, no more than one hundred and twenty (120) days and at least ninety (90) days prior to any anniversary hereof, notify the other party of a desire to amend or terminate this agreement. In the event of such notice being given, the parties shall meet for the purpose of negotiating a new Agreement.

Section 2. No Agreement, waiver, alteration, understanding, variation, or modification of any terms or conditions contained herein shall be made by any employee, group of employees, or Union Business Representative with the Company, and in no case shall it be binding upon the parties hereto unless such Agreement is made and executed in writing between the parties hereto, and the same has been ratified by the Union.

Section 3. The waiver of, or any breach of conditions of this Agreement, by either party, shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

Section 4. This agreement constitutes the sole and entire agreement between the parties, and supersedes all prior agreements, commitments, and practices, whether written or oral between the predecessor employer and the Union, or the predecessor employer and any covered employee or employees. No matter or matters shall be the subject of collective bargaining negotiations during the term of this agreement, even though such matters may not have been negotiated upon previously nor within the knowledge or contemplation of either or both of the parties at the time of negotiations for this agreement.

THIS PAGE INTENTIONALLY LEFT BLANK

Exhibit E

IN WITNESS WHEREOF the parties hereto have executed this Agreement,

this _____
Date

DYNCORP TECHNICAL SERVICES, INC.

**DISTRICT LODGE 74,
INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE
WORKERS**

W. A. Tucker
Director, Labor Relations

Larry Young
Directing Business Representative

James M. Abell
Program Manager

Otis L. Jones
Chief Steward

Bernice Jones
Negotiating Committee

C. Darleen Jones
Negotiating Committee

Exhibit E

The following is a one-page amendment to the CBA between DynCorp Technical Services, Inc. and District Lodge #74, International Association of Machinists and Aerospace Workers, Local 2531

December 18, 2000

Mr. Larry Young, Directing business Representative
District Lodge 74
International Association of Machinists and Aerospace Workers
5307 East Virginia Beach Blvd., room 122
Norfolk, VA 23502

Re: PC Service Technician (Entry Level) classification

Dear Mr. Young:

This will confirm our Agreement reached today regarding the classification, PC Service Technician (Entry Level).

It is agreed that the PC Service Technician (Entry Level) classification will not be added to the schedule of classifications and wages contained in ARTICLE XXI, Section 1 of the Collective Bargaining Agreement (CBA) between the parties as it is not a permanent, full time requirement of the program. This position will be filled temporarily as required by detail in accordance with the applicable provisions of the CBA. It is anticipated that the requirements for this classification will average less than twelve (12) hours per week. The Company agrees to pay the following hourly rates when employees are detailed to this classification:

	<u>10/27/00</u>	<u>10/26/01</u>
PC Service Technician (Entry Level)	\$13.23	\$13.58

This Agreement will be effective for the term of the current Collective Bargaining Agreement between the parties unless changed or terminated by mutual agreement of the parties.

FOR THE COMPANY:

FOR THE UNION:

W. A. Tucker
Director, Labor Relations

Larry Young
Directing Business Representative

Exhibit E

AGREEMENT BETWEEN
NCI INFORMATION SYSTEMS, INC.
AND
DISTRICT LODGE #74
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS
LOCAL 2531

This Contract is Effective from January 1, 2001 through December 31, 2002. {tc "This Contract is Effective from January 1, 2001 through December 31, 2002. " \ 2}

Exhibit E
INDEX

ARTICLE	SUBJECT	PAGE#
I	Recognition	1
II	Hiring	1
III	Non-Discrimination	1
IV	Management Rights	2
V	Check-Off	3
VI	Hours of Work	4
VI	Seniority	6
VIII	Relief Employees	10
IX	Disciplinary Action	11
X	Grievance and Arbitration	11
XI	Leaves of Absence	13
XII	Bulletin Board	14
XIII	Safety Health and Sanitation	14
XIV	Holidays	16
XV	Vacations	16
XVI	Strike - No Lockout	18
XVII	Union Representation	18
XVIII	Non-Bargaining Unit Employees Performing Bargaining Unit Work	20
XIX	Health and Welfare	20
XX	Sick Leave	21
XXI	Wages and Classifications	23
XXII	Invalidity	25
XXIII	Superseding Effect of Agreement	25
XXIV	Machinist Non-Partisan Political League	25
XXV	General Provisions	26
XXVI	Pension	27
XXVII	Duration	28

PREAMBLE

The Agreement is made and entered into on this st Day of January 2001, by and between NCI Information Systems, Inc., its successors and assigns, hereinafter referred to as the -‘Company’ or ‘Employer’, and the District Lodge No. 74 and International Association of Machinists and Aerospace Workers, its successors and assigns, hereinafter referred to as the ‘Union’.

WITNESSETH

It is the intent and purpose of the parties to this Agreement to promote and improve all industrial and economic relations between the Company and the employees covered by this Agreement, and as set forth in the entire Agreement covering rates of pay, hours of work, and conditions of employment to be observed.

ARTICLE I RECOGNITION

The Employer recognizes the International Association of Machinists and Aerospace Workers, AFL-CIO, and its District Lodge No. 74, hereinafter collectively referred to as the ‘Union’, its successors and assigns, as the sole exclusive collective bargaining representative of its employees certified by the National Labor Relations Board in Case No. 5-RC-8191.

ARTICLE II HIRING

During new employee orientation, the Company will provide a copy of the Union contract to the new employee and have the employee’s supervisor introduce the new employee to the appropriate Union steward within the first two **work** weeks.

ARTICLE III NON-DISCRIMINATION

The Company and the Union mutually agree that there shall be no discrimination against any employee because of age, race, creed, color, handicap, sex, or national origin in violation of the provisions of the Civil Rights Act of 1964, as amended, or the Age Discrimination Act of 1967.

ARTICLE IV

MANAGEMENT RIGHTS

Section 1. Except to the extent expressly abridged by a specific provision of this Agreement, Management of the Company is vested solely and exclusively in the Company, and the Company reserves and retains all of its inherent rights, including but not limited to, method of production; the introduction of new equipment, machinery or processes; the change or elimination of existing equipment, machinery or processes; and discontinuance, temporarily or permanently, in whole or in part, of the conduct of any of the business or operations of the Company; the selection, size, direction, and control of the working forces in connection with the requirements to be determined by the Company; the right to transfer, promote, demote, layoff, or otherwise relieve employees from duty for lack of work or other legitimate reason consistent with the terms of this Agreement; the right to terminate, discharge, or discipline employees for just cause. For good and sufficient reasons, the Company reserves the right to abolish or change existing rules or to establish reasonable rules and regulations not in conflict with the express terms of this Agreement governing employment and working conditions. The Management, not limited by the clear and explicit language of a clause of this Agreement, should be conclusively presumed to be authorized hereby. Any dispute between the parties arising from this Article shall be subject to the grievance and arbitration procedures.

Section 2. The Company agrees not to subcontract exclusive bargaining unit work that will directly cause the termination of bargaining unit employees or inhibit bargaining unit growth. The Company may, however, subcontract where necessary due to a lack of plant or equipment capacity, equipment breakdown, fire, flood, or similar cause.

Section 3. The Company may require an employee to take an alcohol breath test or urine drug screening test for any on the job accident where property damage exceeds \$100 or emergency medical treatment is required. Further, the Company may utilize reasonable suspicion testing for alcohol or drug use if a Company official suspects *an* employee to be impaired on the job. An official who suspects an employee is impaired will contact another Company official to corroborate the impairment. The Company may also test an individual that has been observed using illegal drugs or alcohol on the job. There shall be no random alcohol or drug testing of unit employees except for employees in safety-sensitive areas or classifications that have been designated for testing. Alcohol and drug test process used will be to HHS standards, or DOT equivalent.

Section 4. The Company, at its sole option, may implement new classifications and/or job descriptions. The Company shall set a pay rate for the job and offer to negotiate with the Union concerning the pay rate.

**ARTICLE V
CHECK-OFF**

Section 1. The Company agrees, subject to the provisions hereof, to deduct Union dues, initiation fees and/or other deductions from the wages of the employees so authorizing the same, in the manner and at such times as hereinafter provided.

Section 2. The Union agrees to furnish to the Company authorization duly signed by the employees so authorizing the deduction and properly witnessed. The check-off authorization shall read as follows:

I hereby voluntarily assign to District Lodge 74; International Association of Machinists and Aerospace Workers, or in lieu of thereof, a subordinate Local Lodge designated by District Lodge 74; from any wages earned, or to be earned by me, initiation fees and the amount of my regular monthly membership dues or an equivalent amount in said Union.

I authorize and direct my Employer to deduct said monthly membership dues or the equivalent amount from my pay each month, and to remit the same to the order of officer of official designated by the Union, said authorization and direction to be subject to ail the terms and conditions contained in the collective bargaining agreement in existence between my Employer and the Union.

This check-off authorization shall remain in effect until revoked by me and shall be irrevocable for a period of one (1) year from the date of execution of such authorization of this Agreement between my Employer and the Union; and I further agree and direct that this assignment shall be irrevocable for the period of each succeeding applicable collective bargaining agreement between my Employer and the Union.

This authorization shall be automatically renewed and irrevocable for successive periods of one (1) year, unless written notice of cancellation is given by me to the Company and the Union, said notice to be forwarded by registered or certified U.S. mail, not more than seventy-five (75) days and not less than sixty (60) days prior to the expiration of each term of one (1) year, or prior to the termination of the collective bargaining agreement between my Employer and the Union. whichever occurs sooner.

THIS AUTHOFUZATION IS VOLUNTARILY MADE IN ORDER TO PAY MY FAIR SHARE OF THE UNION'S COST REPRESENTING ME FOR THE PURPOSE OF COLLECTIVE BARGAINING AND THIS AUTHORIZATION IS NOT CONDITIONED ON MY PRESENT OF FUTURE MEMBERSHIP IN THE UNION.

Print Name

Sign Name

Date

Section 3. The Union shall certify to the Company in writing each month a list of such employees who have made such assignments, together with an itemized statement of the initiation fees, dues, and other deductions to be deducted from the pay of such employees, and the Company agrees to deduct in the amount so certified in respect to each such member from the first such certification or statement, and shall make such remittance to the Union in one lump sum within ten (10) days after said deduction is made. The Company agrees to provide a current listing of all its bargaining unit employees, on a monthly basis, to the Union. Further, whenever an employee moves from one Company to another, the Union shall be notified within three (3) work days.

Section 4. All present employees who are members of the Union on the effective date of this Agreement shall remain members of the Union in good standing or pay an amount equivalent to the Union dues. Present employees who are not members of the Union and/or employees who are hired hereafter: shall become and remain members in good standing in the Union or pay an amount equivalent to the Union dues on and after the 31st day following the effective date of this Agreement, whichever is the later. This money is to pay the Union's cost of representing employees for the purpose of collective bargaining and this authorization is not conditioned on present or future membership in the Union.

Section 5. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability and expenses that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any provisions of the Article or in reliance upon any list, notice, or assignment furnished by the Union under such provision.

**ARTICLE VI
HOURS OF WORK**

Section 1. It is recognized and agreed that the standard work week shall be from Sunday 12:01 a.m. to Saturday midnight. It is further agreed and understood that the normal workday shall consist of eight (8) hours per day and the normal work week shall consist of forty (40) hours of work per week, Monday through Friday, inclusive.

Section 2. Upon reasonable advance notice to the Union or appropriate Union Steward, the Company may for good and sufficient cause (to include NASA requirements) change the starting time of the work shift and/or the scheduled thirty (30) minute lunch period, except the Supply area, which has a scheduled 45-minute lunch period. If necessary, the Company may require the employee to work through their regular scheduled lunch period. In such instances, the affected employee will not receive overtime rate, and the employee will be provided a lunch break within one hour of normal lunch time or overtime will be paid.

Section 3. When overtime assignments are required, overtime will be offered to each employee within the classification in which the overtime assignment is made. Overtime will first be offered to the employee within the classification with the least amount of overtime hours offered within the existing calendar year. In the event that two employees have the same amount of overtime offered and only one employee is needed, unit seniority will be the deciding factor. Affected employees will be notified of overtime requirements as soon as possible after the request for overtime is made. The Company will keep records of all overtime offers for all union employees. If the Company does not receive a sufficient number of volunteers on the first round of overtime offers, the employee with the least amount of overtime offered will be assigned to work the overtime and the assignment becomes mandatory; provided however, that an exception to the overtime distribution will be only for continuation of jobs which commence during the regular shift and extend into overtime where continuity is necessary for efficient completion of the job.

The Company agrees to maintain records on site of all overtime worked. Overtime records shall be made available to the Union (Chief Steward or Shop Steward) for inspection to resolve specific complaints with respect thereto. The Company will make these records available to the Union no later than three (3) working days after the request.

Section 4. Overtime paid at one and one-half (1 $\frac{1}{2}$) times the regular straight-time hourly rate shall be paid for all hours worked by an employee in excess of eight (8) hours per day or forty (40) hours per week. Work performed on Saturday or Sunday shall be paid for at the rate of one and one-half (1 $\frac{1}{2}$); provided, however, that the Company shall not pay an employee Saturday or Sunday premiums who is not in pay status for two or more days during the normal work week when any such employee is assigned to work on said Saturday or Sunday.

Section 5. There shall be no duplicating or pyramiding of overtime or premium pay under the provisions of this Agreement; any such hours compensable under two or more provisions of this Agreement shall be paid at the higher premium rate of the two.

Section 6. In the event it is necessary to call out a regular employee to work, Employer agrees that such called out regular employee shall receive a minimum of four (4) hours of work or four (4) hours of pay at the applicable rate of pay.

Section 7. In the event a regular employee reports for work at his scheduled starting time and no work is available, the employee shall be entitled to receive four (4) hours show up time pay, to be paid at his regular straight-time hourly rate of pay. It is expressly understood and agreed, however, that this Section shall not be applicable in the event the employee is notified at least one (1) hour prior to his normal starting time, or the lack of work is caused by an act of God or other cause beyond the control of the employer.

The Company will not be liable for the payment of show up time in instances where the employee reports for work more than fifteen (15) minutes after the start of the shift, and does not call in prior to the beginning of the shift. In addition thereto, the Company will not be liable for show up time in any instance where the employee reports to work later than forty-five (45) minutes after the beginning of the shift and will be subject to being sent home the balance of that work day.

Section 8. Employees volunteering to perform work in a classification lower (determined by pay level) than their regular rate of pay, and accepted for such assignments by the Employer, shall be compensated at the rate currently being paid for work in a lower classification. (This section will not apply to employees directed to work by the Company).

Section 9. Employees will be allowed to use flex-time for short durations to fulfill personal obligations. When an employee has a need to use flex-time, he/she must make up the time missed during the same work week and within the same pay period. Flex-time is at the discretion of the Supervisor and will only be granted after management has ensured that operational needs have been met. The Supervisor and the employee will agree on the flex-time schedule and said schedule can only be changed by mutual agreement. When employees are working a flex-time schedule to make up hours missed, there will be no overtime payment for any hours worked in excess of (8) hours per day.

ARTICLE VII SENIORITY

Section 1. Seniority for purposes of vacation shall be defined as the length of cumulative employment with the Company. Otherwise, seniority shall be defined as the length of continuous service, whether employed by the Company or his predecessor, from the employee's latest date of hire as an employee in the bargaining unit, and shall be recognized on a bargaining unit-wide basis.

Section 2. The Company shall furnish the Union every six (6) months an accurate seniority list of all employees in the bargaining unit. Such list is to include name, classification, unit and classification seniority dates, wage rate, and home address of each employee.

Section 3. All employees including relief employees hired as full-time employees, shall be considered probationary employees for the first forty-five (45) days of work as a full-time employee. Any decision of the Company to terminate or otherwise discipline a probationary employee shall be final and not subject to the Grievance and Arbitration provisions of this Agreement. Upon satisfactory completion of the probationary period, the employee shall become a regular employee with seniority dating from the date of hire as a full-time employee. Probationary employees shall receive all fringe benefits of the contract except insurance. Insurance will become effective the first day of the month following the date of hire.

Exhibit E

Relief employees hired as permanent employees shall, upon satisfactory completion of the above probationary period, be credited with seniority on the basis of one month seniority for each full six months employed as a relief employee.

Section 4. Classification seniority shall mean the length of accumulated service within a classification.

Section 5. In administering this Agreement, the principle of seniority based on employment within the bargaining unit exclusively, unless otherwise provided elsewhere in this Agreement, shall be the determining factor in effecting layoff, recall, formal training within the employee's job classification, promotions, demotions, shift starting time, and in respect to other working conditions where specifically stated in the Agreement.

Exceptions to the principle of seniority shall be made only where a less senior employee is clearly better qualified than the senior employee in relation to skill and ability (including physical and prior experience), The Company agrees in making an evaluation of skills and ability (including physical ability), only objective factors shall be considered and in no instance shall the Company be unreasonable or arbitrary in the application. Experience, as used in the context of this Section, is intended to apply to specialized situations and is not to be used as a means of circumventing seniority where the other factors listed above are substantially equal. Employees will be offered training opportunities based upon job classification seniority.

Section 6. Seniority shall be canceled and terminated upon the happening of any of the following events:

- (a) An employee quits.
- (b) An employee is discharged.
- (c) An employee fails to return to work within five (5) days of notice of recall given the Company by registered or certified mail.
- (d) An employee is absent for three (3) days without previously notifying the Company except in cases of extenuating circumstances.
- (e) **An** employee overstays a leave of absence without notifying the Company, except in cases of extenuating circumstances.
- (f) **An** employee engages in other employment during a leave of absence without obtaining prior permission of the Company.
- (g) An employee gives false reasons for obtaining a leave of absence.

Exhibit E

- (h) Settlement has been made for total disability.
- (i) An employee has retired.
- (j) An employee has been in layoff status or is absent because of sickness or injury or similar cause for more than eight (8) months. Employee upon request of the Company shall give written authorization release of medical records concerning an extended illness.

Section 7. It is recognized that the Company has the right to assign work to its employees, and classification seniority shall not, nor shall anything contained in this Agreement, be construed to restrict the Company in requiring ~~an~~ an employee in one classification from doing any work temporarily in any other classification, and although employees may usually expect their work assignment to be in keeping with their regular job classification, the Union expressly recognizes the need for flexibility in the work force and agrees that an employee in one classification shall not be restricted from temporarily doing the work normally done by an employee in another classification.

In the event an employee is temporarily assigned to work in a classification for which the normal rate of pay is higher than the rate of pay received by the employee in his/her normal classification, he shall receive the higher rate of pay for all hours worked in the temporary assignment in excess of one (1) hour. In the event an employee is temporarily assigned work in a classification lower than his normal classification, he shall receive his regular rate of pay. The provisions of this Article shall not apply to work assignments made for job training purposes.

Section 8. A temporary assignment is defined as one not exceeding ten (10) days. Assignments which exceed ten (10) days are defined as temporary transfers and will be accomplished by following the provisions of Section 5 of this Article. It is further agreed that in effecting temporary assignments or transfers, nothing herein shall be applied in such a manner that results in circumventing the posting of permanent job vacancies, nor will temporary work assignments be rotated to avoid effecting a temporary transfer.

Section 9. In making assignments to a permanent job vacancy or new job, the Company shall consider the desires of the employees. In the event that a position becomes vacant, the Company will either post the job within five (5) work days or inform the Union of its present intent not to fill the job. A notice of any such vacancy or new job shall be posted on the bulletin board for three (3) work days (during which time the vacancy shall be considered temporary). The Company, at the end of such time period, shall consider those employees who have submitted a bid notice (the form and content of which the parties shall mutually agree upon) and consistent with the needs of the Company, shall within ten (10) work days assign the senior qualified employee consistent with the needs of the principles set forth above in Section 5. Qualified, as used in the context of this Section, shall be interpreted to mean the employee has

the background, experience, and ability to perform the work in a satisfactory manner after normal indoctrination and familiarization instructions on the new job. The Employer agrees that in imposing qualifications for a job opening, all qualification criteria will be equally applied to applicants, whether within the unit or outside the unit. Job openings shall be posted Company-wide at the N.A.S.A. facility at Langley AFB in Hampton, Virginia, candidate bidding shall be bargaining unit-wide, and the most senior qualified employee will be selected for the job. The Company shall assure that the posting of such opening is accessible to all Unit employees and a copy of all such postings shall be provided to the Union Recording Secretary.

Section 10. In the event no qualified employee signs such a bid notice for a job opening, it is agreed and understood that the Company may hire a new employee for such job. The Company will use the same basic qualification requirements for evaluating potential new hires. If no qualified applicant is found, the Company will select and train the most qualified senior employee that applied for this position.

Section 11. Employees assigned or transferred pursuant to this Article shall be given thirty (30) days in which to prove they are capable of performing the duties of the new job in a satisfactory manner. In the event such employees do not satisfactorily meet the requirements of the new job, they shall be returned to their prior position or its equivalent without prejudice. Any employee, upon request, shall be advised in the presence of his Union representative of the specific reasons for not meeting the requirements of the job and disputes arising therefrom shall be subject to grievance procedure.

Section 12. Normally, successful bidders will not be permitted to bid on another job opening for a period of six months from the date of assignment to the new position.

Section 13. When a reduction in the force becomes necessary in the Company's judgement, the employee(s) laid off shall be the employee within the affected classification with the least seniority in the classification. Employees affected by the layoff shall have the right to return to any position previously held, or to bump the least senior employee in any classification below the position from which laid off, whichever results in the least inequity on the affected employee, based on bargaining unit seniority. It is agreed and understood that in order to displace an employee, as provided herein, the displacing employee must meet the minimum qualifications to perform the work. Employees affected by a layoff shall have three (3) work days, following receipt of written notice of layoff, to serve notice in writing to the Company of their intent to exercise return or bumping rights. Employees shall exercise their seniority in a recall from lay-off in reverse seniority order with full utilization of bumping rights.

