**1.0 BACKGROUND:** The Mission Assurance Division (MAD) (Code Z30) at the Naval Surface Warfare Center, Dahlgren Division enables informed, timely, risk-management decisions at the strategic, operational and tactical levels through systems engineering analysis, risk assessment, risk management, integration and decision support to assure the availability of critical assets, infrastructure, and support services at National, Federal, State and Local agencies. MAD analyzes relationships among missions, objectives, operations and asset owner's capabilities, and dependencies on supporting critical assets to assist informed resource allocation decisions in support of assuring force availability and operational readiness. This involves the identification, assessment, protection, real-time monitoring, and operational assurance of mission critical assets essential to the execution of the National Security Strategy.

**2.0 SCOPE**

2.1 Technical Support

2.1.1 The contractor shall provide key technical support in the aforementioned program areas in Section 1.0, including support to the MAD through System Engineering Analysis, Risk Analysis and Assessment, Mission and Functional Decomposition, Technical Reviews, Contingency Support, Training and Assistance, Configuration Management, Coordination Support, and Other Support Areas.

**3.0 SPECIFIC TASKS:**

**3.1 Systems Engineering**

3.1.1 The contractor shall apply system engineering tools to provide Model-Based System Engineering (MBSE) support. NOTE: MAD's processes involve the use of formal systems engineering tools. The tool currently being used is CORE, and the contractor will be required to use this tool. MAD's processes could evolve to include the use of other formal systems engineering tools which would then be required to be used by the contractor.

3.1.2 The Contractor shall apply the Department of Defense Architecture Framework (DODAF) system requirements to develop system architectures, integrated architecture behavioral views, and executable operational models.

3.1.3 The contractor shall use the systems engineering tool (CORE) to model Risk Assessments. The contractor shall support Risk Analysis as well as Risk Assessments using the CORE model-based systems engineering tool, and data gathering and analytical tools. The contractor shall identify and visualize: essential tasks, assets, relationships, functional dependencies, failure modes, and interdependencies. The output of this analysis shall be in Integrated Definition Language (IDEF) systems and operational views, Hypertext Markup Language (HTML) files, or other formats as designated by the Task Order Manager (TOM) that are supportable by the tools.

3.1.4 The contractor shall import documents into the systems engineering tool (CORE) and apply a systems engineering discipline methodology using the DODAF construct to identify process and analysis (e.g. infrastructure analysis) gaps and overlaps. The output of this analysis shall be in IDEF systems and operational views, HTML files, or other formats as designated by the TOM that are supportable by the tools.

3.1.5 The contractor shall utilize a systems engineering tool (CORE) and work with MAD personnel to upload and display export analysis into a geospatial environment for web-based visualization and into other visualization tools. The output of this analysis shall be in a Rich Text

**2.0** Format (RTF) or HTML file, or other formats as designated by the TPOC that are supportable by the systems engineering and visualization tools.

3.1.6 The contractor shall assess and provide recommendations for the technical integration of software or equipment into different applications or platforms to support system engineering product development. This may include support to schema modification(s) within the systems engineering tool (CORE) as needed.

3.1.7 The contractor shall utilize a systems engineering tool (CORE) to import and export data and analysis from Database Management Systems currently in use or planned for use by MAD personnel. The imported data shall be visualized in IDEF systems and operational views, HTML files, or other formats as designated by the TPOC that are supportable by the systems engineering tool (CORE). The exported data shall be in a RTF or HTML file, or other formats as designated by the TOM that are supportable by the systems engineering tool (CORE).

3.1.8 The contractor shall utilize a system engineering tool (CORE) to perform an impact analysis if certain nodes are failed or degraded. This analysis shall be integrated with the entire system model and the output must be in HTML files or text files and imported into geospatial visualization.

3.1.9 Deliverables: Analyses (mission, risk, gap, process, other) and work products provided in various formats (HTML files, IDEF Systems and Operational Views, text files, CORE tool files, geospatial visualizations, other); various software or system engineering tool recommendations.

**3.2 Risk Analysis, Assessment, and Management**

3.2.1 The contractor shall provide subject matter expertise in Risk Analysis, Assessment, and Management to assist in automating the MAD's Risk Analysis, Assessment and Methodology activities. Automation shall be mathematically based and executed and displayed via software, working in conjunction with MAD Code Z31 (Infrastructure & Networks Concepts Development Branch) and Z33 (Situational Awareness Technologies Branch) personnel. The contractor will assist with formalizing the Risk Analysis and Assessment Methodology, as well as executing, visualizing, documenting, and field testing the automated Risk Analysis and Assessment processes.

