

Claxton Logistics Services LLC

M67854-20-C-0505

Administrative Management Support

8 May 2020

Volume I – Technical Volume

Prepared for:
Marine Corps Systems Command
ATTN: Ms. Lindsey Harris

Offeror:

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May 4, 2020

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Marine Corps Systems Command
Attn: Ms. Lindsey Harris
Marine Corps Systems Command (CT 029)
2200 Lester Street
Quantico, VA 22134

Reference: Solicitation M67854-20-C-0505 Administrative Management Support

Subject: Claxton Logistics Response to Solicitation M67854-20-C-0505 RFQ Administrative Management Support

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BUSINESS & TECHNICAL APPROACH


1.0 Introduction & Summary

Claxton Logistics Services, LLC (Claxton) is pleased to submit our proposal to provide our Claxton Team's Administrative Management Support for M67854-20-C-0505 PWS technical requirements.


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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE 17-Jul-2021		4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO.(If applicable)	
6. ISSUED BY COMMANDER MARCORSYSCOM ATTN: MALLORY PERSON 2200 LESTER STREET QUANTICO VA 22134		CODE M67854		7. ADMINISTERED BY (If other than item 6) MARINE CORPS SYSTEMS COMMAND (MCSC) 2200 LESTER STREET QUANTICO VA 22134		CODE M67854	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) CLAXTON LOGISTICS SERVICES, LLC CLAXTON R. JOHNSON 400 CORPORATE DRIVE SUITE 201 STAFFORD VA 22554-4898				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. M6785420C0505			
				X 10B. DATED (SEE ITEM 13) 17-Jul-2020			
CODE 55PT3		FACILITY CODE 55PT3					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW FAR 52.217-9 Option to Extend Services							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: personm21854 The purpose of this modification is to: 1. Exercise and fund Option Year 1 with a Period of Performance of 17 July 2021 through 16 July 2022. 2. The total cost of this contract was increased by \$1,873,752.21 from \$1,846,061.29 to \$3,719,813.50. All other terms and conditions remain unchanged							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SHEILA D MCCREERY / CONTRACTING OFFICER TEL: 703-432-3115 EMAIL: sheila.mccreery@usmc.mil			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY <i>Sheila McCreery</i> (Signature of Contracting Officer)		16C. DATE SIGNED 09-Jun-2021	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$1,873,752.21 from \$1,846,061.29 to \$3,719,813.50.
The number of award copies required has increased by 1 from 1 to 2.

SUPPLIES OR SERVICES AND PRICES

CLIN 1001

The option status has changed from Option to Option Exercised.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$1,873,752.21 from \$1,846,061.29 to \$3,719,813.50.

CLIN 1001:

AB: 17111061A2A 252 67854 067443 2D M95450 1SUGL33940QC (CIN M9545021SUGL3391001) was increased by \$1,873,752.21 from \$0.00 to \$1,873,752.21

The contract ACRN AB has been added.

The CIN M9545021SUGL3391001 has been added.

The Cost Code 1SUGL33940QC has been added.

(End of Summary of Changes)

PERFORMANCE WORK STATEMENT
Administrative Management Support
July 2020

1. BACKGROUND

The Marine Corps Systems Command (MCSC) is responsible for planning, coordinating, and executing comprehensive acquisition strategies, policy development for the respective areas of interest and analysis of its program portfolio inclusive of product support for the United States Marine Corps (USMC) acquisition programs and fielded assets. Additionally, this comprehensive knowledge and experience in providing senior leadership and expertise, oversight, verification, validation, and evaluation support to ensure effective management support is critical.

2. SCOPE

A requirement exists to provide Administrative Management Support to the follow offices of MCSC to support all business and acquisition related activities:

- Chief of Staff (CoS)
- Deputy to the Commander for Resource Management (DC RM)
- Deputy to the Commander for Systems Engineering & Acquisition Logistics (DC SEAL)
- Director of Acquisition Logistics and Product Support (AC ALPS)
- Office of Counsel (Legal)
- International Programs (IP)
- Program Manager, Global Combat Support Systems (GCSS)
- Marine Corps Tactical Systems Support Activity (MCTSSA)

3. REQUIREMENT

The Contractor shall provide Administrative Management Support to support the required offices within MCSC with efficient and experienced personnel. The Contractor shall provide adaptable, flexible personnel that are best suited to accomplish both planned and emergent tasks. Emphasis shall be placed on productivity, efficiency, and accountability. The Contractor shall execute the tasks with high quality, timely, and well-integrated support.