Section 14. In effecting promotions within a departmental segment of the unit, i.e., Transportation, Supply, Reproduction, Mail Service, etc., first consideration shall be given to job bidders within the specific departmental segment. In this connection, departmental seniority shall determine the awarding of the bid except where departmental seniority is equal among prospective bidders. In such cases bargaining unit seniority shall prevail. Provided no employee

Exhibit E

within the affected departmental segment bids the vacant position, the position shall be posted bargaining unit-wide and the job awarded on the basis of bargaining unit seniority.

Section 15. The Company and Union recognize that NCI is the prime contractor with NASA and may, from time to time, utilize sub-contractors (see Article XXV, Section 4) who may have separate collective bargaining agreements with the Union. In the event such subcontractors are utilized, then the following shall apply:

- (a) Seniority for employees who move between NCI and a subcontractor shall continue to be defined as provided in Sections 1 and 4 of this Article.
- (b) Employees may exercise their seniority rights across Company-lines consistent with this Agreement and only with respect to:
 - (1) Job bidding (Article VII, Section 9)
 - (2) Bumping rights in the event of lay-off and recall (Article VII, Section 13)
 - (3) Promotions (Article VII, Section 14)

**ARTICLE VIII
RELIEF EMPLOYEES**

Section 1. Relief employees shall be subject to the Union Security provisions, as defined in Section 4, Article V (Union Security).

Section 2. The employer agrees that the services of relief employees will be used when a full time employee is either on vacation, sick to include short term disability, on leave without pay, during peak work loads of short duration, or for training purposes and will not be utilized to inhibit or diminish bargaining unit growth, nor will relief employees be employed while permanent employees are on layoff and are qualified and willing to do *the* work in relief capacity.

Section 3. Relief employees who perform work in the bargaining unit will pay a \$5.00 fee per month provided they are employed and/or paid for any part of the month not exceeding a cumulative total of forty (40) hours in any payroll month. Relief employees working and/or paid for cumulative total of forty (40) hours or more in any payroll month will pay dues in the regular amount paid by permanent employees in the bargaining unit. The dues of relief employees will be deducted in the same manner, and at the same time, as permanent employees.

Section 4. In the event a vacancy occurs in a permanent position which is not filled by bid procedure within the unit by permanent employees, such vacancy shall be offered to the senior qualified relief employee after employees on layoff are offered the position.

ARTICLE M DISCIPLINARY ACTION

Section 1. Disciplinary action shall be initiated by the Company only for just and sufficient cause and any penalty imposed shall be consistent with proven offenses. It is agreed and understood by the parties that the concept of disciplinary action is to first correct the offending employee and all discipline imposed shall be consistent with the offense committed. In this regard, where it is reasonable to assume that a letter of reprimand will correct the offending employee, such course of action will be followed by the Employer.

Section 2. No disciplinary action taken more than one (1) year earlier may be used for progressive discipline or introduced into evidence in any Arbitration proceeding; provided, however, that drug and alcohol related offenses may be used for a two (2) year period. It is further agreed that in order to consider that an employee has been disciplined, he and the Union shall be furnished a duplicate copy of any disciplinary matter inserted in his personnel file.

Section 3. Prior to taking disciplinary action (letter of reprimand, suspension, or discharge) against any employee in the unit, the affected employee will be advised of his/her right to Union representation in the presence of his/her Shop Steward.

Section 4. Disciplinary action in any form imposed by the Employer shall automatically be subject to the grievance and arbitration procedure.

ARTICLE X GRIEVANCE AND ARBITRATION

Section 1. It is the intent of this Article *to* establish a means for prompt adjustment of working problems and personal grievances at the job level by conference between the immediate supervisor and the employee involved, provided a Union representative has been given an opportunity to be present. If not resolved at this informal level a formal written grievance shall be filed. The grievance shall contain a full statement of the grievance and the facts upon which it is based, the contract sections alleged to have been violated, and the action, remedy or adjustment sought. In grievances filed on behalf of individual employees, the grievance shall be signed by the affected employee prior to Step 1 of the Grievance Procedure. Grievances shall be processed according to the steps and time limits specified. These time limits may be extended upon written mutual consent of the parties.

Section 2. Except for payroll adjustments, no grievance shall be filed or processed based on facts, or events, or omissions within the employees' knowledge, which have occurred more than ten (10) working days before such grievance is filed. Both parties agree to exert an earnest effort to settle such grievances promptly through the following steps:

Exhibit E

Step 1: The employee involved shall first confer with the Supervisor and/or Department Head, or their designee who has the authority to resolve the problem, in order to amicably settle the matter. provided a Union representative has been given an opportunity to be present. Any and all grievances shall be handled during normal working hours without any unnecessary interruption of work.

Step 2: Should the grievance not be satisfactorily settled by the discussion outlined in Step 1 above, the Union shall submit the grievance in writing to the Project Manager or his designee within five (5) work days thereafter, and this written grievance thus presented must contain the complete factual basis of the complaint including the Article and Section violated, and the corrective action desired. Within five (5) work days from the time the Union submits the written grievance, the Project Manager or his designee shall either grant the corrective action desired, or meet with the grievant, Shop Steward, and Chief Steward, and they will make every effort to settle the dispute. If no satisfactory agreement is reached between the parties, the Project Manager or other appropriate Company official shall within five (5) work days of the meeting specified in this Step, produce the Company's answer in written form and forward it to the Chief Steward. In responding to the grievance, the Project Manager or his designee shall set forth in specific detail the basis of his denial, answering each point or allegation as set forth in the grievance.

A representative of the Union may visit the Company's offices to represent and confer with the Company's employees. A representative of the Union shall make prior arrangements with Management to confer with the Company's employees and shall observe all Company rules during such visits.

Step 3: If the above procedure has been followed and the parties are still unable to settle the grievance, the party initiating the grievance may within thirty (30) work days of the date of the Company's written response, request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators from which the Company and the Union shall choose an impartial arbitrator to decide the controversy by the responding party striking one (1) name and the grieving party striking one (1) name and after repeating this procedure until the last remaining name shall be the chosen arbitrator. The arbitrator shall not have the authority to alter, amend, or change the terms or provisions of this Agreement, and his decision shall be limited to the particular grievance in question. The arbitration decision shall be final and binding on both parties.

Section 3. The Union and the Company shall equally share the expenses and fee of the neutral arbitrator. Each party shall make all arrangements, including pay and/or expenses or any witnesses called or other representatives or persons requested to attend any arbitration case.

Section 4. All time limits prescribed herein may be extended by mutual agreement by the Company and the employee. Failure of the Company to respond shall result in the granting of

the relief sought in the grievance. Failure of the Union or employee to present the grievance to the next step within the time limits, shall constitute a basis for the Company denying the grievance.

Section 5. In any case involving discharge or discipline imposed by the Company, back wages, if any are awarded, shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation or substitute earnings during the period of discharge or suspension.

ARTICLE XI LEAVES OF ABSENCE

Section 1. When it is necessary for employees to leave their duty for the purpose of attending to their personal business, and provided that reasonable notice has been given the Company, employees will be granted leaves of absence without pay, provided the absences do not interfere with the efficient operation of the Company. Such leave shall not exceed thirty (30) days, but may be extended for additional time upon written request to the Company, if in the Company's judgement such further leave is feasible. The Company shall be under no obligations to an employee on leave of absence and the employee shall not be entitled to the benefits of the Agreement, except to return to work in accordance with the employee's seniority.

Section 2. An employee who is summoned for jury duty or subpoenaed to appear as a witness on behalf of the Company, local, state, or federal government in any court and who actually responds to said summons or subpoena will be paid the difference between the amount of money he actually earned had he worked for the Company during the time he was absent due to jury or witness duty, computed at the employee's regular straight-time rate for an eight-hour day, five days per week. It is understood and agreed that the Company has the right to require satisfactory proof that an employee actually served on the jury panel and the number of days served. An employee released from jury service before the completion of a scheduled workday shall report to the Company by telephone or in person as soon as possible. An employee summoned for jury duty shall promptly notify the Company upon his receiving such summons. Failure of an employee to give the Company prompt notice of receipt of a jury summons or to return to work after release from jury service and being requested to do so by the Company, may, at the option of the Company, result in forfeiture of any benefits under this provision. The Company will not be obligated to pay the above when said subpoena is caused by an employee's employment outside of NCI Information Systems, Inc.

Section 3. The parties recognize and agree that all provisions of the Family Medical Leave Act shall apply, as stated in the Company policy except in any instance where the collective bargaining agreement provides for a more favorable benefit.

Section 4. In the event of a death of a member of an employee's immediate family (defined as spouse, children, mother, father, brother, sister, grandparent or grandchildren), such

employee shall be granted a maximum of three (3) consecutive days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

It is further agreed that in the event of the death of an employee's mother-in-law or father-in-law, such employee shall be granted a maximum of three (3) days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

Section 5. Any employee in military service under the provisions of federal and/or state law shall be returned to his job in accordance with those laws, and shall retain his seniority in accordance with those laws. —

Section 6. When it is necessary for employees to leave their duty for the purpose of attending Union business other than organizational activities, and providing reasonable notice has been given to the Company, employees may be granted leave of absence without pay. Such leave of absence shall not exceed *thirty* (30) days, but may be extended for additional time upon written request to the Company if further such leave is feasible. The Company may grant such leaves for up to five (5) employees at one time, provided the employees do not come from the same work unit, no more than twice a year, and such absence does not interfere with the operation of the Company. An employee on a union-related Leave of Absence for less than thirty (30) days, shall continue to accrue leave benefits while on such leave.

Section 7. Employees who donate blood will be provided two (2) hours paid leave.

ARTICLE XII BULLETIN BOARD

The Company agrees to furnish a bulletin board located in the work area where employees normally check in and check out for the use of the Union for posting of matters relating to Union meetings and other Union matters of a noncontroversial, nonpolitical nature only. All such notices as posted by the Union shall be signed by an authorized Union representative.

ARTICLE XIII SAFETY, HEALTH AND SANITATION

Section 1. Any protective devices or other safety equipment necessary to protect employees from injury will be provided by the Company without cost and shall be worn and/or utilized by the employee in the performance of their job tasks. In this connection, the Company will welcome suggestions from employees, or the Union, regarding the need for

Exhibit E

additional safety equipment, but in view of the Company's responsibility to provide safe working conditions, the Company reserves the right to make a final decision regarding the addition or elimination of safety equipment.

Section 2. The Company shall maintain adequate first aid facilities at all times. The present procedure of using NASA facilities satisfies this requirement. In the event an employee suffers an injury on the job in the course of his employment and is required to leave work to go to the doctor, he shall be paid for the balance of his shift on the day such injury occurs. If the employee is able to return to work after visiting the doctor, he shall do so and shall be compensated for the time spent at the doctor.

Section 3. The Company and the Union agree to recognize that employees from time to time may have meritorious suggestions for improvement of safety conditions in the Company's operations. Therefore, the Company and the Union encourage employees to produce any such safety suggestion in writing and submit it to the Company for consideration. It is further recognized and agreed that the Company may, from time to time, schedule safety meetings and require attendance by employees. Attendance of employees at any such safety meeting which is scheduled with required attendance shall be compensated for the time actually spent incidental to such safety meeting at the employee's applicable rate of pay.

Section 4. The Company shall furnish and maintain clean and adequate washroom facilities for employees. It is recognized and agreed that it is the responsibility of each employee to maintain these facilities in a clean and neat fashion.

Section 5. In the event the Company determines that it is necessary to clean and/or otherwise maintain a piece of equipment, sufficient time will be provided employees during working hours to perform the necessary cleaning and/or normal maintenance work. In this regard, past practice shall prevail.

Section 6. A Joint Safety and Health Committee shall be established for the purpose of making constructive recommendations to the Company, Minutes shall be recorded and copies furnished to the members of the Committee.

Section 7. Should walk-around safety inspection of the Company's premises be conducted by NASA or OSHA pursuant to the provisions of OSHA, the member of the Safety Committee designated by the Union or their alternate, shall have the right to accompany the inspection team during regular duty hours without loss of pay. The Company shall notify the Union's designee or alternate of the upcoming inspection as soon as possible after the Company is notified.

Section 8. The Company will pay up to the sum of \$85.00 for the purchase of safety shoes for all employees, including relief employees required to wear safety shoes in the performance of their job, limited to no more than one (1) pair per year; provided however, that

employees in the following classifications may purchase two (2) pairs (up to \$85.00 each) in one year if needed:

- 1) Truck Driver, furniture (work lead)
- 2) Laborer, truck helper, furniture

**ARTICLE XIV
HOLIDAYS**

Section 1. The following days shall be observed as hoiddays under this Agreement:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidential Day/Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Section 2. A regular employee who is in a pay status of the Company on a holiday recognized herein and who works his assigned schedule during that work week, except for being absent without a legitimate reason, shall receive holiday pay at his straight time pay rate. If an employee is scheduled or requested to work on a holiday, but fails to do so, he will receive no holiday pay unless he has a legitimate reason for not working.

Section 3. An employee who works on one of the above listed holidays shall be paid at time and one-half his straight time base pay for all hours worked on that holiday, in addition to any holiday pay for which he may be qualified.

Section 4. Holiday pay shall be included in computation of weekly overtime.

Section 5. On days which are not recognized as holidays under Section 1 above, but where the Government, because of special events and occasions, substantially reduces the normal activity at the Center and allows reimbursement to the Company, the following provisions shall apply:

- (a) Those employees who are required to work will be paid at their straight-time hourly rate; and
- (b) Those employees who are not required to work will receive pay at their regular straight-time hourly rate.

**ARTICLE XV
VACATIONS**

Section 1. Regular employees shall earn paid annual leave (vacation) as follows:

- (a) Regular employees with less than one (1) year of active service with the Company shall earn one (1) hour annual paid leave per year for every 21.6 man-hours worked.
- (b) Regular employees with more than one and less than seven (7) years of active service with the Company shall earn one (1) hour annual paid leave per year for every 15.3 man-hours worked.
- (c) Regular employees with over seven (7) years of active service with the Company shall earn one (1) hour annual paid leave for every 11.8 man-hours worked.

Section 2. Every three (3) months the Company shall ascertain the desires of eligible employees relative to vacation dates within the following three (3) month period. The Company will give consideration to the personal desires of employees for vacation schedules dependent upon the needs of the Company. However, in the event of a conflict between two (2) or more employees regarding preference for a specific vacation period, such conflict will be resolved finally by granting preference on the basis of classification seniority. All other vacations will be granted on a first come first served basis.

Section 3. Employees who schedule vacations of one (1) week or more in advance of the vacation starting time, will be paid vacation allowance prior to the end of the work shift on the last workday preceding the vacation schedule (including casual days), provided a manual check or additional payroll run is not required.

Section 4. Vacations may be accumulated and carried over from one calendar year to another. No employee may carry over more than 240 hours (30 days) past January 1st of any given year. All vacations, except day-at-a-time casual vacations (eight (8) hours), shall commence on the first work day of the work week. Bargaining unit employees may utilize earned vacation on a daily basis provided one (1) day's notification (prior to 9:00 a.m. on the preceding workday) is given to the Company office before a vacation is taken, unless the absence is due to illness and the affected employee has exhausted his sick leave entitlement. In cases of absences due to illness, the employee must notify the Company office of the nature of the illness and the desire to take a day of vacation to cover the same as soon as possible, but no later than thirty (30) minutes prior to the beginning of his work shift on the day of the vacation. Any employee guilty of claiming illness to avoid giving one (1) day's notice shall be subject to disciplinary action. Employees successfully completing their probationary period, who leave the Company, shall be paid for accumulated earned vacation. It is understood that employees who give less than two (2) weeks notice of intent to leave the Company's employment will be paid vacation pay due at the convenience of the Company.

Exhibit E

Section 5. Employees having vacation leave accrued will be granted vacation leave in increments of tenths of an hour on the following basis:

- (a) Notice is given to Employer not later than 9:00 a.m. on the day preceding the day on which the vacation leave is requested.
- (b) The reason for the requested absence must be legitimate. The supervisor, in the absence of compelling work commitments will grant such requests. The supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
- (c) Legitimate, as used in the context of this Section, shall be interpreted to mean that denial of the requests would impose an unreasonable hardship on the requesting employee.
- (d) Employees having legitimate emergencies will be granted vacation leave. When such occurrences arise, the supervisor shall be notified and no other advance notice shall be required. Emergencies, as used in this context, shall be defined as any unforeseen circumstances beyond the control of the employee. Supervisors retain the right to approve all vacation requests.
- (e) All employees in the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 6. Absence with pay (holidays, vacations, sick leave, any NASA directed shutdowns where work is denied employee) shall count in accrual of vacation time as specified in Section 1 of this Article. In addition thereto, Union leave of absence, not exceeding ten (10) days duration by affected employees within any one (1) year period, shall also be counted as time worked in accrual of vacation time as specified in this Section.

ARTICLE XVI
STRIKE - NO LOCKOUT

The Company agrees that during the term of this Agreement, it will not engage in a lockout of its employees. The Union agrees that during the term of this Agreement that there shall be no strikes, sitdowns, slowdowns, work stoppages, boycotts, sympathy strikes*, picketing, or any other interference with the operations of the Company, directly or indirectly for any reason, and that no officer, agent or representative, or member of the Union shall ever authorize, call, instigate, aid, condone, or acquiesce in any of such action and that no employee covered by this Agreement shall participate in any of such actions.

*In the event of a work stoppage at a NASA installation, employees covered by this Contract will not be required to enter or exit gates where pickets are posted.

ARTICLE XVII UNION REPRESENTATION

Section 1. Upon prior notice to the Project Manager or his designated representative, ___ authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to. It is expressly agreed that the Employer is hereby released from any and all liability for any injury of any kind to such agent occurring while he is on the premises of the Employer.

Section 2. The Company shall recognize a Shop Steward, designated by the Union in writing, for each work area. Further, the Union shall appoint one Chief Shop Steward and alternate to serve over all work areas. The Chief Steward and all Shop Stewards shall be allowed reasonable time during working hours to investigate complaints, process grievances, and attend meetings with the Company in connection with their collective bargaining responsibility; provided however, the Steward must first request and obtain permission from his Supervisor. Alternate Shop Stewards shall act only in the absence of the Steward for which designated as the Alternate. In the absence of the Chief Steward, a Shop Steward shall be designated by the Union in writing to act for the Chief Steward.

Section 3. The Company agrees that unit employees who file a formal written grievance with the Company will not be questioned, in respect thereto, without advising the employee in the presence of a recognized Steward of his rights to Union representation.

Section 4. In exercising their responsibilities to bargaining unit employees, the Chief Steward and/or Shop Stewards shall guard against the use of excessive or unnecessary work time and will not unduly interfere with the operations of the Company.

Section 5. Chief Stewards and Stewards shall be granted preferential seniority and will be retained without regard to their seniority, as long as the Company has work for which they are qualified to perform. In the event a recognized Union representative is laid off or terminated (for lack of work he is qualified to perform) he shall be the first recalled when work he is qualified to perform becomes available.

Exhibit E

Section 6. Nothing in this Article shall be construed as the right to deny the International Representative or Business Agent the privilege of processing a grievance on behalf of a unit employee, or to participate in a grievance meeting conducted in accordance with the Grievance Procedure.

Section 7. The Union shall be free to withdraw a grievance at any step of the Grievance Procedure, without prejudice.

Section 8. Except for compelling or unusual circumstances, employees in the unit will not be suspended or discharged, without first being given the opportunity for a hearing with the Project Manager. Such employee shall be afforded the right to be accompanied and represented by the Union during said hearing.

**ARTICLE XVIII
NON-BARGAINING UNIT EMPLOYEES
PERFORMING BARGAINING UNIT WORK**

Section 1. Employees of the Company who are excluded from the Bargaining Unit by National Labor Relations Board Certification No. 5-RC-8 191, will be permitted to perform work normally performed by the bargaining unit employees for the following reasons only:

- (a) When instructing or training employees;
- (b) When situations arise in a Department and it is necessary for the individual to act for the safety of equipment and personnel;
- (c) When testing operations and equipment; and
- (d) During an emergency or to cover a short period of time when there are no bargaining unit employees, including relief employees, available to do the work and the work cannot be performed on an overtime basis.

In this regard, the Company shall make every reasonable effort to limit such assignments to a minimum, providing qualified employees can be obtained. Nothing herein shall be construed as authorizing any assignment of unit of work to excluded employees which results in the layoff of a bargaining unit employee and/or inhibiting the growth of the bargaining unit.

**ARTICLE XIX
HEALTH AND WELFARE**

Section 1. The Company agrees that Health, Life, Accidental Death & Dismemberment, and Disability insurance will be continued for eligible employees and their dependents for the life of this Agreement. Relief workers shall not be eligible for this coverage.

Section 2. The Company shall have the right to change insurance coverage, provided all benefits are equal to or better than what is currently provided. The Company will notify the Union of any anticipated changes and will afford the Union the opportunity to review and compare the benefits of the new carrier.

Section 3. There shall be no pyramiding of benefits (i.e., sick leave and vacation hours shall not be used to supplement any disability benefits) except the use of sick leave or vacation to cover the interim period prior to commencement of disability benefits as noted in Section 4, which follows.