3.2.2 The contractor shall provide technical Risk Assessment and Risk Management recommendations to improve the current Integrated Risk Assessment Process (IRAP). The contractor will be required to provide draft updates to the IRAP as needed.

3.2.3 The contractor shall provide technical expertise to modify or generate risk algorithms to develop risk scores, and include impact, vulnerability, threat, and risk mitigation scores.

3.2.4 The contractor shall assess and provide recommendations for tools that will assist in automating MAD's Risk Analysis and Assessment Process.

3.2.5 Deliverables: Technical and work products, methodology documentation, feedback on software, hardware and visualization prototypes, textual updates to the IRAP, tool recommendations, and other associated work products in appropriate formats.

**3.3 Mission Analysis**

3.3.1 The contractor shall utilize a systems engineering process to perform Mission Analysis to include mission decomposition and criticality analysis. This shall include the use of analytical processes designed to assist in the recommendation of assets that may be critical to a national, region, state or specific location as they apply to peacetime, contingency, emergency, or wartime missions or events. This also

includes analyzing dependencies and criticalities utilizing the systems engineering tool (CORE) and applying the IRAP to determine risk mitigation scores.

3.3.2 The contractor shall develop and document mission analyses products in the systems engineering tool (CORE).

3.3.3 The contractor shall identify DoD and supporting industrial assets in geographic regions and be able to state those asset's function and importance to the DoD as related to Mission Essential Tasks, Operational Plans, and the National Military Strategy.

3.3.4 The contractor shall integrate Task Critical Assets (TCAs) provided by Combatant Commands, identify the importance of these TCAs to Mission Essential Tasks, Operational Plans, and the National Military Strategy, and prioritize these TCAs to assist in the development of Defense Critical Assets lists.

3.3.5 Deliverables: Mission analyses in various PowerPoint, Word Documents, Shape files, Excel Files, HTML, IDEF, etc., formats; recommendations; process improvements; white papers.

**3.4 Critical Infrastructure Protection (CIP) Risk Analysis & Site Assessments**

3.4.1 The contractor shall conduct CIP Risk Assessments. This shall include performing on-site Risk Assessments in accordance with prescribed IRAP methodology and processes. This includes ensuring a clear mission focus is established and executed for each site assessment based on government directives. It is anticipated that approximately ten (10) 7-day site assessments will occur per year. Travel may be required on weekends and holidays. Travel may be local, CONUS, or OCONUS, depending on government requirements.

3.4.1.1 It is expected that the contractor exercise significant subject matter expertise to determine the type and level of analysis required to fulfill the actual requirements of assigned assessment efforts.

3.4.1.2 Analyses types may include Risk Assessments, site analysis, or mission/process analysis, or a combination of these analytical constructs. Risk assessments will generally be conducted in conjunction with MAD Code Z32 (Infrastructure& Networks Analysis & Assessment Branch), connecting mission with infrastructure analysis to fully identify and describe risk. Risk Assessments will also be supported by MAD Code Z33 to ensure raw and synthesized results are captured, displayed, and available for further analysis, publication, distribution or use.

3.4.1.3 Any relevant standards for a given assessment will be provided by the Government in advance of the assessment to ensure incorporation into the assessment process. Advance notice is expected to be approximately 6 weeks prior to an assessment; however, short-notice circumstances may arise. In these situations, the government will provide as much notice as is possible to the entire team of Government and Contractor personnel.

3.4.2 The contractor shall collaborate with Government and other contractor personnel, customers, site personnel, and other organizations as required for the performance of site Risk Assessments. This includes various levels of participation and teaming with other organizations (government and contractor) to provide accurate assessment conclusions. This also includes collaboration with MAD's Code Z33 personnel to leverage the best and most appropriate technology solutions.

3.4.3 Performance of some site assessments will require SCI-level clearances to obtain facility access (e.g., to assess assets under the cognizance of the Intelligence, Surveillance and Reconnaissance (ISR) Sector at various CONUS and OCONUS locations).