3.1 Administrative Management Support

3.1.1 Department of the Navy Tasking, Records and Consolidated Knowledge Enterprise Repository (DON TRACKER)

- The Contractor shall monitor, receive, and review tasks from DON TRACKER. The Contractor shall promulgate DON TRACKER tasks to the appropriate Government lead. The Contractor shall prepare DON TRACKER tasks for dissemination to the Government workforce, including concise instructions, suspense date, level of required review (e.g., action officer, O-6, general officer), and the requirement to submit a comment resolution matrix. The Contractor shall track such DON TRACKER tasks for responses, closure, metrics, and historical information. For each DON TRACKER task, the Contractor shall consolidate and review responses, follow up, validate responses, and obtain any missing or incorrect responses.
- Performance Standard: The Contractor shall correctly and completely collect, consolidate, and submit responses in accordance with the MCSC DON TRACKER Standard Operating Procedures and staff action procedures outlined in SECNAVINST M5216 .5

3.1.2 Operational Deployment Package Review

- The Contractor shall verify that deployment packages for personnel traveling Outside the Continental United States (OCONUS) in support of MCSC and Program Executive Office Land Systems (PEO LS) organizations comply with MCSCO 3000.15 and the Deployment/OCONUS Travel Checklist.
- Performance Standard: Contractor shall identify and report to the Government all instances in which deployment packages provided for Contractor review fail to comply with MCSCO 3000.15 and the Deployment/OCONUS Travel Checklist.

3.1.3 Operational Deployment Status Report

- The Contractor shall update the Deployed Status Report each business day based on Government-provided inputs.
- Performance Standard: Contractor performance (including deliverables) shall clearly, accurately, and completely report all relevant data.

3.1.4 Research

- The Contractor shall conduct general research on specific topics directed by the Government, gather required information, and provide final products in the format of briefings, information papers, or spreadsheets. The Government estimates that this task will take, on average, between 30-40 hours per occurrence.
- Performance Standard: Final products shall be in compliance with the Government Printing Office Style Manual, SECNAV M-5216.5, and all other applicable DoD, DoN, and USMC regulations, order, directives, policies, and procedures. Contractor's performance and deliverables shall reflect research and writing expertise at roughly a college junior level.

3.1.5 Events Requiring Operating Forces Support

- The Contractor shall collect and compile from Program Managers program data, type of events, dates, locations, and other pertinent data relating to events requiring support from the Operating Forces. The Contractor shall track and verify all such event data, using SharePoint and Microsoft Excel. The Contractor shall upload and maintain such event data on MARFORCOM's classified website.
- Performance Standard: Contractor performance (including deliverables) shall clearly, accurately, and completely report all relevant data.

3.1.6 DON TRACKER Administrative Tasks

- The Contractor shall collect and consolidate responses to DON TRACKER Taskers and shall submit the responses to the appropriate Government representative by the required DON TRACKER completion action date.
- Performance Standard: The Contractor shall correctly and completely collect, consolidate, and submit responses in accordance with the MCSC DON TRACKER Standard Operating Procedures and staff action procedures outlined in SECNAVINST M5216.5.

3.1.7 Deployment Packages Compilation

- The Contractor shall compile deployment packages for personnel traveling OCONUS in support of MCSC and PEO LS entities.

- Performance Standard: The Contractor shall compile deployment packages in accordance with MCSCO 3000.15 and the Deployment/OCONUS travel Checklist provided by the MCSC Operations Center.

3.1.8 Public Release Requests.

- The Contractor shall prepare MCSC Public Release Request Forms and submit them to the required entity(ies). The Contractor shall follow up with the required entity and provide periodic updates to the originator as to the request's status. Upon completion of staffing, Contractor shall notify the originator of the request's disposition.
- Performance Standard: Contractor performance (including deliverables) shall comply with MCSCO 5720.2A.

3.1.9 Conferences

- The Contractor shall prepare, and submit to the MCSC Conference Manager, conference hosting and attendance packages. Contractor shall communicate with the attendee/host to obtain additional documents required to complete a deficient package until the Conference Manager confirms package completion.
- Performance Standard: The Contractor shall prepare and submit conference packages in accordance with established DoD and any MCSC published guidance.

3.1.10 Correspondence

- The Contractor shall review and edit correspondence for grammar, spelling, punctuation, and format.
- Performance Standard: Edited correspondence shall comply with the Navy Correspondence Manual (SECNAVINST M 5216.5) and the GPO Style Manual.

3.1.11 Automated Message Handling System (AMHS) Messages

- The Contractor shall prepare (for Government review) drafts of official messages using AMHS. The Contractor shall review and edit official message traffic for format and grammatical consistency. Upon Government approval of final product, the Contractor shall release official message traffic via the AMHS.
- Performance Standard: Contractor deliverables shall be formatted in compliance with AMHS directives and policies.

3.1.12 Defense Travel System (DTS)

- The Contractor shall review DTS authorizations and vouchers submitted by Government travelers, shall document compliance (or any deviations from compliance) with the current version of the JTR, and then shall forward the documented authorizations and vouchers for the next level of review.
- Performance Standard: The Contractor shall review, document, and forward DTS authorizations and vouchers within four business hours of the travelers' sub missions of the authorizations and vouchers.
- Performance Standard: Contractor performance (including deliverables) shall be in compliance with the current version of the JTR.