Section 4. The Company will insure employees who qualify for disability income do not suffer any loss of pay during the interim period between the beginning of disability and commencement of disability insurance payments. Such disability payment will be sixty (60) percent of the employee's base salary. In this connection, employees who have sick leave accrued will be granted paid sick leave; employees who do not have sufficient sick leave to cover the interim eight (8) day waiting period will be paid their regular rate of pay for all hours not covered by accrued sick leave, not to exceed five (5) work days. This provision will be limited to not more than one (1) occurrence each calendar year, except in those cases where the affected employee has sufficient sick leave accrued to cover the waiting period or chooses to utilize accrued vacation for this purpose. There will be no limitation on the use of vacation or sick leave to cover the waiting period.

The individual employee cost of the medical insurance on the effective date of this Agreement shall be \$43.90 per month. In the event there is an increase in insurance premium during the life of this Agreement, such increase will be borne by the employees or the medical insurance coverage will be adjusted to absorb the increase in cost. In such cases the Union and Company will determine which option to exercise by mutual agreement. In the event of any such increase, the affected employees shall be notified of the increase and the reasons therefore, thirty (30) days in advance of the effective date of the increase. It is further agreed that no adjustment in the insurance rate shall be made except on the anniversary dates of the signing of the agreement.

Effective on the date of ratification of this Agreement, all employees not presently exercising the option to have insurance coverage shall be afforded thirty (30) calendar days to exercise this option. In addition thereto, there shall be additional option periods of thirty (30) calendar days each year of the Agreement. Employees who do not exercise the right to enroll in the insurance program during the option period, will not be permitted to enroll at any other time. It is further agreed that employees who opt for insurance coverage must accept complete coverage.

ARTICLE XX
SICK LEAVE

Exhibit E

Section 1. It is understood and agreed that upon the effective date of this Agreement, employees of the Company shall be allowed to accrue five (5) days sick leave (1 hour sick leave for every 52 hours worked). Newly hired employees shall be allowed the right to accrue sick leave in the same manner as regular employees of the Company. However, new hires will not be allowed to utilize sick leave until the completion of their probationary period.

Section 2. Sick leave not used during the employee's year of service for which it was allocated, shall be deemed to be fully earned and may be carried over from year to year. The obligation to carry-over sick leave and to recognize and continue previously accumulated sick leave shall be assumed by any successor to this Agreement.

Section 3. Sick leave will be retained, but will not accrue during layoff or LWOP, provided said layoff or LWOP does not exceed eight (8) months.

Section 4. Sick leave by employees shall normally be utilized in increments of eight (8) hours to cover absences, during the work week, when employees of the Company are unable to report to work because of illness or accident. Sick leave shall be granted on the following basis:

- (a) Notice is given to employer on the day preceding the day on which the sick leave for a doctor's appointment is requested and 30 minutes prior to their shift start for all other sick leave.
- (b) The reason for the requested absence must be explained to the Supervisor, who will in the absence of compelling commitments, grant such requests. The Supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
- (c) Sick leave may be utilized in increments of tenths of an hour for doctor's appointments, provided advance notification is given.
- (d) All employees within the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 5. Normally, a doctor's excuse will not be needed unless the sick leave absence is greater than three (3) work days. If a pattern of abusive sick leave is documented by the Company, the employee may be issued a "Letter of Requirement." This letter will require an employee to cover each absence with a doctor's certification. Letters of Requirements will remain in effect for a period of twelve (12) months. If an employee fails to cover an absence with a doctor's certification or continues to abuse sick leave, they shall be subject to discipline. The Company will review the employee's record after six months. At the discretion of the Company, the "Letter of Requirement" restriction may be removed.

**ARTICLE XXI
WAGES AND CLASSIFICATIONS**

Section 1. The Company agrees to pay the following hourly rates for the classifications listed immediately below:

JOB CLASSIFICATIONS	Effective 11/01/00	Effective 11/01/01
Correspondence Management (CM) Clerk	10.30	10.65
Duplicating Facility Operator I	11.89	12.24
Duplicating Facility Operator II	12.42	12.77
Library Assistant, Technical Services	10.39	10.74
Library Assistant, Public Services	10.39	10.74
Messenger/Mail Clerk/Carrier	10.24	10.59
Photo Lab Technician	11.56	11.91
Procurement Clerk Aide	10.39	10.74
Quality Control, Chemist/Film Processing Technician	11.87	12.22
Voucher Aide	10.24	10.59
Work Control Clerk	11.56	11.91
Relief	9.98	10.33
Leads	.50	.50

Section 2. The manning needs of any classification covered by this Agreement shall be determined entirely by the Company. The Agreement will not constitute a guarantee of any particular job or jobs within any particular classification, nor shall it constitute a guarantee of any particular duties or deleting of duties from a classification. However, in assigning new duties from a classification, the principle of equal pay for substantially equal work shall apply, as it shall also apply to all employees within a classification.

Exhibit E

Section 3. The Company, at its sole option may implement new classifications and/or job descriptions in light of changed conditions and the Company will offer to bargain with the Union concerning the pay rate.

Section 4. It is agreed and understood that the utilization of the position leader will be solely at the discretion of the Company, including the determination of the need, number, and employee selected. Any employee assigned as a Lead will receive fifty (50) cents per hour differential while so assigned and in a pay status. In this connection, Leaders will not be responsible to impose discipline or make any recommendation regarding the level of discipline of any Unit employee. Leaders shall be responsible for designating and coordinating work tasks within their work area, relaying orders of Supervisors and assisting in the training of new employees. The Leader shall assume responsibility for the overall performance of their work area as assigned by the Supervisor.

Any disputes that arise out of work assignments or performance evaluation will be handled by the Supervisor and the Shop Steward. The Company will be responsible for ensuring that all Leaders understand and comply with the provisions of this Agreement.

Section 5. The Relief rate above is inclusive of all fringe benefits, except pension. Relief employees are included in the I.A.M. National Pension fund, Plan A, the same as all other employees based on their hours worked as provided for in the Plan.

Section 6. All newly hired employees shall receive \$.50 per hour less than the above rates during their first sixty (60) days of employment and cannot bid into another classification until reaching the full rate (unless this requirement is waived by Management).

Section 7. All wage increases shall be effective on the beginning pay period nearest the date such increase is due. (Sunday through Wednesday due date will be effective on the current pay period; Thursday through Saturday due date will be effective on the following pay period.)

When a regular full-time employee bids into a higher paying classification, the employee shall remain at the same rate of pay for the previous held classification for a period of three (3) months or until the employee has been fully and successfully trained and signed off on all applicable training documentation for the higher classification. If the bidding, regular employee has been previously trained and signed off on all training documentation, that employee will enter the higher classification at the top pay rate of the classification.

ARTICLE XXII

INVALIDITY

If any Article or Section of this Agreement should be held invalid by operation of law, or by any legal tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect. Upon request of either party, the parties shall meet to negotiate a satisfactory replacement for such invalid provision.

ARTICLE XXIII

SUPERSEDING EFFECT OF AGREEMENT

It is expressly agreed and understood that the wages, working conditions, and fringe benefits provided in this Agreement are in lieu of any and all working conditions and fringe benefits of any kind previously provided by the Company or its predecessor for employees within the bargaining unit.

ARTICLE XXIV

MACHINIST NON-PARTISAN POLITICAL LEAGUE

Section 1. The Company agrees to make payroll deductions available to employees who voluntarily elect to contribute to the Machinist Non-Partisan Political League (MNPL). Employees will not enter or re-enter the MNPL check-off more often than once a year.

Section 2. Upon receipt of a signed appropriate payroll deduction authorization form, the Company shall make the indicated weekly deductions and supply a single monthly check to a location designated by the Union along with an itemized list of individual employees and amounts that make up the total.

Section 3. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company relative to this service.

Section 4. The Company's sole liability is limited to the accuracy of the names and amounts of payroll deductions indicated on the sheets that accompany the total check.

MACHINISTS NON-PARTISAN POLITICAL LEAGUE CHECK-OFF

Date

I, _____
Name of Employee

Clock No. _____, hereby authorize and direct

Name of Employer

to deduct weekly from my wages the sum of \$ _____, and forward this amount monthly to the Treasurer of the Machinist Non-Partisan Political League at 1300 Connecticut Avenue N.W., Washington, DC 20036. I hereby authorize that the above amount be deducted each week from my pay check.

I have executed this wage deduction authorization voluntarily without any coercion, duress, or intimidation and none of the monies deducted are a part of my dues or membership fees to the local union. This authorization and the making of payments to MNPL are not conditions of membership in the Union or of employment with the Company and I understand that the money will be used by the MNPL to make contributions and expenditures in connection with federal elections.

Signature of Employee

**ARTICLE XXV
GENERAL PROVISIONS**

Section 1. The Company agrees to pay the full cost for all new or renewal license, tests, or examinations required in the performance of work except for state vehicle operator and chauffeur's license.

Section 2. It is understood and agreed that when employees of the Company are required to take job related courses applying to their current or future job classification, those employees will be reimbursed by the Company for all related application, tuition, and required textbook expenses.

Exhibit E

Section 3. The Company will make available specialized tools necessary for the automotive/truck maintenance technicians to perform work. Normal basic hand tools will be provided by the employee.

Exhibit E

Section 4. The parties recognize and agree that NCI is the prime contractor under a federal government contract (#NASI-96010 and as modified) with NASA and as such is responsible for the performance of that contract, including the performance of sub-contractors, if any, pursuant to the terms of the Service Contract Act.

**ARTICLE XXVI
PENSION**

Section 1. The Employer shall contribute \$1.05 per hour to the I.A.M. National Pension Fund, Plan A, for each 40 hour work week for which employees in all job classifications covered by this Agreement are entitled to receive pay under this Agreement.

Section 2. The Employer shall continue contributions based on a forty (40) hour work week while an employee is off work due to paid vacations or paid holidays. Contributions shall be excluded for any hours the employee is not on the active payroll.

Section 3. Contributions shall begin at the completion of the employee's probationary period, but not later than sixty (60) calendar days after date of hire in the case of permanent employees. Temporary/Part-time/Relief employees shall be excluded for a period of ninety (90) days.

Section 4. The I.A.M. Lodge and the Employer adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the I.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund, in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.

Section 5. The parties acknowledge that the Trustees of the I.A.M. National Pension Fund may terminate the participation of the employees and the Employer in the Plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article, other than to increase the contribution rate or to add job classification or categories of hours for which contributions are paid.

Section 6. This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provision in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the I.A.M. National Pension Fund. No grievance procedure, settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund.

**ARTICLE XXVII
DURATION**

Exhibit E

Section 1. This Agreement shall become effective January 1, 2001 and shall remain in full force and effect until midnight on December 31, 2001 and from year to year thereafter unless either party shall, no more than one hundred and twenty (120) days and at least ninety (90) days prior to any anniversary hereof, notify the other party of a desire to amend or terminate this agreement. In the event of such notice being given, the parties shall meet for the purpose of negotiating a new Agreement.

Section 2. No Agreement, waiver, alteration, understanding, variation, or modification of any terms or conditions contained herein shall be made by any employee, or group of employees, with the Company, and in no case shall it be binding upon the parties hereto unless such Agreement is made and executed in writing between the parties hereto, and the same has been ratified by the Union.

Section 3. The waiver of, or any breach of conditions of this Agreement, by either party, shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

Section 4. This agreement constitutes the sole and entire agreement between the parties, and supersedes all prior agreements, commitments, and practices, whether written or oral between the predecessor employer and the Union, or the predecessor employer and any covered employee or employees. No matter or matters shall be the subject of collective bargaining negotiations during the term of this agreement, even though such matters may not have been negotiated upon previously nor within the knowledge or contemplation of either or both of the parties at the time of negotiations for this agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement,

this _____ day of January, 2001.

NCI INFORMATION SYSTEMS, INC.

**DISTRICT LODGE 74, AND
INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE**

WORKERS

ADDENDUM

This Addendum by and between District Lodge #74, International Association of Machinists and Aerospace Workers Local 2531 and NCI Information Systems, Inc., pursuant to the terms of Article XXVII, Section 2, is hereby entered into by and between the parties to correct a typographical error in their new Collective Bargaining Agreement effective January 1, 2001 and designed to expire on midnight December 31, 2002. Specifically, Section 1 of Article XXVII is hereby amended to substitute 2002 as the expiration date and remove 2001.

IN WITNESS WHEREOF the parties hereto have executed this Agreement effective on the date last written below.

NCI INFORMATION SYSTEMS, INC.

**DISTRICT LODGE #74,
IAM LOCAL 2531**

Michele Cappello, Esq.

Larry Young

Date:

Date:

Exhibit F

CONTRACT DOCUMENTATION AND DISTRIBUTION REQUIREMENTS

A. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be submitted F.O.B. destination as specified below, addressed as follows:

National Aeronautics and Space Administration
Langley Research Center
Attn: _____, Mail Stop
Contract NAS1-_____
Hampton, VA 23681-2199

B. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

- A—Contract Specialist, Mail Stop 126
- B—Contracting Officer Technical Representative, Mail Stop 158
- C—Reserved
- D—Financial Accounting and Analysis Branch, Mail Stop 147
- E—Office of Safety and Facility Assurance, Mail Stop 421
- F—Industry Relations Office, Mail Stop 144
- G—Resources Management, Mail Stop 104
- H—Cognizant Branch Head
- I—Industrial Property Office, Mail Stop 377
- J—Reserved
- K—Center Information Technology Security Manager (CITSM), Mail Stop 124
- L—ODIN/ConITS COTR
- M—NASA Official Responsible for Web Site
- N—Statement of Work Area Point of Contact
- O—Academy of Program/Project Leadership Coordinator, Mail Stop 309
- P—Government File Archive Server
- Q—Statement of Work Area Property Custodian
- R—Installation Printing Management Officer, Mail Stop 180
- S—Photographic Laboratory Facility Environmental Coordinator Mail Stop 425

The content and format of all deliverables shall be submitted to the Government for review and approval prior to first submission. All deliverables under this contract may be required in electronic media format. This includes delivery on writable compact disk, floppy disk, or posting to a Government-owned network server. All electronic documents shall be formatted for printing and free from computer viruses.

Unless specified otherwise, deliverables are due as follows: daily, 10:00 a.m. on following day; weekly, close of business (COB) first working day of week; monthly reports, COB 5th working day of month; quarterly and annual reports, COB 15th working day.

Exhibit F

Contract Documentation Requirements		
Deliverable	Due	Recipient/ Copies*
<p>Financial Management Reports (NF 533M and NF 533Q): The Contractor shall comply with the Section G clause of this contract entitled, "NASA Contractor Financial Management Reporting" by monthly submission of NF 533M and quarterly submission of NF 533Q. The form shall be prepared and submitted in accordance with the instructions set forth on the reverse side of the form and NPG 9501.2C.</p> <ol style="list-style-type: none"> 1. Columns 8.a and b shall be completed using estimates (forecasts) for the succeeding two months. 2. Each 533M shall include a narrative explanation for variances exceeding 10% between planned hours/dollars and actual hours/planned for each reporting category. 3. The following categories shall be included in column 6 of this report:* <ul style="list-style-type: none"> <u>Labor Hours</u> <ul style="list-style-type: none"> Direct Overtime Subtotal Direct Labor Hours <u>costs</u> <ul style="list-style-type: none"> Labor: <ul style="list-style-type: none"> Direct Overtime Subtotal Direct Labor Overhead(s) Labor Cost Subtotal ODCs subject to Limitation: <ul style="list-style-type: none"> Travel Other ODCs <ul style="list-style-type: none"> Material and Supplies Equipment IT Costs Training Subcontracts Individual line items in 8.2, Govt.-specified costs ODC Subtotal Subtotal G&A Total Cost Incentive Fee Cost Plus Incentive Fee Fixed Price <p>Categories may be changed depending on the accounting system of the selected offeror.</p>	<p>Monthly, Quarterly (10th operating day following the close of the Contractor's accounting period being reported)</p>	<p>A-1, B-2, D-2, G-1</p>

Exhibit F

Contract Documentation Requirements		
Deliverable	Due	Recipient/ Copies*
<p>Detailed Financial Management Report (NF 533M): A 533M report detailing hours and dollars shall be required for each of the following SOW areas: Logistics, Administrative Services, Scientific Information, Video Services, and Technical Library Services. These reports shall break down costs for each subarea of the SOW (e.g., 4.1 General Transportation and Delivery Services). Include the monthly totals as well as a cumulative-to-date total. The sum of total hours and dollars of the five SOW area 533m reports shall equal the total hours and dollars shown in the summary 533M report for the total contract.</p>	Monthly (10 th operating day following the close of the Contractor's accounting period being reported)	A-1, B-1
<p>Financial Plan: A plan projecting how costs will be incurred for the period, shall be submitted for the Contract Year 1 (<i>submit within 30 working days after the effective date of the contract</i>) Financial plans for each successive contract year shall be submitted. This plan shall include the cost categories specified in the Detailed Financial Management Reports above. This plan shall be revised each time a contract modification is executed which increases or decreases this estimated cost of the contract. This plan shall not be revised to include overrun costs.</p>	Annually <i>by December 1</i>	A-1, B-1
<p>Monthly Progress Report: The Contractor shall submit a monthly progress report summarizing work progress</p>	Monthly	A-1, B-3
<p>Contractor Self-Evaluation The Contractor shall submit a self-evaluation as noted in the Award Term and Performance Evaluation Plan for each Evaluation Period</p>	Within 15 days of the end of the Evaluation Period	A-1, B-1
<p>Conformable Wage Rate Agreement The Contractor shall submit a report confirming conformable wage rate agreement as this subject is addressed in the Section I clause entitled "Service Contract Act of 1965", for those individuals employed by the Contractor who are covered by the Service Contract Act, but are not listed in Exhibit D</p>	Within 15 days of contract effective date	A-1, B-1, F-1
<p>Collective Bargaining Agreement The Contractor shall provide the Contracting Officer with copies of any collective bargaining agreements, and amendments thereto, which arise during the course of the contract and which apply to Contractor employees assigned to the contract</p>	15 working days of effective date of new agreement or amendments	A-1, B-1, F-1
<p>Requisition and Invoice/Shipping Document (DD Form 1149) The transfer of accountability shall be initiated by the Contractor submitting a DD Form 1149 accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall insert both the Contractor's Subcontract/Purchase Order number and the Government contract number on the DD Form 1149. For purchases of supplies and materials, this document shall be submitted within 30 days after the end of each calendar year quarter. For equipment purchases, submit DD Form 1149 within 5 working days after acceptance of each item of equipment by the Contractor. Receipt of a Government signed DD Form 1149 relieves the Contractor of accountability for the property specified on that form.</p>	Quarterly for supplies Nithin 5 working days for equipment	I-1

Exhibit F

Contract Documentation Requirements		
Deliverable	Due	Recipient/ Copies*
<p>Federal Contractor Veterans Employment Report (VETS-100) In compliance with Clause 52.222-37, Employment Reports on Disabled Veterans of the Vietnam Era, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.</p>	Annually	F-1
<p>Safety Reports The Contractor shall submit safety reports including the hours worked on the contract and the number fatalities, lost time cases, OSHA recordable incidents, and first aid cases which have occurred during the past quarter or period of performance.</p>	Quarterly	E-1
<p>Notice of Violation Responses The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime itself or its' subcontractors. The response should include cause of violation; mitigation of impact, if applicable; planned prevention of recurrence. Response shall be submitted to the issuer of the NOV.</p>	Within 3 working days	A-1, B-1, E-1
<p>Evidence of Insurance The contractor shall submit evidence of insurance coverage, required by NASA clause 18-52.228-75 in Section I entitled Minimum Insurance Coverage</p>	Annually, 30 working days prior to anniversary of the effective date of this contract	A-1

**Note:* When the Contract Specialist (A) is not designated above to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist. The Contractor shall also furnish a copy of the transmittal letter and a copy of each Financial Management Report to the delegated Administrative Contracting Officer of the cognizant DOD (or other agency) contract administrative services component.