3.4.4 Deliverables: The contractor shall provide site Risk Assessment results and products to the Government and Government customers in a variety of formats including oral briefings, Word, PowerPoint, Excel, CORE, Counter Measures, and other capabilities as developed or purchased. This includes providing both raw and analyzed data for import into data management systems.

**3.5 Intellectual Outreach & Technical Review**

3.5.1 The contractor shall provide general and technical inputs to Risk Analysis and Assessment, System Engineering, Mission Analysis, Training, and Program Management methodologies, processes, and policies. This includes reviewing, analyzing and comparing, and proposing enhancements.

3.5.2 The contractor shall provide general and technical inputs to documents for formal and informal publication by the Government. This includes documents for internal and external publications such as journals, formal policy, manuals, etc. This may include generation of original documents. Other documentation to be reviewed will be provided as Government Furnished Information (GFI).

3.5.3 The contractor shall provide general and technical inputs for government business development efforts in support of or in conjunction with the Government. This includes participation in technical briefings, conferences, seminars and demonstration efforts. The purpose is to leverage MAD expertise throughout the customer community; and develop new lines of business based on emerging trends or expected needs.

3.5.4 Deliverables: General and technical inputs in a variety of formats and forums including: written and oral, and attendance and participation at events as directed and invited.

**3.6 Exercise and Crisis Support**

3.6.1 The contractor shall provide appropriately qualified personnel for each shift during exercise and crisis operations, such as exercise support to perform mission analysis functions.

3.6.2 There will be up to three 9-hour shifts per day. It is anticipated that two (2) 14-day events will occur per year. These shifts may include weekends and holidays. Shift dates and times will be determined by the TOM. The government expects to provide approximately 4 weeks notice prior to each exercise. The government will provide as much notice as possible for support subsequent to a crisis.

3.6.3 Deliverables: General and technical work products, in appropriate formats, as requested or required.

**3.7 Training and Assistance**

3.7.1 The contractor shall provide training and assistance to Government and other contractor personnel. This training includes Government-approved methodologies such as Mission Decomposition, Mission Analysis, Criticality and Risk Management Methodology, System Engineering, Critical Infrastructure Protection, and other tools and processes that support the

MAD. The contractor shall develop a draft training schedule that will be approved by the Government.

3.7.2 Training materials, appropriate to the level of training (e.g., briefings, practical exercises, lesson plans, etc.), will be reviewed by the Government prior to each training session. Training materials for formal training sessions shall be delivered to the Government for review and approval. All documentation shall be brought and maintained under configuration control.

3.7.3 Deliverables: Participation in and providing training events as directed, in various formats to include briefings, on the job, one-on-one, video-teleconference, and other formats.

**3.8 Configuration Management**

3.8.1 The contractor shall support and perform Configuration Management for all analytical work efforts to ensure proper version control. This applies to outputs and analyses performed using the systems engineering tool (CORE), related visualization capabilities, various work products, and other work efforts described in this SOW. The contractor shall provide subject matter expertise in the identification of configuration requirements and integration with existing and proposed data management system efforts.

3.8.2 The contractor shall support the government in integrating the systems engineering tool (CORE) analytical output with MAD's existing databases. This includes defining and documenting the process for raw and synthesized data flow between the systems engineering tool (CORE), the DMS and other in-house databases, and the current visualization tools. This includes providing recommendations for other technology solutions as applicable, field testing and spiral development of workable and repeatable processes, and training others on the approved solutions.

3.8.3 Deliverables: Documentation of configuration management efforts; technical recommendations supporting tool and system integration efforts.

**3.9 Other Support Areas**

3.9.1 In performance of the above task statements, the contractor will be required to coordinate with federal, state and local communities for collaboration purposes and to maintain situational awareness of their respective initiatives.

3.9.2 The contractor shall provide system engineering and other support in the development of program documentation, including Program Plans, System Effectiveness Plans, System Procedures Manuals, and Program Management Planning Documents. Some of these documents may exist in part or whole, while others will be newly created.

3.9.3 The Contractor shall develop system engineering related and other presentations, briefings, and products; and participate in analytical product generation for the Government or the Government's customers.

3.9.4 The Contractor shall monitor and report on all DCIP related data on threats, hazards, vulnerabilities, and related trends to MAD intelligence personnel.

3.9.5 The Contractor shall assist in MAD liaison activities with includes reach back support and personnel that are familiar with COCOM missions, assets, and analysis requirements.

