

Attachment-1

**ManTech**  
International Corporation

ManTech Systems Engineering & Advanced Technology Group  
3865 Wilson Blvd., Suite 800  
Arlington, VA 22203

3 December 2010

DCN: SSO O0030-120310

Mr. Perry L. Smith  
Contracting Officer  
SBI Enterprise Contracting Office (ECO)  
U.S. Customs and Border Protection  
U.S. Department of Homeland Security  
Washington, DC 20536

Subject: Request to Change the SBI PMOSS Monthly Report Format

Reference(s): Contract No. HSBP1010D02337; Order No. HSBP1010J28985

Dear Mr. Smith:

Per the Government's 24 November 2010 request to review the monthly reporting process with the intent of reducing the monthly report size, report preparation time, and subsequent Government review time, ManTech proposes the following two contract modifications:

1. In accordance with 28 April 2010 Modification 1 to Task Order 1 (HSBP1010J28985) and the 15 March 2010 (Revision 1) Performance Work Statement, the ManTech Team provides a Secure Border Initiative (SBI) Program Management Office Support Services (PMOSS) monthly project status report to the Contracting Officer's Technical Representative (COTR). Per PMOSS COTR direction, this report is provided on the 25<sup>th</sup> of the month to synchronize with invoice and scorecard due dates. A contract modification is requested to formally confirm the change in reporting date from the 10<sup>th</sup> to the 25<sup>th</sup> of the month.
2. In addition to the content requirements outlined in Section 2.3.3 (Provide Project Status Report) in the 28 April 2010 Modification 1 to Task Order 1 (HSBP1010J28985) and the 15 March 2010 (Revision 1) Performance Work Statement, the current monthly report also contains comprehensive roll-ups of weekly status reports provided to the Business Operations Directorate, Enterprise Contracting Office, Operational Integration Directorate, SBI-net Directorate, and the Systems Engineering Directorate. A typical monthly report is over 80 pages in length and contains an executive summary, a program management section, and sections on each Directorate/Office supported as well as enclosures on personnel status, approved billets, and individual trip reports. ManTech requests a contract modification to change the monthly report format as reflected in the attachment to:
  - Provide executive-level detail regarding
    - Significant Activities
    - Projected Milestones, Data Products, and Deliverables

ManTech Systems Engineering & Advanced Technology, a group of ManTech International Corporation

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*Leading the Convergence of National Security and Technology™*

- Issues/Concerns and Government Required Actions
- Personnel and Billet Management
  - Approved Billets
  - Staffing Status
  - Reachback
  - Completed Travel Summary
  - Extended Work Hours Summary
- Include a Snapshot Summary to highlight the top accomplishments by Directorate/Office, major issues, and key personnel and billet management metrics (e.g. approved billet total, number of positions being staffed, total travel trips completed, total extended work hours approved)
- Remove the enclosure on trip reports since these are provided regularly to the COTR
- Continue to include the detailed enclosure on Personnel Locator Information

ManTech will continue to perform due diligence in records management for both extended work hours and travel with records available for audit upon request. Please contact me at (b) (6) if you have questions.

Sincerely,

(b) (6)

Contracts Manager

cc: (b) (6)

Attachment - 2

U.S. Department of Homeland Security  
Washington, DC 20536



U.S. Customs and  
Border Protection

September 1, 2010

Perry L. Smith  
Contracting Officer  
1901 S. Bell St. 8<sup>th</sup> Floor  
Arlington, VA 20598  
Phone: (b) (6)

(b) (6)  
3865 Wilson Boulevard, Ste 800  
Arlington, VA 22203  
Phone: (b) (6)

Dear Mr. Gilbert:

In accordance with the terms and conditions of the contract all travel requirements will be subject to the Federal Travel Regulations (FTR). Such as it stands, I make the following resolution in respect to local travel identified in the base IDIQ contract HSBP1010D02337 Section H.5.2:

(1) In accordance with the Department of Homeland Security (DHS) Management Directives System MD Number: 1501.1 dated March 1, 2003, Local Travel is defined as official travel necessary to conduct business within a 50 mile radius of headquarters. For purposes of this contract ManTech official headquarters is 1901 S. Bell Street, Arlington, Virginia 20598. Local Travel will be reimbursed in accordance with the rates established under the Federal Travel Regulation. According to the Federal Travel Regulation the rates are as follows:

FOR USE OF A:	YOUR REIMBURSEMENT IS:
Privately Owned aircraft (e.g., helicopter, except an airplane).	Actual cost of operation (i.e. fuel, oil, plus the additional expenses listed in §301-10.304).
Privately Owned Airplane	\$1.29 per mile
Privately Owned Automobile	\$0.50 per mile
Privately Owned Motorcycle	\$0.47 per mile

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and federal taxes.

(2) ManTech is authorized reimbursement of local travel for official travel under the term and conditions of the contract subject to the FTR and advance approval by the COTR or sub-COTR on a case by case basis. However, travel performed for personal convenience or daily travel to and from work at the Contractor's facility or local Government facility (i.e., designated work site) shall not be reimbursed hereunder.

(3) CBP encourages all contractors with CBP-provided Government ID badges to utilize all shuttle services provided to Government employees and Government contractors for official business use only. Taxi hire is appropriate when:

- a. Public transportation, airport limousine service, and/or hotel courtesy transportation is not available or when time or other factors make it impractical to use available public conveyances.

(4) Any travel beyond the 50 mile radius is considered long distance and is subject to travel requirements identified in the base IDIQ contract HSBP1010D02337 under Section H.6.3 "Long Distance Travel and Trip Reports."