Exhibit F

General and IT Deliverables (SOW 2 & 3)			
SOW Area	Deliverable	Due	Recipient/ Copies
2	Internal Operating Procedures for Each Work Area including <ul style="list-style-type: none"> • Procedures for accepting work from the Government and assigning work • Procedures for ensuring authorized access only to Government files Submit draft for approval within 3 months.	Within 6 months after contract effective date	B-1
2	Continuity File for Each Work Area containing <ul style="list-style-type: none"> • Tasks being performed • Operating procedures • Information on file location and content • Samples of standard reports being produced 	Annually, within 10 days of anniversary of contract effective date	B-1
2	Information Protection Plan <ul style="list-style-type: none"> • Awareness program • Non-disclosure statement that contractor will have personnel sign prior to them having access to sensitive data. 	Prior to performing work under contract	A-1, B-1
3	IT Security Implementation Plan for Unclassified IT Resources	14 days after effective date of contract	B-1, K-1

Exhibit F

Deliverables for Logistics (SOW 4)			
SOW Area	Deliverable	Due	Recipient
4.1(1)	Summary of bus services (Excel spreadsheet) including <ul style="list-style-type: none"> • Local bus requests • Local bus passengers • HQ shuttle bus trips • HQ shuttle bus passengers 	Monthly	N-1
4.1(2)-(3)	Summary of deliveries (Excel spreadsheet) including: <ul style="list-style-type: none"> • Messenger deliveries (unclassified and classified) • Instrument deliveries • Scheduled service deliveries • Cylinder truck deliveries • Heavy truck deliveries • Forklift deliveries 	Monthly	N-1
4.1(4)	Summary of Mail Center Workload (Excel spreadsheet) including <ul style="list-style-type: none"> • Incoming pieces of mail • Incoming pieces of certified, registered and insured mail • Incoming express pieces of mail • Pieces of internal mail • Metrics on meter readings (outgoing pieces of mail and money added to meter) 	Monthly	N-1
4.2	Summary of Vehicle Maintenance and Control (Excel spreadsheet) including <ul style="list-style-type: none"> ◦ Scheduled preventive maintenance ◦ Non-scheduled maintenance repairs ◦ Service calls ◦ Parts, supplies, and commercial repairs purchased, charged to work orders • FYTD purchases ◦ Vehicles dispatched on-Center, local travel, extended travel ◦ Vehicles reservations ◦ Travel fleet vehicles in service ◦ Passengers transported ◦ Vehicles in maintenance ◦ Maintenance work order processed ◦ Government fuel credit cards receipts processed ◦ Unleaded and diesel fuel received, dispensed ◦ CNG fuel used ◦ Vehicles washed ◦ Travel fleet vehicles serviced ◦ Bicycles repaired ◦ Total mileage for NA vehicles ◦ Total hours for NE vehicles 	Monthly	N-1

Exhibit F

Deliverables for Logistics (SOW 4)			
SOW Area	Deliverable	Due	Recipient
4.3	Summary of Material Management and Warehouse Operations <ul style="list-style-type: none"> • Number of purchase requests screened and line items • PR Processing Time • Number of FED/MIL Direct Buy Requests Processed • FED/MIL Processing Time • Demurrage Cylinder Invoices Processed • Number of Supply Rejects • Number of DD1348s filed • Number of non-stock purchase requests filed • Number of line items stocked • Number of stock issues/receipts separated by regular stock and metal • Number of forms requisitioned • Number of LF55's received (faxed, mailed, call ins, walk-ins) • Total supply effectiveness • Number of purchase requests for stockroom including line items (PR's and Credit Cards) • Number of items deleted • Number of deliveries of liquid nitrogen, liquid oxygen, and helium • Number of cataloging actions and a description • Number of inventories performed and results 	Monthly	N-1
4.4	Summary of Tool Crib operations including <ul style="list-style-type: none"> • Tools issued • Tools returned • Tools sent out for calibration 	Monthly	N-1
4.5	Summary of Property Storage and Disposal Operations including <ul style="list-style-type: none"> • Number of storage transactions processed • Number of disposal transactions processed • Number of hard drives checked • Number and type of dumpsters retrieved • Amount of scrap metal collected and recycled by type 	Monthly	N-1
4.5	Report of Activities Generating Precious Metals (SF 291)	Semi-Annually	N-1
4.6	Summary of NASA Excess Property Screening including <ul style="list-style-type: none"> • Time spent screening excess/surplus property including destinations and sites visited • Cost of trips • Number of items requested by each NASA Center • Description and original acquisition cost of items placed on hold • Description and original acquisition cost of items transferred by each NASA Center • Number of Industrial Plant and Equipment requisitions processed • Number of contracts/grants that required screening of Government property 	Monthly	N-1

Exhibit F

Deliverables for Logistics (SOW 4)			
SOW Area	Deliverable	Due	Recipient
4.7(1-2)	Summary of Receiving Operations including <ul style="list-style-type: none"> • Average processing time • Number of orders/contracts and line items processed • Metrics in Performance Requirements Summary 	Monthly, weekly during Sept.-Oct.	N-1
4.7(1)	Summary of Shipping Operations including <ul style="list-style-type: none"> • Shipping documents received • Shipments processed <ul style="list-style-type: none"> • Federal Express • UPS • Motor freight • Air freight • International freight and small package 	Monthly	N-1
4.8(1)	Report of the total dollar value of non-controlled equipment transferred to other NASA Centers and other Government agencies	Annual	N-1
4.8(3)	Progress report and statistics on equipment inventory including <ul style="list-style-type: none"> • Percentage of equipment scanned • Number of grid locations being surveyed • Number of equipment items missing 	Quarterly, Annually	N-1
4.8(3)	Comprehensive final inventory report documenting overall results	Biannually	N-1
4.8(1)	Summary of NEMS Control including <ul style="list-style-type: none"> • Number and type of NEMS transactions • Average response time • Number of NASA personnel changes • Manufacturer additions • Database review 	Monthly	N-1
4.8(2)	OUM Walkthrough Report Per NPG 4200.1	Annually	N-1
4.9	Summary of Correspondence and Records Management operations (Excel spreadsheet) including <ul style="list-style-type: none"> • Number of pieces of special courier or expedited express mail • Number of faxes received and delivered • Number of official document copies made • Number of document locator number figures entered in the centralized database file system • Number of active documents eligible for microfilming • Summary of activity in the work area 	Monthly	N-1

Exhibit F

Deliverables for Administrative Services (SOW 5)			
SOW Area	Deliverable	Due	Recipient
5.1	Report of Resources Management workload including <ul style="list-style-type: none"> Resources Authority Warrants processed Reports scheduled and delivered Graphic charts prepared Customer calls Budgetary data entries 	Monthly	N-1
5.2	Report of Financial Management workload including <ul style="list-style-type: none"> Types of call received in Call Center and disposition Invoices entered Contractual funding/obligation documents, receipt 2nd inspection reports, and rejection reports received Faxes received and sent 	Monthly	N-1
5.2	Report of Performance metrics contained in performance requirements summary	Monthly	N-1
5.2(1)	Report of Frequently Asked Questions	Monthly	N-1
5.2(2)	Contract, purchase order, and grant documents that have been received for which folder is not in file room (out-folder list)	Daily	N-1
5.2(2)	Report of travel vouchers processed	8:00 a.m.	
5.3	Report of performance metrics contained in performance requirements summary	Monthly	N-1 and individual customers
5.3	Customer work summary/survey report		
5.3	List of office supplies ordered, vendor, quantity, cost	Monthly	
5.3, 5.4, 5.5	Inventory of Government-Owned Equipment - Excel spreadsheet	Annually	Q-1
5.4	Reports of status of configuration management and data management action items	Weekly	N-1
5.4	Report of work status including workload statistics	Monthly	N-1
5.4	Email report of review of web sites	Monthly	
5.4	Actual cost report by customer organization	Monthly	N-1, B-1
5.5	Report of work status including workload statistics	Monthly	
5.5	Report on activity within the APPL program	Quarterly	O-1
5.5	Report of APPL financial status	Monthly	O-1
5.5	List of proposed service award recipients	Monthly	N-1
5.6	Report of all micrographic data and tasks.	Monthly	N-1
5.8	Report of ODIN invoice, action item, and DRD status.	Weekly	L-1
5.8	List of ConITS TA status and funding.	Weekly	L-1
5.8	List of ODIN and ConITS funding, obligation and cost status.	Weekly	L-1
5.8	Report of POC issues with ODIN invoice	Monthly	L-1

Exhibit F

Deliverables for Scientific Information (SOW 6)			
SOW Area	Deliverable	Due	Recipient
6.1(4)	Executive Summary of the Media Services Productivity in Duplication Facility, Graphics, Photographic Laboratory, Technical Publications, and Video, including the following statistical information on jobs completed in each work area: Type of request Date of request Due date Completion date Customer name and organization code Quantities or volume totals	Monthly, Annually	N-1, H-1
6.2	Electronic files for all documents prepared electronically	Monthly	P-1
6.2	Report of Status of Technical Publications Work including: Jobs completed Jobs in process Jobs waiting to be assigned Deadline for completion of each job Percent completed ahead of schedule, on schedule, and late Stage of work (NASA technical reports only)	Monthly	N-1
6.3	Report of Status of Photographic Work	Weekly	N-1
6.3	Report of recommendations for photo equipment and process improvement.	Annual	N-1
6.3	Inventory of Government-Owned Contractor-Operated Equipment – Excel spreadsheet	Annually	Q-1
6.3	Report of recommendations for Duplicating Facility equipment and process improvement.	Semi-annual	N-1
6.3	Inventory Certifications on CMTS	Quarterly	S-1
6.4	Meter Reading - Color Copier(s) - Excel Spreadsheet	Weekly	R-1
6.4	Joint Committee on Printing (JCP) Report of Supply Costs - Excel Spreadsheet	Monthly, 15 th working Jay of month	R-1
6.4	Summary of Duplicating Facility Operations including <ul style="list-style-type: none"> • Production Statistics (Excel) • Number of electronic jobs • Timeliness by no. of Jobs (Early, On-Time, Late) • Prep details • Bindery details • Press details • Distribution details • Record of Repairs and Maintenance • Progress report 	Monthly	N-1
	Meter Readings	Monthly by vendor established due date	R-1
	Overtime Hours By Month and FY To Date - Excel spreadsheet	Monthly	N-1
6.4	Metered Mail Report - Excel spreadsheet	Quarterly	R-1

Exhibit F

Deliverables for Scientific Information (SOW 6)			
SOW Area	Deliverable	Due	Recipient
6.4	Cost Satisfaction and Results of NAS' L R ² Duplicating Facility - Excel spreadsheet	Annually	R-1
6.4	Distribution of Time By Function - Excel spreadsheet	Annually October 15th	R-1
6.4	Fiscal Year Production History and Electronic Jobs and Units (Powerpoint Graphs)	Annually October 15th	R-1
6.4	Joint Committee on Printing Data including - Excel spreadsheets <ul style="list-style-type: none"> • Report Supply Cost • Personnel Salaries • Space Allowance 	Annually October 15th	R-1
6.4	Inventory of Government-Owned Contractor-Operated Equipment - Excel spreadsheet	Annually	Q-1
6.5	Summary report of graphics operations including by artist location <ul style="list-style-type: none"> • Total hours worked • Total pieces completed • Jobs completed and in progress including names and org codes of customers 	Monthly	N-1
6.5	Electronic files for all graphics products prepared electronically	Monthly	P-1

Exhibit F

Deliverables for Video Support Service (SOW 7)			
SOW Area	Deliverable	Due	Recipient
7.1	Video Production report including year-to-date totals for <ul style="list-style-type: none"> • Jobs in progress and completed with customer name and org code • Jobs on time, late, early, hours used per project • Editing requests completed, hours used per edit suite • Tapes duplicated, total minutes duplicated • Live shots completed 	Monthly	N-1
7.1	VHS duplicate of all completed videos upon completion.	Monthly	N-1
7.1	Budget/reconciliation report of contract performance to include year-to-date expenditures for major customers including actual and projected labor costs, travel and other direct costs, actual and projected hours used, as well as account balances and cumulative expenditures for all customer accounts.	Monthly	B-1, N-1, H-1
7.1	Report on performance/client evaluation	Quarterly	N-1
7.1	Report of recommendations for video equipment and process improvement	Annual	N-1
7.1	Inventory of Government-Owned Contractor-Operated Equipment – Excel spreadsheet	Annually	Q-1
7.2	A/V Operations report including year-to-date totals for <ul style="list-style-type: none"> • A/V design and installation jobs in progress and completed with customer name and org code • Estimated cost of equipment and parts for jobs • Jobs on time, late, early, hours used per project • A/V conference and meeting support requests 	Monthly	N-1
7.2	Loan pool equipment purchase plan	Annually	N-1, H-1
7.2	Inventory of Government-Owned Loan-Pool Equipment – Excel spreadsheet	Annually	Q-1

Exhibit F

s (SOW 8)			
SOW Area		Due	Recipient
8(4)	Collection Inventory report containing inventory plan, status of inventorying entire collection, missing items, items inventoried.	Quarterly	N-1
8	Summary of Technical Services operation including: <ul style="list-style-type: none"> • Acquisitions: number of acquisitions, number by type of material ordered, average turnaround time, average cost, number of claims, and vendor discounts. • Circulation: number of items circulated, number of recalls and rate of return, number of photocopies provided, number of scanned documents provided, type of materials provided, number of items weeded, type of materials weeded. • In-house use: number of items used within the library, and type of materials used. • Cataloging: number of materials cataloged, type of materials, number of original and copy cataloging. • Material Requests: number of requests, fill rate, type of request, number of print items provided, number of electronic provided. • Journal and bindery: number of items received and claimed, major unresolved claims with actions taken, unbound journal issues inventory, number of items sent to the bindery • Langley STI Publications Program: number of documents records entered in database, number of STI reports processed, number of documents posted to LTRS. 	Monthly	N-1
8	Journals Usage Report including number of articles requested per journal title, patron browse statistics, and results of journal usage surveys.	Annually	N-1
8(9)	List of approved meeting/journal papers published.	Monthly	N-1

Exhibit F

Deliverables for Indefinite Delivery Indefinite Quantity Requirements (SOW 9)			
SOW Area	Deliverable	Due	Recipient
9	Report including the following: <ul style="list-style-type: none"> • TO number • Job Order number • Type of TO - fixed price (FP) or fixed price time and materials (FPT&M) • Title of TO • Requester • Date of receipt of TO • Date of proposal (FP TOs only) • Required completion date • Actual completion date • Approved TO price (FP TOs only) • Negotiated labor hours (FP TOs only) • Negotiated material costs (FPTOs only) • Negotiated equipment costs (FP TOs only) • Not to exceed price (FPT&M TOs only) • Actual expended hours by labor category (FPT&M TOs only) • Actual material and equipment expenses (FPT&M TOs only) 	Monthly when IDIQ service requests are in process or being fulfilled	A- B-1
9.3	Report of carpet installation and removal including the following: <ul style="list-style-type: none"> • TO number • Job Order number • Title of TO • Requester • Date of receipt of TO • Date of proposal (FP TOs only) • Required completion date • Actual completion date • Approved TO price (FP TOs only) 	Monthly	N-1

**CONSOLIDATED LOGISTICS,
ADMINISTRATIVE, AND SCIENTIFIC
INFORMATION CONTRACT**

**NASA CLASIC Safety
AND HEALTH PLAN
VERSION 1.0**



**NASA LANGLEY RESEARCH CENTER
CONTRACT SOLICITATION 1-071-SLA.1131**

Prepared by:

**Tessada & Associates, Inc.
8530 Cinder Bed Road, Suite 1400
P.O. Box 8530
Newington, Virginia 22133-8530
(703) 550-2401**

SEPTEMBER 4, 2001

TABLE OF CONTENTS

TABLE OF CONTENTS	i
1.0 OVERVIEW	1
1.1 Supported Contract	1
1.2 Contract Number	1
1.3 Period of Performance	1
1.4 Scope of Work	1
2.0 POLICY	3
2.1 Introduction and Compliance	2
2.1.1 Compliance	3
2.1.2 Subcontractor Compliance	3
2.2 Shared Safety and Health Tradition	3
2.3 Safety and Health Organizational Design	4
2.4 Safety and Health Plan Focus and Responsibility	5
2.4.1 Pragmatic Return on Investment	5
2.4.2 Summary	6
2.5 Goals and Objectives	6
2.6 Management Leadership	7
2.7 Employee Involvement	8
2.8 Safety and Occupational Health Committee (SOHC).....	8
2.8.1 Charter	9
2.8.2 Membership	9
2.9 Responsibility	9
2.10 Provision of Authority	10
2.11 Accountability	10
2.12 Safety Audits, Surveys and Inspections	10
2.12.1 General	10
2.12.2 Responsibilities	11
2.12.3 Supervisor's Facility/Industrial Hygiene inspection	11
2.12.4 Reporting Facility Safety Deficiencies	11
2.12.5 NASA Industrial Hygiene Surveys	11
2.12.6 Audits of programs applicable to S&H	11
2.13 Government Access to Contractor Safety and Health Program Documentation	11
2.14 Participation in Review and Modification of Safety Requirements.....	12
2.15 Procurement	12
2.16 Contractor Relationship with OSHA	12
2.17 Continuous Improvement	12
2.18 Documentation Requirements	13
3.0 WORKPLACE ANALYSIS (SEE APPENDIX 1, HAZARD COMMUNICATION PROGRAM)	14
3.1 Hazard Identification	14
3.1.1 Informing Employees of Safety and Health (S&H) Hazards	14
3.1.2 Hazardous Communication (HAZCOM) Training	14

3.1.3	Other Hazards	15
3.2	Self-Inspections	15
3.3	Employee Reports of Hazards	15
4.0	MISHAP INVESTIGATION AND RECORD ANALYSIS	16
4.1	Mishap Investigation	16
4.1.1	Notification/Reporting Procedures	16
4.1.2	NASA Mishap Reporting Categorizations	17
4.1.3	NASA Mishap Reporting Forms	17
4.2	Trend Analysis	18
4.3	Record Keeping	18
5.0	HAZARD PREVENTION AND CONTROL (HAZARDOUS OPERATIONS)	18
5.1	Appropriate Controls	18
5.1.1	Hazardous Operations	19
5.1.2	Written Procedures	19
5.1.3	Informing Employees of Safety and Health Hazards	19
5.1.4	Hazardous Communication (HAZCOM) Training	20
5.1.5	Personal Protective Equipment (PPE)	20
5.1.6	Hazardous Operations Permits	21
5.1.7	Facilities	21
5.1.8	Equipment	21
5.1.9	Motor Vehicles	33
5.2	Maintaining Facilities Baseline Documentation	33
5.3	Preventive Maintenance	33
5.4	Medical Program	33
5.4.1	Treating On-the-Job Injuries	33
5.4.2	Work Related Physical Examinations	33
6.0	EMERGEXCY RESPONSE	23
6.1	Emergency Preparedness	23
6.2	Fire Prevention	23
7.0	SAFETY AND HEALTH (S&H) TRAINING	24
7.1	Training	24
7.1.1	New Employee Safety Indoctrination	24
7.1.2	Branch Supervisor's Monthly Safety Meetings	24
7.1.3	Training Requirements	25
7.2	Certification	25
7.3	Training Records	25
7.4	Safety Publications, Pamphlets and Training Materials	26
7.5	Bulletin Boards	26
8.0	SPECIALIZED PROGRAMS	26
9.0	REFERENCES	26

ATTACHMENTS	38
ATTACHMENT 1.....	29
Monthly Safety Meeting Record	29
ATTACHMENT 2	30
Activity Hazard Analysis (AHA)	30
ATTACHMENT 3.....	31
Facility Self-Inspection Checklist	31
ATTACHMENT 4	34
Hazard Log	34
ATTACHMENT 5	35
Procedures for Medical Emergencies	35
ATTACHMENT 6	36
Procedures for Emergency Evacuation	36
ATTACHMENT 7	37
Safety & Health Indoctrination and Training Record	37
APPENDICES	38
APPENDIX 1.....	39
TeamTESSADA HAZCOM Program	40
APPENDIX 2	43
Lockout/Tagout Procedures	44
APPENDIX 3	45
Ionizing and Nonionizing Radiation Procedures	46
APPENDIX 4	47
Bloodborne Pathogen Exposure Control Procedures.....	48
APPENDIX 5	55
Asbestos Awareness.....	56
Table of Acronyms.....	57
Compliance Matrix for the TESSADA Safety & Health (S&H) Plan	58

SAFETY AND HEALTH PLAN

1.0 OVERVIEW

1.1 Supported Contract

This Safety and Health (S&H) plan supports the NASA Langley Research Center (LaRC), Consolidated Logistics, Administrative, and Scientific Information Contract (CLASIC).

1.2 Contract Number

NAS1-020xx, awarded, with effective date of _____

1.3 Period of Performance

The period of performance consists of a base five-year period, four six-month award term periods, and three one-year award term periods. Assuming a phase-in start date of January 1, 2002, and a contract implementation date of February 1, 2002, the total contract period of performance is sectioned as follows:

Contract Period	Period of Performance	Months	Award Term Period
Phase-In	January 1 – January 31, 2002	One	N/A
Year 1	February 1 – December 31, 2002	Eleven	N/A
Year 2	January 1 – December 31, 2003	Twelve	N/A
Year 3	January 1 – December 31, 2004	Twelve	N/A
Year 4	January 1 – December 31, 2005	Twelve	N/A
Year 5	January 1 – December 31, 2006	Twelve	N/A
Year 6A	January 1 – June 30, 2007	Six	1
Year 6B	July 1 – December 31, 2007	Six	2
Year 7	January 1 – December 31, 2008	Twelve	3
Year 8	January 1 – December 31, 2009	Twelve	4
Year 9	January 1 – December 31, 2010	Twelve	5
Year 10A	January 1 – June 30, 2011	Six	6
Year 10B	July 1 – December 31, 2011	Six	7

1.4 Scope of Work

CLASIC encompasses a broad scope of services in support of the logistical, administrative, and scientific information functions at LaRC. Comprehensive logistic services include covering all aspects of general transportation and delivery, vehicle maintenance and control, material management and warehouse operations, tool crib operation, property storage and disposal, NASA excess property screening, shipping and receiving operations, equipment management, correspondence and record management, and carpet installation. Administrative services include support to various offices throughout LaRC, including Office of Chief Financial Officer (OCFO); Office of Human Resources (OHR); Office of Procurement (OP); and other programs,

projects, and offices; as well as technical library services. Scientific and information services support production and dissemination of information for NASA LaRC's four major information programs: Scientific and Technical Information (STI) Program, Public Affairs Program, Education Program, and the Commercial Technology Program. This support includes media services center customer service, technical publication services, laboratory and archival services, duplication facility operation, graphic services, and video support services.

2.0 POLICY

2.1 Introduction and Compliance

TESSADA's S&H policy is consistent with NASA's and OSHA's goals. The **TeamTESSADA** mission and pledge are to protect the life, health, and well-being of contractor and NASA personnel, and safeguard the property, equipment, and the environment while fulfilling our duties under NASA Langley Research Center (LaRC) Consolidated Logistics, Administrative, and Scientific Information Contract (CLASIC). **TeamTESSADA** is committed to helping NASA become the nation's leader in protecting the safety and health (S&H) of its workers, products, services, and environment.