3.9.6 The contractor shall attend meetings and participate in conferences as requested by the government. The contractor shall provide a meeting report to the Government within five (5) business days of the completion of the conference.

3.9.7 Deliverables: Documents, plans, manuals, presentations, briefings, trip reports, meeting reports and conference reports as directed.

**4.0 TASK ORDER MANAGEMENT**

4.1 Monthly Progress Report (CDRL A001)

4.1.1 The contractor shall submit a Monthly Progress Report by the 15th of the month following the month being reported on. The cutoff date of the report shall be the same as that used for invoicing purposes by the prime contractor. Any and all subcontractor, consultant, vendor data shall be current through the "as of" date of the report. This is a material requirement of the order. The report shall be unclassified and reflect no proprietary markings; narrative information shall be in Microsoft Word. E-mail submission is encouraged. The specific format shall be pre-approved by the TOM and the Contract Specialist.

4.1.2 This Task Order will be funded from a variety of sponsors. It will be necessary, therefore, for the Monthly Progress Report to separately report on work accomplished for each project area both in terms of technical accomplishments and expenditure data. The level of detail identified in this paragraph 4.0 will be required for each project area.

4.1.3 Each line of funding obligated against this Task Order will have a unique subCLIN, or SLIN. These SLINs are automatically established by SeaPort-e. This can result in a situation where the same line of accounting, or ACRN, could be obligated under multiple SLINs. Invoicing is accomplished at the SLIN level within Wide Area Workflow.

4.1.4 The Monthly Progress Report shall be distributed to the TOM, the A-TOM, and the Contract Specialist in its entirety. Individual project/task leads shall be provided that section of the report that applies to their respective projects. The following information shall be provided as a minimum in the Monthly Progress Report:

4.1.5 Summary Information: The contractor shall include a summary of all funded tasks/projects/Technical Instructions (TIs) under the Task Order.

4.1.5.1 This summary shall be organized by Task Order period (Base, Option 1, etc.) and shall include the following data: Project name, TI number (if applicable), CLIN funded amount, CLIN expenditures to date, and CLIN funding balance. It is expected that as data for completed CLINs are revised due to indirect rate adjustments or other reasons, de-obligations of excess amounts, etc., information in this summary section shall be revised accordingly.

4.1.5.2 For both current and completed CLINs, provide tables that show ceiling hours, funded hours, and both current and cumulative hours (separately identify regular hours from UT/TTA hours) charged to the Task Order by Task Order labor category. Provide subtotals for key and non-key categories.

4.1.5.3 Following this summary expenditure information, the report shall identify the CLIN currently being performed and its period of performance. List current CLIN Task Order modifications by number, to include date issued and description. List TIs issued by number, date issued and description.

4.1.6 Information to be provided by task/project/TI: The data described below shall be provided for each project/work area/technical instruction. It is desired that there be a separate section or module for each to facilitate distribution to cognizant government managers.

4.1.6.1 Discuss technical efforts performed during the reporting period.

4.1.6.2 Identify any problems encountered (technical/schedule/cost) and resolutions. Specifically note if there are any unresolved problems/issues at the end of the reporting period.

4.1.6.3 Specifically state whether the task is on schedule, ahead of schedule, or behind schedule. If behind schedule, discuss what steps are being or will be taken to complete all requirements on time if possible, or provide a proposed revised schedule based on best current estimates. Note that any revisions to the delivery schedule could require advance Government approval by modification to the TI.

4.1.6.4 Provide the status of all assigned deliverables. Include title, CDRL number, due date, date delivered, applicable TI, Contractor point of contact and description of deliverable(s). The final report for each Task Order period shall include a cumulative list of all deliverable items provided. Detail shall be the same as that provided in individual monthly reports.

4.1.6.5 Identify any open correspondence that requires either Government or Contractor action.

4.1.7 Financial and other information: As stated earlier, it is a material requirement of this Task Order that expenditure information be current thru the "as of" date of the report for all performers (prime contractor, subcontractor, consultant, vendor). It is understood that this data may reflect higher expenditures than what has been invoiced. For example, a report for the period ending 31 Oct 2007 is expected to reflect all subcontractor expenditures in terms of hours and dollars thru 31 Oct 2007 whether or not these amounts have been invoiced to the prime contractor. It is understood that if the prime or subcontractors' October 2007 "accounting month" ended on 29 October, data thru 29 October is acceptable.