I hope that this clarify the Government's position on local travel pertaining to this contract; however, I welcome the opportunity for further clarification if necessary.

Again, thanks for your patience and professionalism shown by the ManTech employees during this procurement process.

**(b) (6)**

Perry L. Smith  
Contracting Officer  
Secure Border Initiative-Enterprise Contracting Office (ECO)

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>		1. CLEARANCE AND SAFEGUARDING	
		a. FACILITY CLEARANCE REQUIRED <b>Top Secret</b>	
		b. LEVEL OF SAFEGUARDING REQUIRED <b>None</b>	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>		3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>	
<input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER <b>HSBP1010J28985</b>	<input checked="" type="checkbox"/> a. ORIGINAL <i>(Complete date in all cases)</i> <b>20101001</b>	DATE (YYYYMMDD)	
b. SUBCONTRACT NUMBER	b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO.	DATE (YYYYMMDD)
c. SOLICITATION OR OTHER NUMBER	c. FINAL <i>(Complete Item 5 in all cases)</i>		DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.			
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____			
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>			
a. NAME, ADDRESS, AND ZIP CODE <b>MANTECH SRS TECHNOLOGIES, Inc 3865 Wilson Blvd, Suite 800 Arlington, VA 22203-1780</b>	b. CAGE CODE <b>4L958</b>	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> <b>Crystal City Field Office Defense Security Service (IOFCK1)</b> <b>(b) (7)(E)</b>	
7. SUBCONTRACTOR			
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE			
a. LOCATION <b>Department of Homeland Security U.S. Customs and Border Protection, Secure Border Initiative Acquisition Office, 1300 Pennsylvania Avenue, Washington DC 20229</b>	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT The scope of services to be provided includes business management, program management services, and possible trade studies and research supporting the PMO. The contractor shall provide support in all aspects of planning, developing, revising, coordinating, managing, and implementing program and project management processes, tools and procedures.			
10. CONTRACTOR WILL REQUIRE ACCESS TO:		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES NO	b. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES NO
b. RESTRICTED DATA	<input checked="" type="checkbox"/> <input type="checkbox"/>	c. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input checked="" type="checkbox"/> <input type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	d. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/> <input type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input checked="" type="checkbox"/> <input type="checkbox"/>	e. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input checked="" type="checkbox"/> <input type="checkbox"/>
e. INTELLIGENCE INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	f. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/> <input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/> <input type="checkbox"/>	g. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/> <input type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/> <input type="checkbox"/>	h. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/> <input type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	i. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/> <input type="checkbox"/>
g. NATO INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	j. HAVE TEMPEST REQUIREMENTS	<input checked="" type="checkbox"/> <input type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	k. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/> <input type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	l. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input checked="" type="checkbox"/> <input type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	m. OTHER <i>(Specify)</i>	<input type="checkbox"/> <input type="checkbox"/>
k. OTHER <i>(Specify)</i>	<input checked="" type="checkbox"/> <input type="checkbox"/>		

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 or 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)

None Authorized: Department of Homeland Security  
 U.S. Customs and Border Protection, Secure Border Initiative Acquisition Office  
 1300 Pennsylvania Avenue, Washington DC 20229

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* 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.)

Reference 10: All contract personnel should orient themselves with the CBP Security Policy and Procedures Handbook (HB1400-02B), August 13, 2009, Volume IV, Chapter 13, Safeguarding Sensitive But Unclassified (For Official Use Only) Information. The handling and marking of sensitive but unclassified information must be in accordance with DHS Management Directive 11042.1 "Safeguarding Sensitive but Unclassified (For Official Use Only) Information," dated January 6, 2005; furthermore contractors must sign a special Non-Disclosure Agreement (DHS Form 11000-6) as a condition prior to accessing sensitive but unclassified/FOUO information. Any questions on the handling of sensitive but unclassified information shall be directed to the COTR or to the Security Management Division at 202-325-0110 or by e-mail to CBP.SECURITY@dhs.gov.

Reference 11a: Access to classified national security information is restricted to Department of Homeland Security (DHS), US Customs & Border Protection (CBP) facilities or other U.S. Government controlled facilities at the discretion of the COTR. Only cleared contract personnel are permitted to access classified information at or below their level of security clearance and based on the need to know in the performance of this contract. All contractor personnel must successfully pass a Single Scope Background Investigation (SSBI) and be granted suitability for work under this contract by CBP. Some contract personnel must obtain a Top Secret Security Clearance granted by the Defense Industrial Security Clearance Office (DISCO) and a Standard Form 312, Classified Information Nondisclosure Agreement, must be completed. Failure of contractor personnel to favorably pass background investigations shall be cause for dismissal. Immigrant aliens, personnel cleared on an interim basis, or personnel holding contractor granted CONFIDENTIAL clearances are not eligible for access to classified information released or generated under this contract.

Contractor requests for clarification and guidance relating to the security requirements of this contract shall be addressed to the contracting officer of record.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract.  Yes  No  
 (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office.  Yes  No  
 (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. 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.

a. TYPED NAME OF CERTIFYING OFFICIAL (b) (6)	b. TITLE Branch Chief, Information Security, IA	c. TELEPHONE (Include Area Code) (b) (6)
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d. ADDRESS (Include Zip Code) 799 9th Street, NW Washington, DC 20001 (b) (6)	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 checked="" type="checkbox"/> f. OTHERS AS NECESSARY
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