TeamTESSADA developed this S&H plan for the NASA LaRC CLASIC project. Our use of the term **TeamTESSADA** refers to Tessada & Associates, Inc. (TESSADA) and TESSADA's teaming partners, NCI Information Systems, Inc. (NCI), and Crewestone Technologies Inc. (Crewestone). TESSADA is the prime contractor and responsible for contract performance and our S&H plan; however, we intend to fully partner with our subcontractors in delivering quality service in all our support, in ways founded on unified approaches to S&H. **TeamTESSADA's** S&H plan is based on the humanitarian value that neither personnel nor equipment may be regarded as expendable resources. Our primary intention is to protect all staff and property by creating a safe working environment. In this plan, we present practical measures that may be used to eliminate poor working conditions, preventing workplace accidents that possibly may cause harm to personnel, equipment, or the environment. **TeamTESSADA** will adhere to the quality policies, procedures, and practices described in this plan to ensure that all work products and contractor services conform to the statement of work under NASA LaRC's CLASIC. TESSADA and our subcontractors, NCI and Crewestone, have a strong tradition of basing all work practices on S&H precepts. In this section, we describe our motivations and approaches for organizing and energizing the **TeamTESSADA** CLASIC S&H plan. We illustrate the values and returns on investment (ROI) that we share with NASA by basing work operations on a strong S&H plan framework.

The following sections and attachments describe the philosophy, organizational design, methods, and approaches that we will invoke to comply with all applicable NASA safety and occupational health goals, policies, procedures, and guidelines. They document our framework for ensuring safe, quality fulfillment of all work functions that we perform for NASA LaRC.

We have developed an organizational structure to draw in all personnel (executive, management, and employees), including those of our subcontractors, to partner with NASA in using S&H plans as part of our foundation for delivering safe, high-quality performance. We also explain

our approach to learning from past experiences, documenting lessons learned, and improving our S&H policies, procedures, practices, and guidelines to higher levels throughout the life of CLASIC.

2.1.1 Compliance

All CLASIC operations will be in full compliance with all applicable OSHA, federal, state, local, and LaRC safety regulations.

2.1.2 Subcontractor Compliance

Failure by a subcontractor to comply with this plan will result in an immediate issuance of a cure notice comparable to the cure notices required by the Federal Acquisition Regulation to notify our subcontractor of noncompliance with its subcontract and to cure the problem within the timeframe *to* be stated in the subcontract.

2.2 Shared Safety and Health Tradition

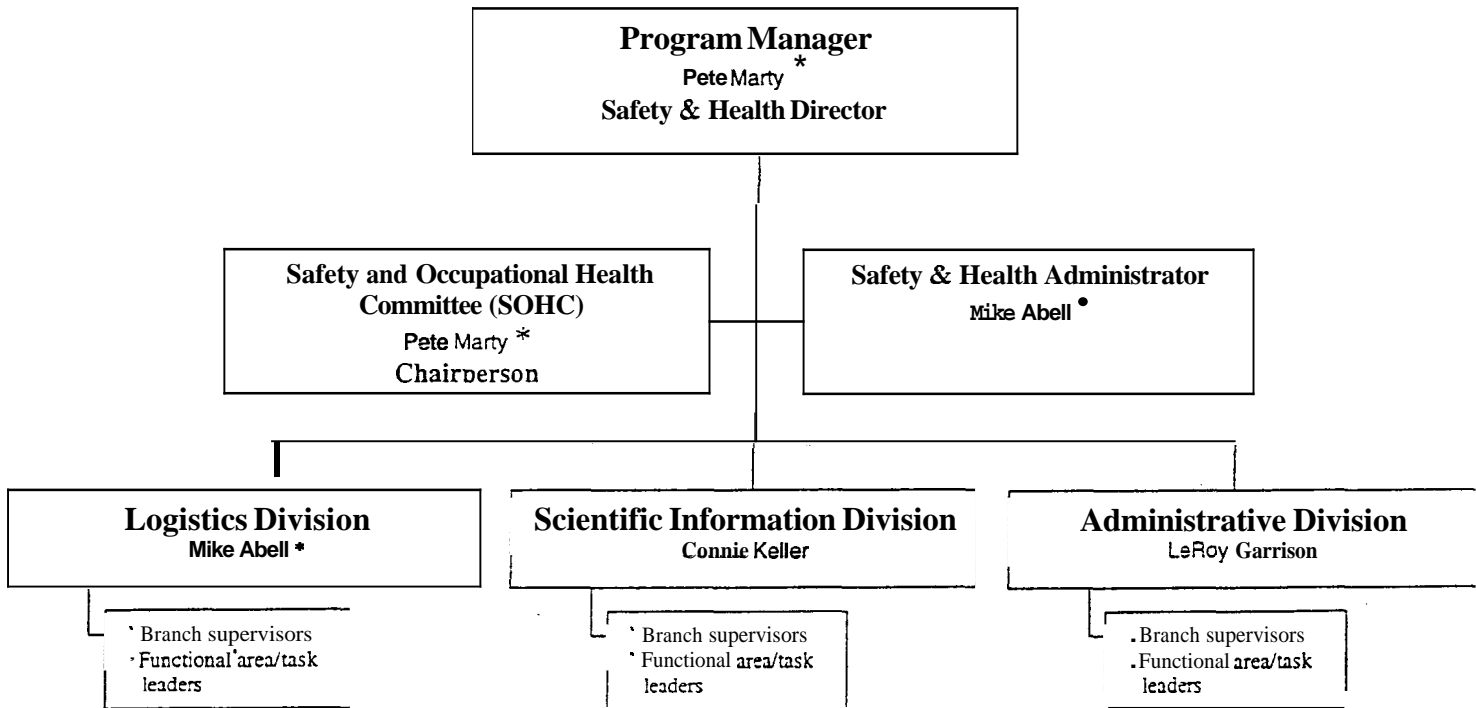
A key factor that brought TESSADA, NCI, and Crewestone together for CLASIC is our shared view about the importance and value that S&H precepts bring to structuring contract fulfillment and achieving safe, quality, work performance. We three use S&H plans in existing contracts with the federal government. Additionally, we promote proactive S&H awareness programs throughout our corporations, both on the job and at home. As a result, we have earned an excellent reputation for workplace safety and metrics over the years.

One metric that documents the superiority of our S&H performance is the experience modification factor, a metric provided by our respective casualty insurance carriers. The casualty insurance industry uses the experience modification factor index to calculate the statistical average of loss experience for businesses within the same class. This metric greatly influences future year insurance premiums; a “lower” factor indicates a “better” safety record. The average experience modification factor for each business class is calculated to be “1.0”. Debit measures above “1.0” indicate higher than average loss experience and trigger higher insurance premiums for subsequent years. Credit measures below “1.0” represent a better than average safety record, and become the basis for lower premiums in future years.

As measured by our respective casualty insurance carriers, the TESSADA experience modification factor is “0.88”; NCI’s is “0.9”; and Crewestone’s is “0.87”. These measures document the effectiveness of our S&H focus and tradition within our respective companies as well as document a significant differentiation in our qualifications and the values that we bring to NASA Langley Research Center.

2.3 Safety and Health Organizational Design

CLASIC Safety & Health Organization



*Dual role managers

TeamTESSADA's project manager (PM) will be responsible for all staffing, tasking, and execution of **CLASIC** support. He will be the single, completely accountable, point of contact for NASA's contract operations, and he also will be our S&H director. **TESSADA's** logistics division manager will support our PM as his on-site S&H administrator. As empowered by our PM, our S&H administrator's responsibility will extend to each of our on-site branch supervisors, functional aredtask leaders, and employees. His responsibility will also extend to the working subcommittees of **TeamTESSADA's** safety and occupational health committee (**SOHC**), and to other NASA-sponsored or NASA-led, S&H, working groups and committees. Our PM will be our "safety manager"; our S&H administrator will be our "safety representative."

To communicate clearly the importance that **TeamTESSADA** executive management places on S&H issues, a highly weighted S&H evaluation criterion will be **part** of each employee's annual performance review. Our on-site managers' and branch supervisors' annual reviews will be weighted on their success at gaining the full, willing, and proactive S&H participation of all personnel and in achieving S&H compliance goals. A similar criterion will be among the annual appraisal factors that apply to each member of the **TeamTESSADA CLASIC** workforce. Willing and proactive participation in S&H initiatives will be a precondition of advancement and continued employment.

2.4 Safety and Health Plan Focus and Responsibility

TeamTESSADA's safety and health plan (S&H plan) is broadly focused with the goal of each employee feeling they are an integral player in a safe working environment. We designed it to stimulate maximum employee interest and participation, and, by extension, to influence safety awareness at home. Our programs will address risks, vulnerabilities, and mitigation strategies that exist both on the job and off the job. This broad focus will demonstrate our interest in the “whole” person and stimulate active and willing participation of project teams as well as employees' families. We find that all disabling injuries negatively impact workers' productivity, whether or not the accident happened at work or at home.

All productivity losses, regardless of incident location, equally disrupt quality performance and timely delivery of products and services. For example, lost time consequences from off the job accidents (e.g., slipping in the shower or falling off a ladder when washing windows or trimming trees at home) are just as disruptive to an individual's work performance as slipping or falling incidents that happen on the job. Likewise, avoidable illnesses are rarely location dependent. For these reasons, our safety, health, and wellness plans address four dimensions: safety, health, on the job, and off the job. They address the individual and the family and encourage co-workers and family members to look out for each other's safety, maintain good health, and protect the environment while performing work—both on and off the job. This broad focus communicates our concern for employees' overall well-being. It keeps programs fresh and relevant in the minds of all our **TeamTESSADA** employees, and strengthens the employer-employee and employee-customer relationships. This level of interest stimulates worker participation in S&H matters, reduces loss and attrition, and yields the intended job safety track record evidenced by our superior, annual, experience-modification-factor, performance metrics that are given by providers of property and casualty insurance.

2.4.1 Pragmatic Return on Investment

TESSADA, NCI, and Crewestone believe that S&H plans are relevant, measurable, employee-productivity multipliers that benefit the customers' (e.g. **NASA**) and vendors' bottom lines, alike. Communicating quality S&H policies and practices stimulates employees' awareness of risks and increases their willingness to adjust behavior and adopt practices that mitigate risks and reduce disabling injuries. Furthermore, initiatives visibly demonstrate company (and customer) commitment to safeguarding all contractor and **NASA** personnel. Many employees respond to this message with better morale, improved performance, greater loyalty, reduced attrition, fewer accidents, less avoidable illness, and shorter recovery time. All these factors directly contribute to measurable gains in worker efficiency and productivity and **TeamTESSADA's** goal to meet and exceed customer expectations for CLASIC.

Successful S&H plans also produce hard-dollar savings because companies with better safety and wellness records pay lower health and casualty insurance premiums. Lower insurance premiums directly contribute to reducing overhead charges and decrease labor cost multipliers. Lower labor cost multipliers clearly yield lower, more competitive contractor labor rates that ultimately lower clients' (i.e. **NASA's**) annual operational costs.

2.4.2 Summary

TeamTESSADA's mission and pledge is to protect the life, health, and well-being of contractor and NASA personnel as well as protect property, equipment, and the environment while fulfilling our obligation under **CLASIC**. Our commitment is to be NASA's partner in becoming the nation's leader in the safety and occupational health of its workforce and in the safety of the products and services provided. We have a tradition of basing work practices on S&H precepts. We described our motivations and approaches for organizing and energizing CLASIC S&H plans. We illustrated the values and ROI these initiatives pass on to NASA.

The S&H plan and related attachments document effective techniques and methods we will use to comply with all applicable NASA policies, procedures, and guidelines relative to safety and occupational health. They provide the framework that will guide the safe, quality fulfillment of all work functions that we will perform.

The structure for this plan is based on NPG 8715.3 – appendix H. That NASA procedure and guideline, along with the other listed references, was used as a referential baseline. These references are a living baseline that will improve and evolve over time. **TeamTESSADA** will operate within these references, contribute to and adopt additional references, and adapt this living document to accommodate lessons learned while fulfilling NASX missions and goals.

2.5 Goals and Objectives

It is the policy of the TESSADA's management team to provide all workers with a safe and healthy workplace and to prevent endangerment to the public, loss or damage to equipment/property, and negative environmental impact. We will take all steps necessary to assure that occupational injuries and illnesses are prevented, and we believe that a solid S&H program and employee involvement are the basis for achieving Zero Accident Performance that can be sustained through continuous improvement practices. TESSADA's management team will promote S&H policies and strive to eliminate all injuries/illnesses to employees and the public, and adverse impact to the environment by means of:

- Compliance with all regulations and directives (including applicable, OSHA, federal, state, local and LaRC safety regulations).
- Hazard identification, analysis, and correction in the workplace (see attachment 2, activity hazard analysis (AHA)).
- S&H training of employees, including worker "Right-to-Know" information (see appendix 1, HAZCOM program).
- Proactive employee participation through implementing a continuous improvement program.
- Implementing the lessons learned program.

TeamTESSADA will require that all our team members and employees comply with the contractual agreements and applicable regulations, standards, and procedures. We will realize Zero Accident Performance through continued employee awareness and involvement, ensuring an integrated safety management system (ISMS) implementation within the work control system,

and implementation of a lessons learned program that addresses activities to be performed under CLASIC.

2.6 Management Leadership

The PM will have ultimate responsibility for the safety and health of all **TeamTESSADA** employees and for environmental compliance. The logistic division manager will fulfill the role of S&H administrator. Our S&H administrator will report directly to the PM for local S&H operational matters, and be guided by TESSADA's corporate management for executive influence. Our S&H administrator will be responsible for implementing and eliciting willing participation in our S&H plan. **TeamTESSADA's** S&H administrator will work closely with the PM and with **NASA** to achieve the objectives of this S&H plan and to implement all associated S&H programs.

It is extremely important to **TeamTESSADA** to have safety awareness visible in all contact and subcontract activities. **TeamTESSADA** subcontractors are committed to following the procedures established in this plan. Processes and procedures to make safety visible will be:

- Furnishing a safe and healthful place of employment and ensuring that identified hazards are eliminated or controlled through a rigorous proactive inspection and abatement process.
- Informing employees of the location of the nearest medical treatment facility, procedures for obtaining treatment, and methods for reporting occupational injuries or illnesses.
- Instructing employees to report hazardous conditions to their immediate supervisor.
- Taking appropriate action to protect employees in imminent danger situations.
- Informing employees of specific hazards associated with their workplace and duties and ensuring use of appropriate personal protective equipment (PPE).
- Ensuring that employees are provided S&H training as applicable to the work environment.
- Cooperating with and assisting S&H personnel while they are performing their duties as specified in the **NASA** Occupational Safety and Health (OSH) program.
- Ensuring timely reporting of mishaps and close calls and timely follow up of any corrective actions.

A good S&H program should always be in the process of continual development and improvement, and **TeamTESSADA** will follow that precept. This S&H plan will be a living document and we will update it as new issues arise and new requirements are established for response to evolving needs. Information sharing is an important step in developing and maintaining an effective S&H program. At a minimum, **TeamTESSADA** will conduct and document formal monthly safety meetings at the workplace level. All employees in attendance will sign a **TeamTESSADA** monthly safety meeting record (see attachment 1). These safety meetings will provide an opportunity for employees to openly discuss safety, as well as quality related issues and concerns that they encounter in the workplace. Because of the nature of the work, some areas may require more frequent safety meetings. These may be in the form of "mini" stand up safety meetings prior to the start of work or at the end of the work to discuss

briefly one or two topics or one specific job task to a specific group of workers. We will document these mini safety meetings also, as stated above.

2.7 Employee Involvement

TeamTESSADA employees will be expected to accept full responsibility and concern for their personal S&H as well as the safety of fellow workers, subcontractors, and visitors by following guidance and complying with applicable programs, policies, and procedures.

The TESSADA S&H administrator will ensure the active participation of all **TeamTESSADA** employees throughout the life of CLASIC. We will involve knowledgeable employees at all levels of the job planning process. They will only operate equipment and perform tasks for which they have been properly trained. They never will perform any action that they believe is unsafe. If an unsafe condition exists, they must immediately report it to their supervisor. An employee who observes an unsafe condition in his/her workplace will be tasked with responsibility to report the condition to his/her supervisor without fear of reprisal, to stop or suspend work, and to return to work only after the unsafe condition has been eliminated.

In our development of AHAs and during prejob briefings, we will focus primary importance on employee input and feedback. This will enhance the development of a strong lessons learned program. **TeamTESSADA** management will perform review of safety suggestions, input from postjob briefings, inspection findings, and formal reports of lessons learned that are received from other sources. We will perform these reviews continuously, as they are received and communicated through safety meetings, training, or by memos individually disseminated to employees. Additionally, **TeamTESSADA's** SOHC will accomplish a formal: quarterly review. Our S&H administrator will have primary responsibility for assuring implementation of this review and information dissemination process. Each employee will be responsible to:

- Comply with the requirements of this plan.
- Immediately report all accidents and/or injuries to his/her supervisor or the PM, and promptly obtain necessary emergency medical care as the result of an occupational injury or illness.
- Attend required training.
- Assist in work planning when requested, providing input to the planning process.
- Provide input to development of AHAs.
- Cooperate with S&H personnel during inspections, surveys, and investigations.
- Report unsafe conditions, and interrupt or stop work for safety reasons.
- Work safely and be continually aware of the potential hazards associated with his/her job.
- Utilize PPE when prescribed, required by safety or health standards or good work practices, or when directed by supervisors.

2.8 Safety and Occupational Health Committee (SOHC)

This committee will serve to develop and monitor **TeamTESSADA** safety policies, programs, requirements, and performance for CLASIC. The committee will meet quarterly and on an ad hoc basis when convened by the PM. The S&H administrator will prepare an agenda to guide

the meetings, and will permit interjection of other S&H issues as desired by attendees. After each meeting, minutes will be prepared and distributed to committee members, managers, and supervisors. The minutes will be posted on bulletin boards for all other **TeamTESSADA** employees. Our PM will establish SOHC subcommittees as stated herein or as otherwise needed.

2.8.1 Charter

TeamTESSADA's SOHC will:

- Develop and implement an effective safety-training program.
- Encourage feedback from all employees in all areas of the contract with regard to problems, ideas, and solutions related to safety (function 5 of the ISMS)
- Monitor and analyze safety data for the contract (function 2 of the ISMS)
- Inform everyone in **TeamTESSADA** about new safety policies, training programs, accident causation, and other safety and safety-related matters.
- Identify specific safety-related problems that seem to be recurring and develop appropriate prevention measures (functions 2 & 3 of the ISMS)
- Assess safety equipment needs (function 2 of the ISMS)
- Recommend appropriate safety programs based on assessed needs (function 3 of the ISMS)

2.8.2 Membership

The SOHC membership will include:

- CLASIC program manager/S&H director, who will be the chairperson
- Logistic division manager/S&H administrator, who will be the secretary
- Human resources manager attached to our PM's office staff
- Administrative division manager
- Scientific information division manager (subcontractor representative—an NCI employee)
- Video support branch supervisor (subcontractor representative—a Crewstone employee)
- Representative from any union representing **TeamTESSADA** employees
- Ad hoc representatives from NASA

2.9 Responsibility

a. Designated Safety Official. Our PM will be our S&H director, will be responsible for the implementation of this plan, and will be the safety official for formal contact with regulatory agencies and **NASA**.

b. S&H Administrator. Our logistics division manager, as the S&H administrator, will be responsible for **TeamTESSADA** adherence to **NASA** LaRC-wide S&H, environmental, and fire protection concerns and goals. The administrator will participate in meetings and other activities related to the **NASA** LaRC S&H program. The S&H administrator will report directly to the PM. In addition, the S&H administrator will be responsible for maintaining applicable federal, state, and local regulations during the life of the contract. The S&H administrator will coordinate with the LaRC Safety Officer to ensure all relevant regulations are identified and kept up to date.

c. TESSADA will notify the contracting officer and LaRC's Office of Safety and Facility Assurance (OSFA) of any designated safety official and/or safety representative replacements within 30 days of replacement.

2.10 Provision of Authority

This S&H plan has been developed in adherence to current NASA directives and other regulatory guidance. During the life of the contract, the PM and the S&H administrator will review the plan during the anniversary month of the CLASIC award date and when conditions warrant, determining if adjustments are required due to changes in directives or regulatory guidance.

The PM will have authority to modify the S&H plan, in coordination with the S&H administrator, to comply with future NASA requirements. The PM will oversee the implementation of the S&H plan. The PM will delegate authority for carrying out the assigned S&H responsibilities on a daily basis to the S&H administrator and respective division managers and branch supervisors. These managers will have the option to further delegate S&H plan management responsibilities to their functional aretask leaders. as they deem appropriate. However, authority may not be further delegated, and delegations will be reported to and recorded by the S&H administrator.

2.11 Accountability

All employees will be responsible for complying with this S&H plan and applicable safety standards and procedures. Management will have the responsibility to motivate employees, provide a safe work environment, and assure that all employees are properly trained in the performance assigned duties. TeamTESSADA division managers and branch supervisors will evaluate each employee's S&H attitude and degree of participation in safety practices as part of the performance evaluation criteria in manager, supervisor, and employee annual reviews. Employees' failure to participate in and/or comply with safety procedures may result in disciplinary action up to and including termination.