4.1.7.1 Individual project/task/TI sections or modules are required only for work being performed during the current period or CLIN.

4.1.7.2 Provide current and cumulative expenditures of both hours and dollars. Separately show expenditures by CLIN (labor and ODC). Show the amount funded and compute a funding balance by CLIN.

4.1.7.3 Provide line graphs showing cumulative expenditures of both hours and dollars. These graphs shall show planned cumulative expenditures as well as cumulative funded level(s). Planned values may not be linear and will require revision as/if plans change. Provide numerical values for all points graphed. Dollar expenditures may be rounded to the nearest dollar; quantities of labor hours may be rounded to the nearest hour.

4.1.7.4 Provide the names of all personnel charging. Organize these data by Task Order labor category and show both current and cumulative hours charged for each individual. Separately show uncompensated hours/total time accounting hours worked (if applicable). Task Order labor categories shall be identified as to whether they are key or non-key categories. Subtotals shall be provided for key and non-key categories as well as total current and cumulative hours. These data shall include subcontractor/ consultant hours in appropriate labor categories.

4.1.7.5 Identification of all items charged against the ODC CLIN. Include description of item, quantity, purpose, vendor, unit price, extended price and disposition.

4.1.7.6 Total expenditures shall be compared to those invoiced for the same period and differences explained. It is understood that subcontractor/consultant expenditures reported in the Monthly Progress Report will frequently be greater than the amounts invoiced.

4.2 EVM Data Report (CDRL A002)

The contractor shall provide information at the TI/project/work area level. The contractor shall provide Earned Value Management (EVM) data reports on a monthly basis. This report shall be submitted within three working days after the end of the month being reported on. The Government understands that these reports will be based on good faith estimates of hours and costs expended. Subcontractor data shall be

included. Cumulative hours by task are a minimum requirement; cumulative hours by task by employee, is desired. The contractor shall work with the Government to develop the EVM worksheet for each area to be reported on. The Government will provide the format for this report at time of award together with the required submission date for the first report. The purpose of this report is to provide EVM variables that feed directly into the MAD's Microsoft Project schedule. The Government, at its discretion, may hold validation sessions with the contractor to review actual hours submitted in these reports with the hours reported in the Bi-weekly Progress Report.

4.3 Table of Approved Personnel (CDRL A002)

4.3.1 The contractor shall submit a monthly report showing all personnel who have been approved to charge to this Task Order. This report is due concurrent with submission of the first Monthly Progress Report, 15 days after the end of the month being reported on.

4.3.2 This report shall be submitted in table format that shall show the following: Task Order labor category, individual's name, date resume submitted, date resume approved, and date removed. If a resume is submitted as a replacement for a Key Person approved at time of award, the name of the individual being replaced shall also be provided. The specific format requires TOM and Contract Specialist approval.

4.4 In Progress Review (IPR)(CDRL A003)

The contractor shall participate in both formal and informal IPRs of work being performed. IPRs may be conducted at the overall Task Order level or for specific projects/work areas/TIs. Reviews will be scheduled by the Government. At the time the review is scheduled, the Government will communicate the specific purpose of the review and advise the contractor as to the desired content of the presentation. The contractor shall provide copies of slides presented to all attendees. An initial formal IPR is planned within 60 days of the Task Order award date and will follow an agenda agreed to by the Task Order's TOM. Subsequent formal IPRs shall be held approximately every 90 days thereafter unless waived by the Government.

4.5 Task Prioritization Meeting

The contractor shall participate in periodic Task Prioritization Meetings with the TOM and project/work area/TI leads/points-of-contact. The purpose of these meetings is to convey the Government's technical program schedules and priorities and to identify corresponding project priorities. It is anticipated that these meetings will occur on a biweekly basis. Results of these meetings shall be reported in the Monthly Progress Report.

4.6 Technical Instruction/Project/Work Area Plan (CDRL A002)

The Government may require the contractor to submit execution plans for large and/or high visibility projects. These plans would typically include schedules, priorities, management approach, and staffing plans. Other items may be identified by technical instruction.

4.7 Contractor Performance Assessment Reporting System (CPARS) reviews

Section E of this Task Order states that this order is performance based and that performance quality will be assessed as part of the annual CPARS review. The Government intends to conduct at least semiannual reviews of overall task order performance quality. Reviews are currently planned for the midpoint and at the end of each Task Order period. The Government will make every effort to schedule these reviews at a mutually agreeable time and location. The contractor will be given the opportunity to present.

