

ATTACHMENT I

Deliverables for All Locations

Dated: 4/13/12

Location	Deliverable	SOW Reference	Due Date	Frequency	Due to
All	Evidence of secret clearance and/or interim clearance	2.2 - National Security Clearance Level	Prior to employment of all Contractor employees	Initially with updates as needed	COR
All	Standard Operating Procedure - Standards of Conduct for Officers	2.3 - Standards of Conduct	N/A – Submitted under separate phase-in contract	Updates as needed	COR
All	Certification of a Qualified Training Specialist	3.2.2 - Required Training and Recertification	Within 1 calendar year from appointment	Initially with updates as needed	COR
All	In-Service Training Program	3.2.6 - In-Service Training	N/A – Submitted under separate phase-in contract	Updates as needed	COR
All	Standard Operating Procedures for all Operations under SOW	3.3 - Standard Operating Procedures	Within 45 calendar days of contract effective date	Initially with updates as needed	COR
All	Quality Control Plan	3.5 - Quality Control Plan	N/A – Submitted under separate phase-in contract	Updates as needed	COR
All	Records Management Plan	3.6 Records Management	N/A – Submitted under separate phase-in contract	Updates as needed	COR
All	Summary of Record Holdings and Transfers	3.6 - Records Management	Annually	Annually	Center Records Manager
All	Operable Interface System with WIIMS in order to submit price proposals and provide technical and schedule data inputs through WIIMS	3.7 - Wallops Institutional Information Management System (WIIMS)	N/A – Submitted under separate phase-in contract	Updates as needed	COR
All	General progress report of the previous month including incidents, crime trends, doors opened, personnel processed, badges issued etc.	4.0 - Reporting Requirements	Due by the 5th business day of each month	Monthly	COR
All	Verbal & written report of Significant Events	4.1 - Response Notification - Significant Events	Verbal within 5 Minutes/Written within 24 hours	Daily - as needed	COR
All	Routine Incident Reports	4.2 - Routine Incident Reports	Within 12 hours or the beginning of the next workday (whichever is sooner)	Daily - as needed	COR
All	Reports of daily welfare checks of employees and other personnel authorized to work after normal duty hours	5.1 - Government Resource Protection	Due by the 5th business day of each month	Monthly	COR
All	Report of gate inspections	5.3 - Protection of Property	Within 60 calendar days of contract effective date	Annually	COR
All	Building security surveys	5.3 - Protection of Property	Within 60 calendar days of contract effective date	Every Two Years	COR
All	LISTS - Report of employee information	5.7 - Identification Management	As requested	As requested	COR
All	Dates employees were initiated in e-QIP and completed	5.9 Personnel Security	By the 5th business day of each month	Monthly	COR
All	Compile and distribute ID reports for badging	5.10 Badging	By the 5th business day of each month	Monthly	COR

All	Operations Procedure Plan	5.14 - Operations, Procedures, Plans and Post Orders	Within 45 calendar days of contract effective date; then quarterly due by the 3rd business day of each quarter	Initially with updates quarterly	COR
All	General orders and post orders for each position	5.14 - Operations, Procedures, Plans and Post Orders	Within 30 calendar days after contract effective date	Initially with updates as needed	COR
All	Classification Management Program	6.3 - Classification Management	Within 30 calendar days after contract effective date	Initially with updates as needed	COR
All	Development and Implementation of a Program to ensure personnel granted a clearance are trained to comply with EO 12958	6.5 - Classified National Security Information (EO 12958)	Within 45 calendar days of contract effective date	Initially with updates as needed	COR
All	Documentation of complaints and corrective actions	9.0 - Customer Satisfaction/Complaints	Daily (as they occur)	Daily - as needed	COR
Greenbelt	List of vehicles entitled to Government fuel	10.1.2 - Vehicles	N/A – Submitted under separate phase-in contract	Updates as needed	COR
Greenbelt	Report of Vehicle information including fuel used, mileage driven, etc.	10.1.2 - Vehicles	By the 5th business day of each month	Monthly	COR
Greenbelt	Emergency Management - Development of a Test, Training & Exercise Program	10.2.3 - Test, Training & Exercise	Within 45 calendar days of contract effective date	Initially with updates as needed	COR
Greenbelt	Emergency Standard Operating Procedures	10.2.4 - Emergency Planning	N/A – Submitted under separate phase-in contract	Updates as needed	COR
Greenbelt	After Action Report (AAR) and Improvement Plan (IP)	10.2.5 - Corrective Action Plan (CAP)	Within 10 calendar days of exercise completion or real-world event	As needed	COR
Greenbelt	After Action Report (AAR) and Improvement Plan (IP) - Status and follow-up	10.2.5 - Corrective Action Plan (CAP)	By the 5th business day of each month	As needed	COR
Greenbelt	Random vehicle inspection schedule	10.3.1 - Uniformed Operations	At least 3 business days prior to implementation	As needed	COR
Greenbelt	Report of security work requests issued and completed	10.3.10 - Locksmith	By the 5th business day of each month	Monthly	COR
Wallops	List of vehicles entitled to Government fuel	11.1.2 - Vehicles	N/A – Submitted under separate phase-in contract	Updates as needed	COR
Wallops	Report of Vehicle information including fuel used, mileage driven, etc.	11.1.2 - Vehicles	By the 5th business day of each month	Monthly	COR
Wallops	Standard Operating Procedure for Hazardous Storage Area	11.3.1 - Uniformed Operations	Within 30 calendar days of contract effective date	Initially with updates as needed	COR
IV&V	Reports of Identi-Pass and LENEL Alarms	12.3.2 - Protective Services Communications	As they occur		COR

NOTE: The following Phase-In deliverable items are due within 30 calendar days after Phase-In start under the separate Phase-In contract vehicle for GB, WFF and GISS and a future Phase-In task order for IV&V to be issued under this contract:

- 1. Standard Operating Procedure – Standards of Conduct for Officers (SOW 2.3)*
- 2. In-Service Training Program (SOW 3.2.6)*
- 3. Quality Control Plan (SOW 3.5)*
- 4. Records Management Plan (SOW 3.6)*
- 5. Operable Interface System with WIIMS in order to submit price proposals and provide technical and schedule data inputs through WIIMS (SOW 3.7)*
- 6. List of vehicles entitled to Government fuel (SOW 10.1.2) (GB and WFF only)*
- 7. Emergency Standard Operating Procedures (SOW 10.2.4) (GB only)*