2.12 Safety Audits, Surveys and Inspections

2.12.1 General

The purpose of safety audits, surveys and inspections will be to assure that TeamTESSADA will maintain safe and healthful working conditions are maintained for all employees. We will prevent accidents through continual vigilance, timely response to an unsafe work environment, and correction of poor safety practices by employees. To this end, we will establish and conduct a program of audits, surveys, and inspections. The elements are outlined in the following paragraphs.

2.12.2 Responsibilities

Branch supervisors and functional aretask leaders will be responsible for safety inspections of their work areas and correction of unsafe practices or conditions noted. Additionally branch supervisors will be responsible for preparation of LaRC forms required for proper disposition of hazardous waste generated in their'area. Division managers, branch supervisors, and the S&H administrator will also conduct periodic, work-site, walk-through inspections.

2.12.3 Supervisor's Facility/Industrial Hygiene Inspection

Supervisory involvement in all aspects of workplace safety will be central to our **Team TESSADA, CLASIC, S&H** plan. In addition to routine, daily walk-through inspections, branch supervisors will conduct formal safety and industrial hygiene inspections of their work areas every month. The purpose of the monthly inspection will be to assess the state of facilities and equipment repair, determine the status of industrial hygiene conditions, and review work processes for potential safety shortcomings. Branch supervisors will complete a detailed checklist (attachment 3), noting deficiencies and corrective actions initiated or to be initiated. Branch supervisors will forward a copy of each completed checklist to the S&H administrator via the cognizant division manager.

2.12.4 Reporting Facility Safety Deficiencies

A quick response to facility safety problems will be key to reducing the potential for injury to employees, or damage to equipment or material. Branch supervisors will make timely reports of facility safety or health hazards to the cognizant NASA facility safety head (or facility coordinator) for action. If the facility safety situation requires immediate attention, e.g., arcing wires, and the cognizant NASA personnel are unavailable; supervisors will initiate a "short and urgent" call to the NASA Work Control Section and follow up with the NASA facility safety head. Branch supervisors will keep management informed of facility safety problems and maintain records of deficiencies reported.

2.12.5 NASA Industrial Hygiene Surveys

Our S&H administrator will request the assistance of the *LaRC* industrial hygiene contractor through the LaRC Safety Officer when required to assess specific problems, e.g., noise in the work area.

2.12.6 Audits of programs applicable to S&H

The S&H administrator will perform periodic audits of programs applicable to CLASIC employees, e.g., hearing conservation.

2.13 Government Access to Contractor Safety and Health Program Documentation

All S&H documentation data will be made available for inspection or audit at the Government's request with the exception of official corporate employee personnel files. However, with few

exceptions, any S&H information that would be contained in an employee's personnel file will also be found in other records and documentation that form a part of this S&H plan. These include inspection logs and records, safety operating procedures, checklists, accident reports, special analyses associated with specific safety issues, etc. All of these S&H plan records will be maintained in the PM's office, or at another readily accessible location on site at NASA in the contractor's occupied space. We also will make documentation web-accessible to the Government via our CLASIC management system (CMS).

2.11 Participation in Review and Modification of Safety Requirements

At the direction of the contracting officer's technical representative (COTR), **TeamTESSADA** will support review and modification of safety requirements that are to be implemented by the Government.

2.13 Procurement

The applicable functional area/task leader will review all materials procured for safety consideration. Only commercial products will be procured and will be used in accordance with applicable instructions and documentation. We will substitute nonhazardous or less hazardous materials whenever possible.

2.16 Contractor Relationship with OSHA

It will be **TeamTESSADA** responsibility to provide a safe and healthful environment regardless of where employees are working. Our intent is to comply with all federal, state, and local OSHA standards. Unless specifically addressed by contract, it is our responsibility to submit a timely reply to any OSHA notice of violation (NOV) or similar violation for which we receive a written citation.

2.17 Continuous Improvement

TeamTESSADA will approach work performance in four levels, as follows:

1. Program level – establishes controls for the company.
2. Project level – defines controls based on the scope of the project.
3. Task level – addresses controls at the level needed to assign the work.
4. Activity level – ensures that controls are in place at the point of work activity.

The success of our S&H program will depend to a great extent on the participation of our employees. Employees will be empowered to assist management in accident prevention activities. Employee involvement will be a cornerstone of the **TeamTESSADA** safety program. **All** employees will be trained on core safety functions and principles and will be encouraged to participate in the SOHC subcommittees, make suggestions, and take other measures to assure that team and NASA management are aware of potential or known safety concerns that require corrective action. During the planning process for nonroutine tasks, we believe employee input

will be essential, and we will actively solicit employee input to the identification of work steps and associated hazards.

We will perform work safely by following five core functions along with the seven guiding principles. These functions are also integrated into developing each AHA (see attachment 2). The five core functions of the safety program are:

- 1) Define the scope of work
- 2) Analyze the hazard
- 3) Develop and implement controls
- 4) Perform the work
- 5) Collect feedback information and make improvements

The seven guiding principles are:

- 1) Line management responsibility for safety
- 2) Clear roles and responsibilities
- 3) Competence commensurate with responsibilities
- 4) Balanced priorities
- 5) Identification of safety standards and requirements
- 6) Hazard control tailored to work, and
- 7) Operations authorization.

TeamTESSADA's S&H administrator will be responsible to work with **TeamTESSADA** management and appropriate NASA representatives in assuring that all identified problems are corrected as soon as possible. The S&H administrator will provide feedback to all team employees on potential or known problems and the corrective actions that are being taken.

2.18 Documentation Requirements

Our CLASIC PM will provide a quarterly safety report to OSFA. The report will cover the previous quarter or period of performance and will contain as a minimum:

- Hours worked on the contract
- Number of fatalities
- Number of lost time cases
- OSHA recordable incidents
- Number of first aid cases

Additionally, **TeamTESSADA** will respond within three working days to any notice of violation (NOV) issued for safety violations to **TESSADA** as the prime or its subcontractors. The response will include as a minimum:

- Cause of the violation
- Mitigation of impact
- Planned prevention of recurrence (if applicable)

The response will be submitted to the issuer of the NOV.

3.0 WORKPLACE ANALYSIS (SEE APPENDIX 1, HAZARD COMMUNICATION PROGRAM)

All employees (including subcontractors) are responsible for identifying hazards in the workplace and reporting them to their branch supervisors. Branch supervisors will be responsible for ensuring hazards are corrected as soon as possible. Identification and correction of hazards will be crucial to mishap prevention. All hazards on NASA property, that are immediately dangerous to life or health, will be reported immediately to OSFA. All safety-engineering products, which address operations, equipment, etc., on NASA LaRC property will be subject to the review and concurrence of OSFA, unless otherwise specified in the approved S&H plan. Authorized NASA representatives will have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of TeamTESSADA's S&H measures in ensuring a safe and healthful working environment to its employees.

3.1 Hazard Identification

Several functional areas within CLASIC are involved in what is defined as particularly hazardous operations. They include:

- a. Transportation and warehousing (vehicle and forklift operations)
- b. Photograph laboratory (film processing)
- c. Printing plant (duplicating)
- d. Supply (warehousing, stockroom, receiving, and shipping — forklift operations and hazardous materials handling)

3.1.1 Informing Employees of Safety and Health (S&H) Hazards

Before any employee will be assigned to work in a functional area that entails hazardous operations, they will be apprised of the possible hazards, trained in proper procedures to recognize the hazard, provided and trained in use of PPE, if required, and provided health hazard data. This includes data on materials TeamTESSADA CLASIC employees may contact or use during the work day that meet the definition of "potentially hazardous," i.e., material having toxic, flammable, corrosive, carcinogenic or asphyxiant properties. If not handled properly, these substances constitute a health or physical hazard to both employees and customers. Additionally, there are other chemicals and materials defined by OSHA as health hazardous (carcinogens; and irritants and agents damaging to the skin, eyes, or mucous membranes) that may have a detrimental health effect on employees who are exposed to them for prolonged periods.

3.1.2 Hazardous Communication (HAZCOM) Training

Our CLASIC safety-training program will include a module covering hazardous communication requirements. Supervisors will ensure legible copies of current material safety data sheets (MSDSs) for all potentially hazardous materials normally used or stored in a facility are readily available to all employees in the work area. Additionally, branch supervisors will compile a list of these items annually and forward a copy to our S&H administrator.

3.1.3 Other Hazards

When identified, hazards will be reviewed (attachment 2) by our PM, S&H administrator, and applicable supervisory personnel to determine cause and to prevent similar occurrences. In addition, similar processes will be reviewed to determine applicability and to determine if action is required. To prevent recurrence of a potential hazardous situation, these identified hazards may be shared through our lessons learned program.

A few of the other hazards that we might encounter in supporting CLASIC include battery acids, hot vehicle manifolds or other components, slippery surfaces, pedestrian hazards, exceeding physical limitations such as lifting items, and many more that our employees must be alert to and regularly reminded of.

3.2 Self-Inspections

The PM, S&H administrator, or a designated representative will conduct a routine inspection of both working environments and work processes to identify unsafe or unhealthy working conditions. An initial inspection will be accomplished during the first 30 days of the contract and with monthly routine inspections thereafter. The inspection will be documented on a routine inspection report form (attachment 3) and will be on file in the S&H administrator's office.

3.3 Employee Reports of Hazards

Employees will be indoctrinated at the beginning of employment to report immediately all hazardous conditions upon identification to their branch supervisors. Hazardous conditions include close calls, unsafe equipment, hazardous work environment, or any situation that, if continued, could result in an injury or damage to personnel, equipment, or the environment. All members of **TeamTESSADA** will have the authority and obligation to report unsafe conditions and to interrupt or stop work without fear of reprisal. No one should perform a task they feel is unsafe, may cause injury to themselves or others, or may endanger the environment.

No employee will be subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or potentially hazardous working condition. This includes the right of an employee to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

Employees will immediately report any observed hazard to their branch supervisor who will notify the PM, S&H administrator, and the LaRC Safety Officer, as applicable. If an employee wishes to report a hazard anonymously, the employee should use the CLASIC safety suggestion boxes. Hazard reporting will be in accordance with NPG 8715.1, NASA Safety and Occupational S&H Programs. As stated in, NPG 8715.1, hazards will be documented using NF 1390. The PM will coordinate with the LaRC Safety Officer on the immediate correction of the hazard. If conditions exist where the hazard will not be corrected for more than 30 days, an abatement plan will be documented on NF 1584, and using the abatement procedures and

timeline in NPG 8715.1. Additionally, hazards will be recorded and tracked on a hazard log (attachment 4) until the hazard is abated or controlled.

4.0 MISHAP INVESTIGATION AND RECORD ANALYSIS

4.1 Mishap Investigation

All work-related mishaps, incidents, and close calls, to the extent necessary to determine their causes, will be investigated. A report of the investigative findings and proposed or completed corrective actions will be provided to the S&H administrator and OSFA, when required.

4.1.1 Notification/Reporting Procedures

All CLASIC employees will use existing local procedures for immediate notifications for fires and other emergencies:

- Fire: pull the nearest fire alarm box and evacuate the building.
- Medical emergency: call 911.
- Assault, bomb threats, police security, theft, weapon display: call 911

Any mishap, as identified in NPD 8621.16. NASA Mishap Reporting and Investigation Policy, will be immediately reported to **TeamTESSADA's** S&H administrator who will in turn notify the LaRC Safety Officer (757-864-7233). In the case of any mishap, the immediate concern will be to ensure adequate medical treatment of the individuals involved. Afterwards, the S&H administrator will conduct an investigation to determine the cause of the mishap. Documentation of the mishap will be on NF 1627. The S&H administrator will maintain a copy of the completed NF 1627. Once the cause of the incident is identified, the S&H administrator, in coordination with our PM, will determine the corrective action necessary to prevent recurrence and implement that action immediately. A documented accident/injury report will be submitted within five working days of the incident.

TeamTESSADA will immediately notify OSFA, the CLASIC contracting officer, and the COTR of any accident, incident, or exposure resulting in a fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract schedule, property loss of \$25,000 or more, or close call (a situation or occurrence with no injury, no damage, or only minor damage (less than \$1,000) but possesses the potential to cause any category of mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. NASA will not require **TeamTESSADA** to include in any report an expression of opinion as to the fault or negligence of any employee. **TESSADA** will provide quarterly reports specifying exposure hours, lost-time frequency rate, number of lost-time injuries, and accident/incident dollar losses, as specified in the contract schedule.

To ensure that reporting, investigating and follow-up corrective actions take place, mishap status will be a formal part of the monthly progress report required by exhibit F of the contract. In addition to identification of new mishaps, the quarterly SOHC meeting agenda will include a

topic for a discussion of “lessons learned” on mishap reports completed during the quarter under review.

4.1.2 NASA Mishap Reporting Categorizations

All mishap reports will be reported to OSFA, using NASA coding of incidents in accordance with the following specified classifications:

- Type A Mishap. A mishap causing death and/or damage to equipment or property equal to or greater than \$1 million. Mishaps resulting in damage to aircraft, space hardware, or ground support equipment that meet these criteria are included, as are test failures in which the damage was unexpected or unanticipated.
- Type B Mishap. A mishap resulting in permanent disability to one or more persons, hospitalization (within a 30-day period from the same mishap) of three or more persons, and/or damage to equipment or property equal to or greater than \$250,000, but less than \$1 million. Mishaps resulting in damage to aircraft, space hardware, or ground support equipment that meet these criteria are included, as are test failures in which the damage was unexpected or unanticipated.
- Type C Mishap. A mishap resulting in damage to equipment or property equal to or greater than \$25,000, but less than \$250,000, and/or causing occupational injury or illness that results in a lost work-day case. Mishaps resulting in damage to aircraft, space hardware, or ground support equipment that meet these criteria are included, as are test failures in which the damage was unexpected or unanticipated.
- Mission Failure. A mishap of whatever intrinsic severity that, in the judgment of the NASA Enterprise Associate Administrator and the Associate Administrator for Safety and Mission Assurance, prevents the achievement of primary NASA mission objectives as described in the mission operations report or equivalent document.
- Incident. A mishap consisting of personal injury of less than type C mishap severity but more than first-aid severity, and/or property damage equal to or greater than \$1,000, but less than \$25,000.
- Close Call. A situation or occurrence with no injury, no damage or only minor damage (less than \$1,000), but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact. A close call will not be considered a mishap, but the mishap reporting, investigation, and record keeping and recurrence control guidelines will be followed.

4.1.3 NASA Mishap Reporting Forms

OSFA will be provided, within 24 hours of the incident, a completed NF 1627 upon completion of the investigation for type A and B mishaps and within five working days for type C mishaps, incidents, and close calls.

4.2 Trend Analysis

The S&H administrator at the quarterly SOHC meeting will review all documentation of S&H-related matters. This review will focus on ensuring that the S&H plan is current with respect to NASA requirements, and the review also will look at mishap and accident trend data to identify causal circumstances that can be targeted for corrective action. Any corrective action items identified will be documented in meeting minutes and tracked for progress and status.

The PM will provide OSFA a quarterly summary of all mishaps and incidents to include lost-time frequency rate, number of lost-time injuries, exposure, and mishap/dollar losses, trend analysis, and corrective actions. Negative reporting will be required.

4.3 Record Keeping

The S&H administrator will complete and deliver to the PM a copy of the annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5, Recording and Reporting Occupational Injuries and Illness. This summary will be reported by calendar year and provided within 45 days after the end of the year to be reported, but not later than February 15 of the year following. Per Title 29, Code of Federal Regulations 1904.5, all occupational injuries and illness will be recorded on an OSHA form 200 that is required to be completed and posted by February 1 after the end of the year to be reported and must remain in place until March 1 of that year. The OSHA form 200 will be posted where notices to employees are customarily posted.

5.0 HAZARD PREVENTION AND CONTROL (HAZARDOUS OPERATIONS)

5.1 Appropriate Controls

Any operation has inherent hazards associated with it, and the CLASIC contract will be no exception.

Team TESSADA's risk management program for hazard identification, prevention, and control will include the following features for adequate management accountability and swift problem resolution to assure good risk management operations:

- Ultimate responsibility for identification, prevention, and control of hazard operations will rest with the PM
- The PM will delegate this responsibility to the functional aretask leaders
- Our annual evaluations of functional aretask leaders' participation in hazard control within their areas will include a record of their success.

The TESSADA PM will authorize access to designated NASA representatives to any contractor data necessary to verify implementation of control measures.

5.1.1 Hazardous Operations

As identified in paragraph 3.1, the follow areas have be designated as hazardous operations.

- a. Transportation and warehousing (vehicle and forklift operations)
- b. Photograph laboratory (film processing)
- c. Printing plant (duplicating)
- d. Supply (warehousing, stockroom, receiving, and shipping—forklift operations and hazardous materials handling).

5.1.2 Written Procedures

TeamTESSADA will ensure that proper written procedures are deveopied by way of an appropriate SOHC subcommittee. The following are examples.

a. Notification. The primary method for notifying personnel of routine hazardous operations will be in their job descriptions. When emergency conditions dictate additional or unusual hazard operations, primary notification will be accomplished visually. For example, wet floor signs will be placed in areas where slick conditions exist, and yellow tape barriers with signs explaining broken glass or similar hazards will be set up to prevent people from entering a hazard area.

b. Defining, Classifying, and Prioritizing Hazardous Operations. The **TeamTESSADA** SOHC will establish classifications and prioritize hazard operations. This committee will meet at the beginning of the contract to establish initial classifications, and meet semiannually thereafter to review and revise the classifications. It will be one of the responsibilities of each functional aredtask leader to request additional meetings of the committee if operational changes occur that warrant them.

c. Schedule Development. At the beginning of the contract, at the first meeting of our SOHC, the committee will establish the schedule for development of written hazardous operations procedures for applicable operations. Thereafter, procedures will be scheduled for development prior to commencing any new hazardous operations.

d. Hazardous Operation Control Documentation Assurance. The S&H administrator will maintain a notebook of all hazardous operations documentation by functional area. Each functional aredtask leader will be evaluated on the completeness of the hazard operations documentation for his or her respective areas.

5.1.3 Informing Employees of Safety and Health Hazards

Before any employee is assigned to work in a functional area that entails hazardous operations, he/she will be apprised of the possible hazards, trained in proper procedures to recognize the hazard, provided and trained in use of PPE, if required, and provided health hazard data. This includes data on materials CLASIC employees may contact or use during the work day that meet the definition of “potentially hazardous”, i.e., material having toxic, flammable, corrosive, carcinogenic or asphyxiant properties. If not handled properly, these substances constitute a

health or physical hazard to both employees and customers. Additionally, there are other chemicals and materials defined by OSHA as health hazardous (carcinogens; and irritants and agents damaging to the skin, eyes, or mucus membranes) that may have a detrimental health effect on employees who are exposed to them for prolonged periods.

5.1.4 Hazardous Communication (HAZCOM) Training

The CLASIC safety-training program will include a module covering hazardous communication requirements.

Potentially hazardous material (PHM) communication training will be in accordance with LAPG 1710.12 and include LaRC procedures for:

- Means of identification of PHM
- Health hazard data
- Fire, explosion, and reactivity data
- Precautions for safe use, handling, storage, and disposal
- Required protective clothing and equipment
- Emergency and first aid procedures.

Supervisors will ensure legible copies of current MSDSs for all PHMs normally used or stored in a facility are readily available to all employees in the work area. Additionally, supervisors will compile a list of these items annually and forward a copy to TeamTESSADA's S&H administrator.

5.1.5 Personal Protective Equipment (PPE)

PPE includes devices, clothing, and equipment (such as safety shoes, hearing protection, face and eye protection, gloves, respirators, and protective garments) that are used or worn as an effective barrier between the employee and harmful objects, substances, radiation, and weather. Each manager and supervisor will safeguard the health and well-beings of employees by ensuring PPE is available and properly used or worn by employees in specific functional areas to prevent unnecessary exposure to job hazards. Supervisors will ensure positive control and accountability of all PPE. The matrix below identifies PPE requirements by work area. Personnel who normally work in offices in the areas are exempt from the PPE requirements.

Work Area	Safety Shoes	Hearing Protection	Work Gloves	Eye/Face Protection	Respirator	Protective Outerwear	Hard Hats
Transportation/Moving Services	■	□	□	A	<i>h</i>	A	□
Vehicle Maintenance	■	□	□ ^{1,2}	□ ¹	□ ¹	□ ^{1,2}	A
Mail Room	○	A	□	Δ	Δ	A	A
Stockroom	■	○	□ ²	□ ²	□	□ ²	A
Metal Cutting/Burning	■	□	■	■	□ ¹	□	A
Metal Issue	■	□	○	□ ^{1,2}	□	A	A
Storage/Disposal	■	○	□ ²	□ ²	□ ⁺	□ ²	A
Receiving	■	A	A	Δ	Δ	A	A
Shipping	■	A	A	Δ	Δ	A	A

Work Area	Safety Shoes	Hearing Protection	Work Gloves	Eye/Face Protection	Respirator	Protective Outerwear	Hard Hats
Equipment Mgmt Inv	■	<input type="checkbox"/>	O	<input type="checkbox"/>	<input type="checkbox"/>	A	<input type="checkbox"/>
Photography Lab	A	A	<input type="checkbox"/> ²	<input type="checkbox"/> ²	<input type="checkbox"/> ²	<input type="checkbox"/> ²	<input type="checkbox"/>
Duplicating Support	■	O	A	A	A	A'	A
Video/AV Support	<input type="checkbox"/>	<input type="checkbox"/>	O	A	A	A	<input type="checkbox"/>

2

3

5

5.1.6 Hazardous Operations Permits

No areas of tasking are anticipated to require hazardous operations permits. However, the *LaRC* Occupational Health Officer will be notified of: any potential asbestos exposure; any operation that may be potentially hazardous to health; any hazardous waste operation on site, in which case we will provide a copy of any waste removal agreements and proof of destruction; and any operation involving emissions/discharges to the environment. In addition, a single copy of each MSDS, as appropriate, will be sent upon receipt of the material for use on NASA property to OSFA, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS will be delivered to OSFA by close of business of the next working day after it enters the site. From initial award and every six months thereafter, TESSADA will provide OSFA with an inventory of all hazardous materials. This inventory will include the identity of the material to include trade name, chemical name, manufacturer, national stock number, the location of the material by room, and the quantity of each material normally kept at each location.