**5.0 DELIVERABLES**

5.1 Deliverable requirements are summarized below. Copies of all deliverables, both formal and informal, shall be provided to the following distribution: TOM, A-TOM, and the Project/Work Area/TI Point-of-Contact. Other distribution may be mutually agreed to.

5.2 Following is a summary listing of deliverables required under this Task Order. Information on this list has the same force and effect as if it were provided on a formal Contract Data Requirements List (CDRL), Form DD1423. It is anticipated that delivery of unclassified deliverables will be accomplished electronically.

CDRL No. A001
Title: CONTRACTOR'S PROGRESS, STATUS, AND MANAGEMENT REPORT
DID No. DI-MGMT-80227
Frequency: Monthly
Date of First Submission: Due 15 days after the end of the month being reported on.
Date of Subsequent Submission: Monthly thereafter
Remarks: Content to be as specified in paragraph 4.1 above. Format to be approved by the TOM and the Contract Specialist.

CDRL No. A002
Title: TECHNICAL REPORT – STUDY SERVICES CONTRACT
Subtitle: Other Management Reports (See Remarks)
DID No. DI-MISC-80508
Frequency: As required for each item.
Date of First Submission: As required for each item
Date of Subsequent Submission: As required for each item.
Remarks: Includes, but not limited to, the EVM Data Report, the Table of Approved Personnel, Technical Instruction/Project/Work Area Plans

CDRL No, A003
Title: PRESENTATION MATERIAL
Subtitle: In-Process Review Briefings, Technical Presentations
DID No. DI-ADMN-81373
Frequency: As required
Remarks: Delivery schedules to be established at time of Government request

CDRL No. A004
Title: TECHNICAL REPORT – STUDY SERVICES CONTRACT
DID No. DI-MISC-80508
Frequency: To be established at Task Prioritization meetings or by TI
Remarks: Ref. SOW 3.0. Specific items to include but not limited to analyses (mission, risk, gap and other), various types of technical reports/white papers, process documentation (updates or new items), site risk assessment results, recommended process enhancements, trip reports, training materials, configuration management documentation, and draft program management documentation.

CDRL No. A005
Title: COMPUTER SOFTWARE PRODUCT END ITEMS
DID No. DI-MCCR-80700
Frequency: To be established at Task Prioritization meetings or by TI
Remarks: Ref. SOW 3.0. Items to include but not limited to systems engineering tool files,

feedback and assessment of software, hardware and visualization prototypes, automated tools, and databases.

**6.0 SECURITY**

Some work accomplished under this contract will be classified up to the level of TOP SECRET/SCI. The contractor shall maintain the capability to store information up to and including SECRET. All data generated under this contract shall be classified in accordance with the Contract Security Classification Specification (DD254) which is provided as an attachment to the contract. Classified IT processing at the SECRET level is required.

**7.0 GOVERNMENT FURNISHED INFORMATION**

The government will provide the following information for the performance of this work. Data will be made available throughout task order performance.

7.1 Existing documentation of GOTS/COTS software, databases, data and the system engineering products required for integration in the DMS.

7.2 Risk assessments, data, and access to databases which have all been prepared by Government and/or commercial organizations, and may include missions that support critical assets whose requirements support the customer base.

7.3 All documentation, lists, annexes, data and plans required to perform this Task Order.

**8.0 GOVERNMENT PROVIDED FACILITIES** – The government will provide working space in B-1460 for performance of this Task Order. The government will provide spaces for 5 personnel at time of Task Order award.

8.1 All contractor personnel sitting in government spaces shall strictly observe all requirements regarding the appropriate usage of government computer and other equipments (e.g. restricted internet sites; conducting personal business, etc.). It is the responsibility of the contractor's on-site manager to ensure that all contractor personnel, including on-site subcontractor personnel if applicable, are in full compliance throughout performance.

8.2 Notivication to Z Department Security - The contractor shall provide at least a 48-hour (2 working days) notice if any individual assigned to work in Z department spaces on either a full or part-time basis is going to be removed from the contract for any reason. This notification shall be provided to the Contract Specialist and the TOM, with a copy to the Z Department Security Office (Code J0S). Electronic notifications are acceptable. This notification is necessary in order to provide sufficient lead-time to allow for any administrative processing involving the individual.