5.1.7 Facilities

This term covers a wide range of activities from office to warehouse environments. Good housekeeping—keeping work areas clean and free of litter or tripping hazards—will be a vital part of **TeamTESSADA's** S&H program. Besides the obvious aesthetic benefit, good housekeeping also helps prevent accidents, injuries, and fires.

5.1.8 Equipment

Machine, portable, and hand tools account for a significant number of workplace injuries. Employees will only operate this equipment when properly trained. They will be required to observe all safety requirements. Proper clothing and protective devices will be worn, as specified in the work rules and identified by the supervisor.

5.1.9 Motor Vehicles

Any TESSADA or subcontractor employee who operates a TESSADA, subcontractor, other entity, or government vehicle will have a valid operator's license. Use of seat belts for both driver and passengers will be mandatory.

5.2 Maintaining Facilities Baseline Documentation

TeamTESSADA will maintain facilities baseline documentation by way of our SOHC actions. Using this committee, we will review reported or otherwise identified hazards, compile an inventory of hazards related to the work in CLASIC or in close proximity to our operations, and report the results to OSFA in a format suitable for inclusion in the facilities baseline documentation. Our input will become a part of the permanent record of the facility.

5.3 Preventive Maintenance

Inspections of all hazard operations and associated procedural documentation will be accomplished on a monthly basis. Any discrepancies in the inspection reports will be included as an integral part of the monthly progress report that we must submit to the COTR. If documentation is found to be inadequate by the PM or the COTR, action items will be assigned with completion date for updating the deficient documentation. One important part of these inspections will include an analysis of the adequacy of protective clothing and/or equipment that are properly in place and used to prevent accidents resulting from hazardous operations. The S&H administrator will maintain a written record of inspections for review by the customer.

5.4 Medical Program

Employee health and safety will be paramount. During safety indoctrination, we will direct our employees to report any condition that may or has degraded their health to their supervisor immediately. Personnel will be referred to the company physician to determine if the reported medical ailment has resulted from a workplace condition. If a workplace condition is determined as the cause of the ailment, the PM will immediately cease that operation or prohibit access to the workplace condition until it can be determined how to proceed safely. We will notify OSFA immediately of such condition, and we will coordinate all corrective action before our PM allows resumption of the ceased operations.

5.4.1 Treating On-the-Job Injuries

Employees requiring first aid treatment will report to facility 1149, "First Aid," during the day shift (7:00 a.m. to 4:30 p.m.) and facility 1248, Fire Protection, at all other times. Procedures for medical emergencies are at attachment 5.

5.4.2 Work Related Physical Examinations

By OSHA, DOT, and NASA regulations, physical examinations will be required for employees in a hazardous working environment or exposed to hazardous materials. Depending on the

nature of these operations, the physicals may be nothing more than a check of visual and hearing acuity, or consist of a more rigorous examination. The following shows physical examination requirements by job classification and frequency. Employees will be scheduled for examinations in their month of birth.

Job Classification	Type Exam/NASA Protocol	Frequency
Truck driver, commercial.	Complete physical/16a	Biennially
Bus operator	Complete physical/16a	Biennially
Auto/truck maint tech	Visual acuity/16b	Annually
Forklift oper/whseman	Visual acuity/16b	Annually
Storekeeper	Visual acuity/16b	Annually
Receiving clerk	Visual acuity/16b	Annually
Metal cutter/burner	Hearing acuity audiogram/06	Annually

6.0 EMERGENCY RESPONSE

6.1 Emergency Preparedness

All employees will comply with and participate in NASA LaRC established procedures for emergency preparedness alarms, drills, and evacuations.

NASA will be notified of emergency situation through the following means:

- For fire, pull the nearest fire alarm box and evacuate the building
- For medical and other emergencies call 911.

The PM will be responsible for reviewing and maintaining a copy of emergency preparedness plans. If emergency preparedness plans are not appropriate for Team TESSADA personnel, the PM will address those deficiencies with NASA personnel. The PM will also ensure employees are trained on emergency preparedness plans as part of employee safety indoctrination training.

The S&H administrator will monitor all drills that will normally be held in conjunction LaRC safety personnel to verify emergency readiness. Deficiencies will be reported to the PM so corrective action can be directed. Also, the S&H administrator may use spot inspections to query personnel on emergency response actions. Spot inspection may be documented using the facility self-inspection checklist (attachment 3).

6.2 Fire Prevention

Good fire protection begins with good housekeeping. In view of the proximity of the fire department to all LaRC facilities (less than five minutes away), TESSADA and subcontractor employees will totally evacuate facilities in the event of a fire. Each supervisor will prepare and post a written emergency action plan (EAP) that includes evacuation procedures, employee evacuation training, evacuation routes, procedures for notifying employees and the fire department of the emergency, and a fire prevention program. As directed in case of fire, all

personnel will follow emergency evacuation procedures (attachment 6). Each EAP will be submitted to the S&H administrator and placed on file in the PM's office.

7.0 SAFETY AND HEALTH (S&H) TRAINING

7.1 Training

The purpose of our S&H training will be to ensure all personnel are adequately trained in safety awareness and compliance. The PM will have overall responsibility for the S&H awareness training for **TeamTESSADA** employees. Each functional area/task leader will have individual responsibility to ensure training of personnel within his/her group. Our SOHC, including subcommittees, will determine training requirements for personnel. The S&H administrator will conduct the S&H awareness training and will tailor the training based on the specific responsibilities of the employees being trained. General training requirements will include:

- Overview of **TeamTESSADA's** CLASIC S&H plan
- Supervisory responsibilities for safety compliance
- Employee responsibilities for safety compliance
- Emergency evacuation procedures for the assigned work area
- Mishap reporting procedures, NF 1637 and OWC forms OWC-7 & S
- Hazard identification and abatement
- Employee reporting of unsafe or unhealthful conditions
- Unique S&H issues for work area
- Protective equipment
- Machine guarding
- Material handling
- Lifting
- Housekeeping
- Tools
- Protective clothing and equipment.

Depending on the requirement, TESSADA or subcontractor personnel will conduct training- We may also use other trainers recognized by NASA. Should **XASA** make selected S&H training available to contractor personnel, **TeamTESSADA** will use those training opportunities to complement our plan.

7.1.1 New Employee Safety Indoctrination

All new employees will be provided a general safety briefing, incident to in-processing. Branch supervisors will be responsible for required, job-specific training and ensuring personnel are issued approved PPE.

7.1.2 Branch Supervisor's Monthly Safety Meetings

Periodic safety meetings will support this S&H plan by maintaining a high level of safety awareness among employees and supervisors. To that end, each branch supervisor will:

- a. Schedule and conduct monthly safety meetings with his/her employees in the employees' work area. Meetings will be 15 to 20 minutes in duration and cover both general safety topics and those specific to the work area. Additionally, the meeting supervisor will review all mishap and close-call incidents occurring within the facility since the last safety meeting, including relevant prevention techniques. By demonstrating supervisory involvement and concern for safety, the meetings will serve to focus employees' attention on safety, thereby helping to eliminate accidents and resultant personal injury or property damage.
- b. Document meetings using the form at attachment 1. The record of meeting **will** be forwarded to our S&H administrator via the cognizant division and branch managers.
- c. OSFA maintains an extensive inventory of safety awareness material and training aids that are available for the safety meetings. Additionally, safety personnel from OSFA are available to conduct safety programs requiring specific areas of expertise.

7.1.3 Training Requirements

The following table recaps formal training requirements, targeted work units, and frequency.

Training Requirements	Targeted Work Units	Frequency
Hazardous communication standards	All divisions	Annually
Personal protective equipment (PPE)	Logistics, photography lab, reproduction	Annually
Forklift operations	Logistics, reproduction	Annually
Asbestos awareness	Vehicle maintenance	Annually
Welding/cutting/burning	Vehicle maintenance, Metal cutters/burners	Annually
LaRC "Red Tag" briefing	All divisions	Annually
General fire protection	All divisions	Semiannually

7.2 Certification

Supervisors will initiate the certification process for employees and equipment and ensure certifications are current. Current work activities that require certification include commercial drivers' licenses, hazardous material shipments, and special equipment (forklift) operators. Additionally, lifting equipment requires load-testing certification. Supervisors will keep requisite records of these certifications on file. Copies will be placed in the employee's personnel file or equipment service jacket, as applicable. Our S&H administrator will review these certification records annually.

7.3 Training Records

Branch supervisors will maintain safety training records for all employees in their branch. As a minimum, documents will record employee safety indoctrination training (attachment 7), list

PPE issued, and verify physicals and formal training the employee has attended, e.g., certification of hazardous materials for shipment.

7.4 Safety Publications, Pamphlets and Training Materials

A variety of materials are available to support the training effort. OSFA publishes a monthly newsletter that is available to all holders of a LaRC e-mail account. Additionally, the OSFA periodically distributes safety alerts to all LaRC and contractor employees. LaRC also maintains a safety awareness/training library. A broad selection of safety program training materials is available from the NASA multimedia learning center. These materials, including videos, may be checked out for use in workspaces. Portable video equipment is available from the LaRC Audio Visual Services Office. Whenever they become available, TeamTESSADA will use these S&H training materials in our program.

7.5 Bulletin Boards

Appropriate safety informational materials will be posted for employee reference on official bulletin boards located in work areas.

8.0 SPECIALIZED PROGRAMS

The remaining sections of this S&H plan address specific safety procedures relative to the work being performed:

- Hazard communication program - appendix 1
- Lockout/tagout - appendix 2
- Ionizing and nonionizing radiation procedures - appendix 3
- Bloodborne pathogen procedures - appendix 4
- Asbestos awareness - appendix 5
- Confined space entry - not applicable to the CLASIC contract
- Crane certification - not applicable to the CLASIC contract
- Scaffolding - not applicable to the CLASIC contract
- Excavations and trenching - not applicable to the CLASIC contract
- Fall protection - not applicable to the CLASIC contract
- Hot work permit - not applicable to the CLASIC contract.

9.0 REFERENCES

TeamTESSADA will comply with the most current version of all required safety and safety-related standards, directives, policy and guidance material, including those listed below. TeamTESSADA will include additional references not listed below, but which address S&H now or in the future.

- Public Law 91-596, Occupational Safety and Health Act of 1970
- Title 29 Code of Federal Regulations, ~~Part~~ 1904T
- Title 29 Code of Federal Regulations, ~~Part~~ 1910
- Title 29 Code of Federal Regulations, ~~Part~~ 1910.1200, Hazard Communication

- Title 29 Code of Federal Regulations, Part 1926
- Title 29 Code of Federal Regulations, Part 1960
- Federal STD 313, Material Safety Data Sheets
- OSHA Publication 3088, How to Prepare for Worksite Emergencies
- Engineer Manual 385-1-1, U.S. Army *Corps* of Engineers, Safety and Health Requirements
- NPD 8621.1, NASA Mishap Reponing and Investigating Policy
- NPD 8710.1, Emergency Preparedness Program
- NPD 8710.2, NASA Safety and Health Program Policy
- NPG 5100.4, NASA Federal Acquisition Regulation Supplement
- NPG 8715.1, NASA Safety and Health Handbook - Occupational Safety and Health Programs
- NPG 8715.2, NASA Emergency Preparedness Program Plan
- NASA-STD-8719.11, NASA Safety Standard for Fire Protection
- LAPD 1700.1, Safety Program
- LMS-CP-4760, Reporting Injuries, Illnesses, Compensation Claims and Unsafe Working Conditions
- LAPG 1046.1, NASA Langley Research Center Emergency Plan
- LAPG 1710.5, Ionizing Radiation
- LAPG 1710.8, Nonionizing Radiation
- LAPG 1710.10, Safety Clearance Procedures (Lockout/Tagout)
- LAPG 1710.12, Potentially Hazardous Materials
- LAPG 1740.3, Facility Safety Head and Facility Coordinator Guide.

ATTACHMENTS

ATTACHMENT 1
Monthly Safety Meeting Record
CLASIC MONTHLY SAFETY MEETING

TO: Mike **Abell**, Safety and Health (S&H) Administrator

VIA: _____ Division Manager

DATE: _____

INSTRUCTION METHOD (Lecture, demonstration, video. etc.):

INSTRUCTOR: _____

Specific points discussed/covered:

Attendees Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor

ATTACHMENT 2

Activity Hazard Analysis (AHA)

Project Number:		AHA No. and Title:	
Subcontractor Name: NCI Information Systems, Inc.		Lower-Tier Subcontractor(s): • Crewestone Technologies Inc.	
Work Location:		Issue Date:	
Description of Work:			
Tools & Equipment: •			
Job Steps	Hazards	Control Measures	

Approval Signatures and Dates		
Position	Signature	Date
Team TESSADA PM		
Team TESSADA S&H Administrator		
LaRC Safety Department Representative		

1. My **signature** indicates that I have been **briefed on this AHA** and **that** I understand my job duties, **responsibilities**, and **information** contained in this AHA.
2. Additional sheets may be added, as needed.

ATTACHMENT 3

Facility Self-Inspection Checklist

Use **NASA** Langley form 485: <http://lfs-informed.larc.nasa.gov/forms/pdfforms/LF485.pdf> for industrial work areas

Use **NASA** Langley form 486: <http://lfs-informed.larc.nasa.gov/forms/pdfforms/LF486.pdf> for office work areas.

**QUARTERLY FACILITY SELF-INSPECTION
CHECKLIST (INDUSTRIAL WORK AREA)**

Facility Number and Title	Date of Inspection	Inspection for _____ Quarter of Fiscal Year _____
Inspection Performed By	Mail Stop	Extension
Facility Coordinator	Mail Stop	Extension
		Extension

ITEM CHECKED	COMPLY (YES or NO)		CORRECTIVE ACTION TAKEN
1. Are all work areas clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are aisles and passageways clear?	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are ladders in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are material safety data sheets MSDSs current and available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are safety permits current?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all tools and equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are the applicable personal protective equipment (PPE) in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are load test current on lifting devices (crane, shoplifts, forklifts, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the appropriate machine guarding in place on all equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are compressed gas cylinders secured in an upright position by a chain or other mechanism?	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
14. Do all electrical components (receptacles, switches, etc.) have the appropriate cover?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are there any frayed cords or plugs on equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Were any other safety concerns or hazards noted during <i>the</i> inspection? If so, explain problem and the corrective action taken?			

File Number	Date Discovered	Location	Hazard Description	Corrective Action	Date Corrected

ATTACHMENT 5

Procedures for Medical Emergencies

In the event of a medical emergency, comply with the following:

1. If the victim is in a safe location, do not move the victim unless absolutely necessary
2. Notify the 24-hour emergency center (911)
 - Identify the call as a medical emergency
 - Give the following information: as best as you can:
 - Victim's condition (i.e. unconscious, severe bleeding, broken bones)
 - Location:
 - Building
 - Floor
 - Room Number
 - Other
 - Victim's
 - Name
 - Age
 - Sex
 - Your Name
 - Telephone Number from which you are calling
3. Administer CPR and/or first aid, if trained to do so. Stay with victim until help arrives.

ATTACHMENT 6

Procedures for Emergency Evacuation

1. Verify alarm by looking for flashing strobes.
2. Stop work, telephone calls, conferences, and meetings.
3. Secure sensitive materials.
4. Turn off equipment, if possible.
5. Secure or take all personal belongings.
6. Close **BUT DO NOT LOCK** all internal doors.
7. Follow the floor monitor directions. Proceed in a calm, orderly manner to the nearest stairwell exit
8. Enter the stairwell, move to the right on the stairs. proceed down/up the stairs, and exit the building from the **GROUND LEVEL. ALL STAIRWELLS LEAD TO THE GROUND FLOOR.**
9. Remain with coworkers, walk away from the building at least 150 feet.
10. Assemble at the designated assembly point for **TeamTESSADA** personnel for your building. The S&H administrator will publish a list of assembly areas, and your supervisor will be responsible to post it in a place readily accessible from your work area.
10. Comply with the directions given by emergency and/or command center personnel and return to the workplace only when the "all clear" signal is given.

ATTACHMENT 7

Safety & Health Indoctrination and Training Record

Employee Name: _____ Company: _____

Position : _____ Date Assigned _____

Work Area Location: _____

INDOCTRINATION

The following initialed/dated topics have been discussed with the employee:

Superv. Initial	Empl. Initial	Date	Topic
_____	_____	_____	Overview of the CLASIC S&H plan
_____	_____	_____	Supervisory responsibilities for safety compliance
_____	_____	_____	Employee responsibilities for safety compliance
_____	_____	_____	Emergency evacuation procedures for the assigned work area
_____	_____	_____	Accident reporting procedures
_____	_____	_____	Hazard identification and abatement
_____	_____	_____	Employee reporting of unsafe or unhealthful conditions
_____	_____	_____	Unique safety and health issues for work area
_____	_____	_____	Protective equipment
_____	_____	_____	Local emergency response plans
_____	_____	_____	Machine guarding
_____	_____	_____	Material handling
_____	_____	_____	Lifting
_____	_____	_____	Housekeeping
_____	_____	_____	Tools
_____	_____	_____	Protective clothing and equipment
_____	_____	_____	Lockout/tagout
_____	_____	_____	Ionizing and nonionizing radiation
_____	_____	_____	Bloodborne pathogens awareness training
_____	_____	_____	Asbestos training

TRAINING

The following safety and/or health related training has been received:

Superv. Initial	Empl. Initial	Date	Topic
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPENDICES

APPENDIX 1

Hazard Communication Program

"Worker Right-To-Know"

Approved By:

TeamTESSADA HAZCOM Program

1.0 INTRODUCTION

Pursuant to Title 29 Code of Federal Regulations (CFR) 1910.1300 the Occupational Safety and Health Administration (OSHA) requires that all employers develop a written hazard communication program (HAZCOM) which addresses how employers will educate their employees on chemical hazards present on each jobsite. This is commonly known as the "Right-To-Know" law.

The purpose of the Right-to-Know Law is to ensure all employees the right to be informed and receive training concerning any hazardous or potentially dangerous chemicals with which they may come into contact on the jobsite. The law requires that chemical information be available to the employee, and that employees receive training prior to working with these chemicals. Employee training is a part of the employer's HAZCOM. The training will include information on labeling and other warnings, material safety data sheets (MSDSs), proper storage and handling, routes of entry, exposure limits and ways to control exposure, PPE, and engineering controls. Relying on our training, our employees will make informed decisions regarding chemicals with which they work.

2.0 HAZCOM PROGRAM RESPONSIBILITIES

TESSADA has the responsibility, as an employer and prime contractor, to see that all **TeamTESSADA** employees are trained on all hazardous chemicals that they may contact in the workplace. **TeamTESSADA** will maintain records of this training.

TESSADA will maintain a written hazard communication program that addresses how this program will be implemented. This written program will be maintained on-site and be made available for inspection, by OSHA upon request.

TESSADA will maintain current MSDSs for specific hazardous/potentially dangerous chemicals at each jobsite. A copy of these MSDSs will be readily accessible to all **TeamTESSADA** employees at the jobsite.

The S&H administrator will be responsible for approving all purchase requisitions for hazardous chemicals to be used on the jobsite. Supervisors and employees will be responsible for notifying the S&H administrator of any new chemical introduced to the jobsite so that proper training and records may be maintained. Each chemical on the jobsite will be kept in the original manufacturer's container in which it was purchased. Periodic inspections by the S&H administrator or the PM will ensure that all hazardous chemicals are reported and stored properly.

Employees will follow specific instructions for handling and working with potentially hazardous substances. These instructions may be contained in the site S&H plan, job procedures, or the applicable MSDS, whichever is required by **TeamTESSADA** management as the guidelines for the specific task.

3.0 TeamTESSADA ADMINISTRATIVE OFFICES HAZCOM PROGRAM

Employee exposure to hazardous chemicals is anticipated to be very low-to-nonexistent at the **TeamTESSADA** administrative office areas. Chemicals classified as nonhazardous are those that have no warning language on the label, or those where the manufacturer does not produce an MSDS. All chemicals used in the **TeamTESSADA** administrative office areas will be purchased as consumer products at consumer outlets. They may neither be removed from the manufacturer's container nor may the manufacturer's labels be removed or defaced in any manner.

All **TeamTESSADA** employees will receive training on the Hazard Communication Standard and the contents of this HAZCOM program upon hiring. In accordance with 29 CFR 1910.1200, the S&H administrator will present initial training on specific chemicals in their workplace. At any time that a hazardous chemical is introduced into the facilities, the S&H administrator will prepare material for training employees who may come into contact with the material. All HAZCOM training will be documented. In the applicable facility, in a place readily accessible to employees, we will maintain notebooks with MSDSs for hazardous items used or stored in the facility. The jobsite supervisor will keep MSDS notebooks up to date.

4.0 TeamTESSADA HAZCOM PROGRAM FOR EMPLOYEES WORKING ON CUSTOMER SITES

TeamTESSADA employees will adhere to safety programs and requirements of the customer's site while they are working on the site. **TeamTESSADA** employees will meet all PPE requirements at any specific jobsite.

For those employees who are required to work on other sites, the customer may require that they attend a site-specific training program for access to the site and should cover their hazard communication program and any other pertinent general safety information necessary for work at that site. **TeamTESSADA** employees must attend these programs as a condition of employment for work on those sites that require site-specific training. Furthermore, the customer is required to inform any persons (**TeamTESSADA** employees) working on site of specific hazards in the workplace that they may contact. If the customer does not present a training program, the **TeamTESSADA** PM will request S&H information from the COTR at the start of the project and inform employees of hazards. We will maintain documentation of this training in the **TeamTESSADA** PM's office as assurance that HAZCOM training has occurred.

All **TeamTESSADA** employees will receive training on the Hazard Communication Standard and the contents of this HAZCOM program upon hiring. In accordance with 29 CFR 1910.1200, our S&H administrator will present initial training on specific chemicals in their workplace, and training completion will be documented. At any time that a hazardous chemical is introduced into the workplace (by **TeamTESSADA** as necessary for job performance, by the customer, or by other contractors), the S&H administrator will prepare material for training employees who may come into contact with the material. We will document all HAZCOM training. We will maintain notebooks with stored or used MSDSs in each facility in a place readily accessible to employees. The area supervisor will keep MSDS notebooks up to date.

5.0 MATERIAL SAFETY DATA SHEETS (MSDSs)

The S&H administrator will be responsible for approving all purchase requisitions for chemicals to be used on the jobsite. Every attempt will be made to substitute less hazardous chemicals without impacting the performance of the task for which it is being ordered. The S&H administrator will be responsible for ensuring receipt of the MSDSs and including them in the jobsite notebooks.

On jobsites which require the use of hazardous chemicals, two sets of MSDSs will be maintained: one set in the immediate area of the jobsite using the chemicals, and one at the PM's or S&H administrator's office. Employees working with these chemicals will receive formal training on the use and content of the specific MSDS for their area. Training will be conducted by the S&H administrator or designated representative. We will maintain records of this training in the project file for the involved employees.

6.0 CHEMICAL INVENTORY LIST

The S&H administrator will maintain a list of the hazardous chemicals purchased, stored, or used on the project. This list will be kept current and will contain the following information: chemical name, primary user (or NASA department), storage or use location, and the quantity ordered or stored. Annually, we will audit the list against an inventory of actual quantities on hand.

APPENDIX 2

Lockout/Tagout Procedures

Approved By:

Lockout/Tagout Procedures

In accordance with **NASA LaRC Lockout/Tagout Program (LAPG 1710.10)**, **TeamTESSADA** will ensure awareness of all TESSADA, NCI, and Crewestone employees of the NASA Red Tag System and understand that a red tag will not be violated under any circumstances. We will brief all employees on lockout/tagout during initial employment safety indoctrination and annually during the LaRC Safety Down Day.

APPENDIX 3

Ionizing and Nonionizing Radiation Procedures

Approved By:

Ionizing and Nonionizing Radiation Procedures

Ionizing (LAPG 1710.5) and Nonionizing Radiation (LAPG 1710.8) – All primary contractor and subcontractor employees will be aware of the radiation symbols, when they are used, and that they will not be violated. All employees will be briefed on ionizing and nonionizing radiation procedures during safety indoctrination and annually during the LaRC Safety Down Day.

APPENDIX 4

Bloodborne Pathogen Procedures

Approved By:

Bloodborne Pathogen Exposure Control Procedures

1.0 OBJECTIVE:

Ensure all CLASIC employees are aware of the hazards associated with exposure to bloodborne pathogens in the workplace.

2.0 RESPONSIBILITY:

Project Manager:

It is the responsibility of the project manager (PM) to establish and implement this procedure. The PM may delegate the administration of the procedure to others, but the PM will remain accountable for the proper implementation and continuation of this program.

3.0 DEFINITIONS:

Bloodborne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV), which causes **AIDS**.

Contaminated means the presence or suspected presence of blood or other potentially infectious materials (OPIM) on an item or surface.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Engineering Controls are controls (e.g., sharps containers) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, nonintact *skin*, parenteral (needlesticks, human bites, cuts, abrasions), or other potentially infectious material contact that results from the performance of an employee's duties.

HBV is the hepatitis B virus.

HIV is human immunodeficiency virus, known to cause AIDS.

OPIM means other potentially infectious materials.

Source Individual is any individual, living or dead, whose blood or other potentially infectious material may be a source of occupational exposure to the employee.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions (also known as standard precautions) is an approach to infection control. All human body and unidentified fluids must be treated as if they are infectious for bloodborne pathogens.

4.0 EXPOSURE DETERMINATION:

It has been determined that all CLASIC employees are at low **risk** for occupational exposures to blood or other potentially infectious materials. This determination has been without regard to the use of PPE.

Postexposure Evaluation and Follow-up

In the unlikely event an employee is exposed to a bloodborne pathogen, the employee must complete and submit a mishap report and a report of potential bloodborne pathogen exposure to his/her supervisor.

All employees who incur an exposure incident will be offered a postexposure medical exam. Follow-up will be in accordance with 29 CFR 1910.1030. Follow-up must include:

- Documenting the route of exposure and the circumstances related to the incident.
- Identifying and documenting the source individual, unless identification is infeasible or prohibited by law.
- Testing of the source patient's blood after consent is obtained (if the source patient's results are known, no additional testing is required).
- Providing results of the tests to the employee, and informing the employee by the treating physician of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Offering the employee the option of having his/her blood collected for testing of HIV/HBV serological status. The sample should be preserved for 90 days so that HIV testing can be delayed if the employee so desires.

Information Provided to the Healthcare Professional

Following an exposure incident, the medical provider will be provided the following:

- A description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of the route of exposure and the circumstances under which the exposure occurred.
- A copy of the bloodborne pathogen exposure report.

Healthcare Professional's Responsibilities

1. A written opinion will be obtained from the medical provider and provided to the employee within 15 days of the evaluation.

- The written opinion regarding vaccinations must be limited to whether the hepatitis B vaccination is indicated.
- The post-exposure and follow-up evaluation should be limited to the following:
 - The employee has been informed of the results of the evaluation;

- The employee has been informed of any medical conditions that may result from exposure and which may require further evaluation and treatment.
 - All other findings or diagnoses must remain confidential and must not be included in the written report.
2. Results of the tests must be given to the employee, and the employee must be informed by the medical provider, of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
3. The employee must be offered appropriate counseling and information concerning precautions to take during the period after the exposure incident. The employee must also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

5.0 TRAINING:

Bloodborne pathogen awareness training will be conducted for all new employees initially upon implementation of this plan and yearly thereafter. Training will include the following:

- The OSHA standard for bloodborne pathogens
- Description of bloodborne diseases
- Modes of transmission
- Methods used to control exposure
- PPE
- Postexposure evaluation & follow-up
- Overview of this exposure control plan
- Warning signs/labels
- Discussion of Job tasks that may cause exposure to body fluid or unidentified fluid-containing materials.

Training will be documented on the S&H indoctrination and training record (attachment 7)

6.0 RECORDKEEPING:

The original copy of the S&H indoctrination and training record will be placed in the personnel file and maintained for three years, and a copy placed in the site-training file.

Medical record for an employee occupationally exposed to a bloodborne pathogen will be maintained in accordance with 29 CFR 1910.1030(h)(1).

7.0 PROCEDURES TO FOLLOW IF EXPOSED TO POTENTIALLY INFECTIOUS FLUIDS:

If an employee's mucous membranes or damaged skin comes directly in contact with blood or other potentially infectious materials the following procedure must be followed:

- Wash the injured or contaminated area with nonabrasive soap and water thoroughly. If the eyes were splashed, flood with water for 15 minutes.

- Notify the supervisor of potential of exposure to bloodborne pathogen immediately. The supervisor will provide the employee with a mishap report.
- If the employee is uncertain about contamination, or is certain that the object was contaminated, the supervisor will also provide the employee with a report of potential bloodborne pathogen exposure, and refer the employee to the designated medical provider.

The medical provider will direct the medical care. Depending on immune status and the type of injury, the employee may need to have blood drawn, be given a shot of immune globulin, be vaccinated, or receive medication to treat a significant exposure to HIV/AIDS.

BLOODBORNE PATHOGEN INCIDENT FORM

Employee Name	Date of Exposure								
Job Title	Location of Exposure								
Name of Supervisor	Phone #								
Source Individual Name	Phone #								
Address									
Description of the incident _____ _____ _____									
What were you exposed to? <input type="checkbox"/> Blood <input type="checkbox"/> Saliva <input type="checkbox"/> Other _____									
How were you exposed? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Contaminated needle or sharp object <input type="checkbox"/></td> <td style="width: 50%;">Splashed in eyes <input type="checkbox"/></td> </tr> <tr> <td>Deep stick, drew blood <input type="checkbox"/></td> <td>Blood/sputum in your nose/mouth <input type="checkbox"/></td> </tr> <tr> <td>Surface scratch, no bleeding <input type="checkbox"/></td> <td>Bitten, where? <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Other _____</td> </tr> </table>		Contaminated needle or sharp object <input type="checkbox"/>	Splashed in eyes <input type="checkbox"/>	Deep stick, drew blood <input type="checkbox"/>	Blood/sputum in your nose/mouth <input type="checkbox"/>	Surface scratch, no bleeding <input type="checkbox"/>	Bitten, where? <input type="checkbox"/>	Other _____	
Contaminated needle or sharp object <input type="checkbox"/>	Splashed in eyes <input type="checkbox"/>								
Deep stick, drew blood <input type="checkbox"/>	Blood/sputum in your nose/mouth <input type="checkbox"/>								
Surface scratch, no bleeding <input type="checkbox"/>	Bitten, where? <input type="checkbox"/>								
Other _____									
Were you wearing personal protective equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> If, no, explain _____									
Were contaminated items disposed of properly? Yes <input type="checkbox"/> No <input type="checkbox"/> If, no, explain _____									
Have you had the hepatitis B vaccine? Yes <input type="checkbox"/> No <input type="checkbox"/> Series completion date _____ Series started: #1 _____ #2 _____ #3 _____ Source individual hepatitis B Known <input type="checkbox"/> Unknown <input type="checkbox"/> Source individual HIV status Known <input type="checkbox"/> Unknown <input type="checkbox"/> Post exposure follow-up requested: Yes <input type="checkbox"/> No <input type="checkbox"/>									

EMPLOYEE SIGNATURE _____ DATE _____

MANAGER: _____ DATE _____

BLOODBORNE PATHOGEN EXPOSURE RECORD

Employee Name

Social Security Number

HEPATITIS B VACCINATION

Shot #1 _____ Record Attached
Date

Shot #2 _____ Record Attached
Date

Shot #3 _____ Record Attached
Date

Declination _____ Record Attached
Date

EXPOSURE INCIDENT FOLLOW-UP

Examination _____ Record Attached
Date

Written Opinion _____ Record Attached
Date

Information Provided _____ Record Attached
To Medical Clinic Date

COMMENTS

This record must be maintained on file for duration of employment plus 30 years.

WAIVER OF HEPATITIS B VACCINE

Please Print:

Name	Employee Number
Location	Job Title

To decline hepatitis B vaccine, read and sign below:

I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection.

I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself; however, I decline hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at **risk** of acquiring hepatitis B, a serious disease.

In the future, if I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with hepatitis B vaccine, I understand that I can receive the vaccination series at no charge to me.

Employee Signature

Date

Manager Signature

Date

APPENDIX 5

Asbestos Awareness

Approved By:

Asbestos Awareness

The only CLASIC areas considered at **risk** for asbestos exposure are vehicle maintenance and statement of work area 9.3, carpet installation and removal.

Procedure:

Vehicle Maintenance:

- CLASIC vehicle maintenance employees will receive annual asbestos awareness training.

Carpet Installation and Removal:

- During the preinspection or during removal and installation of carpet,—if our **TeamTESSADA** employees or vendors find asbestos laden tile over which carpet has been previously installed, we will have instructed the employee or vendor that they must stop work and immediately inform the supervisor and the S&H administrator.
- Upon notification, the S&H administrator will immediately notify the government.

Table of Acronyms

<i>AIDS</i>	acquired immune deficiency syndrome
CLASIC	Consolidated Logistics, Administrative, and Scientific Information Contract
HAZCON	hazardous communication
HBV	heuatitis B virus
HIV	human immunodeficiency virus
ISMS	integrated safety management system
LAPG	Langley policy and guideline
LaRC	NASA Langley Research Center
MSDS	material safety data sheet
NASA	National Aeronautics and Space Administration
NCI	NCI Information Systems, Inc.
NF	NASA form
NOV	notice of violation
NPG	NASA procedure and guideline
OPIM	other potentially infectious materials
OSFA	<i>LaRC</i> Office of Safety and Facility Assurance
OSH	NASA Occupational Safety and Health Program
OSHA	Environmental Protection Agency's Office of Safety and Health Administration
PHM	potentially hazardous material
PPE	personal protective equipment
ROI	return on investment
S&H	safen- and health
SOHC	TESSADA's safety and occupational health committee
STI	scientific and technical information
TESSADA	Tessada & Associates, Inc.

Exhibit I – Existing Government-Provided Property

[The contractor will replace the existing Government property when it becomes uneconomical to repair]

Building	Room	Equipment Description
645A	100	18" green paper cutter
645A	100	Logan 24" mat cutter
645A	100	Metal base wood top 5x4' drawing table & drafting machine
1130T	203	Microfilm Realist Reader Printer
1130T	203	Typewriter - IBM
1130T	203	Typewriter - Panasonic KX-E400
1152	103	12 shelf wooded flat file
1152	103	3 adjustable arm task lamps
1152	103	48x32 white top drawing table black metal base w/drafting arm
1152	103	Gray and red 4 drawer metal artist tabouret
1152	104	32x44 floor model paper cutter
1152	108	10 - Wheeled carts
1152	108	2 - Flat bed hand trucks
1152	108	2 - Hand trucks
1152	108	2 - Wooden collaters
1152	118	3 - 5 drawer green flat files
1152	118A	Glass top 4x8 work table
1152	118A	Wall mounted media cutter
1152	118B	Gray 4 drawer metal artists tabouret
1152	118C	Red metal 4 drawer artist tabouret
1152	118F	Gray and red 4 drawer metal artist tabouret
1152	118F	Metal base wood top 5x4' drawing table with drafting machine & task lamp
1152	118G	Electric metal base 4x3' drawing table with drafting machine & task lamp
1152	118G	Putty 5 drawer metal artists tabouret
1155	117	2 - Foot stool, bookcarts
1155	121	Large paper vault
1155	125	Enlarger table, paper vault
1155	129	Enlarger table, paper vault
1155	130	Light table, manual paper cutter
1155	137	Vacuum, humidifier, rolling cart, light table
1155	140	Stool on wheels, humidifier
1155	144	5 - Large cabinets
1155	145	Locked steel cabinet
1170		Hand Truck
1170		Rolling Ladder
1170		Strapping Cart
1171		2 Platform Trucks
1171		Hand Truck
1171		Rolling Ladder
1172		5 Platform Trucks
1172		5 Rolling Ladders
1173		2 Rolling Ladders
1173		Platform Truck
1173		Stock Truck
1174		3 Rolling Ladders
1174		Hand Truck

Exhibit I

Building	Room	Equipment Description
1175		2 Lifts, Carpet Roll
1175		2 Rolling Ladders
1176		1 Platform Truck
1176		1 Strapping Cart
1176		3 Hand Trucks
1176		3 Rolling Ladders
1177	100	Envelope Opener - International Mailing System
1177	100	Tape Machine
1177	101	3 - Mail Carts
1177	101	Heimann X-Ray Machine (not tagged)
1192	210/225	Typewriter - IBM Wheelwriter 1500
1192	210/226	Typewriter - Swintec 7000
1192	210/227	ICN (Inventory Control #) Stamper
1192	210/228	Date Stamper - Rapidprint
1192	210/229	Date Stamper - Simplex
1194	106	1 - Date stamp, electric
1194	106	1 - Hole punch, electric
1194	106	1 - Refrigerator
1194	106	1 - Typewriter, electric
1194	106	6 - Book carts
1194	117	1 - Hot wax gluer
1194	117	1 - TV
1194	117	1 - Typewriter, electric
1194	117	1 - VCR
1194	121	1 - Hot wax gluer
1194	129	11 - Step ladders, w/platforms, 8 steps
1194	129	24 - Book carts
1194	129	3M Tattle tape sensitizer and desensitizer
1194	129	6 - Kick stools on wheels
1195	189	N/A
1195	150/224	4 - Typewriter - IBM
1195	150/224	Date Stamper - Simplex
1195	150/224	Hand Truck
1195	150/224	IMAGE Maker 2000 (Bind Booklets)
1195	150/224	Paper Shredder
1195	165/223	Z - Mail Carts
1195	165/223	Z - Typewriter - IBM Wheelwriter 6
1195	165/223	Date Stamper - Rapidprint
1195	165/223	Tape Machine
1199		1 - 1" Drive Air Impact Wrench with 8 pc. Socket Set
1199		12 Miscellaneous Combination Box/Open Wrenches 1" & Up
1199		2 - #ES6000 1200 Watt Battery Booster Packs
1199		2 - 3/8" Drive Air Impact Wrenches
1199		2 - Walker #93692 Roll Around 7-Ton Vehicle Lifts
1199		3 - 1/2" Drive Air Impact Wrenches
1199		3 Roll Around Transmission Jacks
1199		4 Marquette Battery Chargers
1199		5 - 8,000 lb. Rotary In-Ground Vehicle Lifts
1199		58 Miscellaneous Impact Sockets
1199		Cutting/Burning Torch Set on Cart
1199		Dual Wheel Tire Dolly

Exhibit I

Building	Room	Equipment Description
1199		Graymills 35 Gallon Parts Washer Tank
1199		Jack Stands - 1 - 7 Ton
1199		Jack Stands - 3 - 5 Ton
1199		Jack Stands - 4 - 10 Ton
1199		Jack Stands - 4 - 3 Ton
1199		Jack Stands - 4 - 6 Ton
1199		Jet #JBG-10A 10" Bench Grinder on Stand
1199		Lincoln Electric Stick Welding Machine
1199		Lincoln Pedestal Transmission Jack
1199		Lincoln Standing Hydraulic Press
1199		Lincoln Threaded Stand Support
1199		Matco 400E Handheld Engine Diagnostic Scanner
1199		Matco ACRM3412 R-134 A/C Recycling Machine
1199		Matco Air Powered Brake Bleeder Pump
1199		Matco Electronic Fuel Pump Tester
1199		Nilfisk Brake Dust Machine
1199		OTC Ford Breakout Box Diagnostic Kit
1199		OTC Monitor 4000 Engine Analyzer
1199		Portable Air Tank
1199		Robinair C55NX A/C Vacuum Pump
1199		Roll Around Floor Jack - 1 - 10 Ton
1199		Roll Around Floor Jack - 1 - 4 Ton
1199		Roll Around Floor Jack - 2 - 2 1/2 Ton
1199		Roll Around Floor Jack - 2 - 4 Ton Forklift Jacks
1199		Roll Around Floor Jack - 3 - 2 1/4 Ton
1199		Sears 3.5 hp Shop Vacuum Cleaner
1199		Sears Craftsman 13.8V Cordless Drill
1199		Universal Brand Sandblasting Cabinet
1205	219	18x12" metal light box
1205	219	30x12" metal paper cutter
1205	219	Metal base wood top 5x4' drawing table & drafting machine
1205	219	White wooden 2 drawer artist tabouret
1206		1 Drum Grab
1206		1 Foam-in-Place Packing System
1206		1 Lift Truck, Electric
1206		1 Service Truck
1206		1 Tape Dispenser
1206		12 Stock Truck, 3-sided
1206		3 Strapping Cart
1206		5 Rolling Ladders
1206		6 Hand Trucks
1206		6 Pallet Trucks
1206		6 Stock Trucks
1206		6 Utility Trucks
1206		9 Platform Trucks
1208	300C	18x24" portable light box
1208	300C	20" metal hot wax machine
1208	300C	30x30" wooden paper cutter
1208	300C	40" mat cutter Bainbridge
1208	300C	Board mounted black overhead opaque projector
1208	300C	Metal artist tabouret

Exhibit I

Building	Room	Equipment Description
1208	300C	Metal base wood top 5x4 drawing table
1208	300C	Wooden flat file
1219	120	2 - Mail Carts
1219	120	Date Stamper - Rapidprint
1219	120	Hand Truck
1219	120	Typewriter - IBM 3287 Continuous Form Printer
1219	120	Typewriter - IBM Wheelwriter 15
1221	119	Metal base wood top 5x4' drawing table
1232	317	18x12 metal light box
1232	317	Wooden pedestal base 30x36 drafting table
1240		1 Hand Truck
1240		1 Pallet Truck
1240		1 Security Cage, Mobil
1240		1 Strapping Cart
1240		3 Rolling Ladders
1240		6 Platform Truck
1244	216A	2 - Metal base wood top 5x4' drawing tables
1244	216A	Wooden paper cutter 24x24
1245		1 Hand Truck
1245		1 Pallet Truck
1245		1 Platform Truck
1245		1 Rolling Ladder
1245		2 Hand Truck, Gas Cylinder
1245		4 Stock Truck
1246		1 Rolling Ladder
1250T3	301	Metal base wood top 5x4' drawing table
1248	225	12x12" green paper cutter
1255		1 Tape Dispenser
1298	101A	18" square silver light box
1298	101A	Metal base wood top 5x4 drawing table
1298	101A	Tan base black handle paper cutter