3.1.13 Staff Action Packages

- The Contractor shall compile, route, disseminate, and file staff action packages.

- Performance Standard: The Contractor shall compile, route, disseminate, and file packages in accordance with SECNAVINST M5216.5 and all applicable Command policies.

3.1.14 Telephone Calls

- The Contractor shall answer telephone calls, take messages and direct callers to the appropriate Government office or personnel.
- Performance Standard: Messages shall be clearly and accurately written and shall contain the name and organization of the caller, the date and time the call originated, and a brief description of the subject to be discussed.

3.1.15 Meetings and Calendars

- Using Microsoft Outlook, the Contractor shall schedule meetings and manage calendars for senior to mid-level leaders. The Contractor shall provide all appropriate support to coordinate meetings, to including: Scheduling meetings; reserving meeting rooms; preparing and disseminating invitations, agendas, and read-a heads; disseminating minutes and information to attendees; and tracking and managing the resulting Government-provided action items from start to completion. This requirement does not include attending meetings or drafting minutes.
- Performance Standard: Contractor performance (including deliverables) shall include accurate and complete pertinent information, such as date, time, location, and security clearance requirements.

3.1.16 Copy, Print, Scan, Shred, Fax

- Using on-site Government equipment, the Contractor shall copy, print, scan, shred, and fax documents. The Contractor shall never leave documents unattended at the equipment.

3.1.17 Mail

- Each business day, the Contractor shall pick up mail at the MCSC mail room and deliver the mail to the intended addressee at Quantico Marine Base or at leased facilities in Dumfries and Stafford. Contractor personnel assigned to the MCSC mail room shall operate a Government vehicle for official business.
- Performance Standard: Contractor personnel assigned to the MCSC mail room shall possess a valid driver's license and a valid Government driver's license per Marine Corps Base Order 11240.2B. The Contractor shall handle all mail in accordance with MCO 51 I 0.4A and MCSCO 5112.IC.
- Performance Standard: Contractor shall deliver mail within one business day after picking the mail up at the MCSC mail room.

3.1.18 File, Upload Documents

- The Contractor shall file documents in filing cabinets and upload documents electronically to the entity's share drive or SharePoint site.
- Performance Standard: Contractor performance (including deliverables) shall accurately and completely comply with Government filing directions.

3.1.19 Marine-On-Line (MOL)

- The Contractor shall take roll call, if directed by the Government, and report the status of the workforce (e.g., present, absent, temporary additional duty) via MOL.

- Performance Standard: Contractor shall complete performance (including submission of deliverable) prior to 10:00 a.m. each business day, or such other time as the Government may expressly direct.

3.1.20 Joint Personnel Adjudication System (JPAS)

- The Contractor shall transmit security clearance information and process visit requests for Government personnel attending classified meetings, via the JPAS.
- Performance Standard: Contractor performance and deliverables shall clearly, accurately, and completely report all relevant data.

3.1.21 Office Supplies.

- The Contractor shall unpack, store, inventory, and organize office supplies.

3.1.22 VIPER Work Request Solution and IT Requests.

- The Contractor shall use the VIPER Work Request Solution and Information Technology Requests to submit approved requests from MCSC personnel for facility and information technology support. The Contractor shall monitor and provide updates to the requestor regarding the status of each request until its completion.

3.1.23 SharePoint

- The Contractor shall provide all appropriate clerical support to maintain each entity's SharePoint site by creating internal pages on established sites, developing lists, routing internal organizational documents, managing site access, configuring site features and settings, and performing similar administrative tasks. This task requires familiarity with user and administrative SharePoint functions but does not require IT-specific skillsets.

4. PLACE OF PERFORMANCE:

The primary place of performance for this contract is Marine Corps Base Quantico at Quantico, VA and within a 15-mile radius of the base, as well as Marine Corps Tactical Services Support Agency at Camp Pendleton, CA and at Marine Corps Logistics Base, Albany, GA.

5. GOVERNMENT FURNISHED PROPERTY/EQUIPMENT/MATERIALS

The Government will provide Government Furnished Equipment (e.g., phones, computers) for this effort.

6. FACILITIES

The Government will furnish the necessary workspace for the Contractor staff at the contractual place of performance to provide the support outlined in this PWS.

7. TRAVEL

Local travel may be required as part of performance. Local travel will not be reimbursed.

8. SECURITY REQUIREMENTS

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance prior to classified performance. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform

on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to MCSC_Security@usmc.mil or 703-432-3374/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been issued a CAC, a MCSC Building Badge and/or granted classified access. The FSO shall notify the Government (written notice) within 24 hours of any contractor personnel added or removed from the contract that have been issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

8.1. Proper Identification of Contractor Personnel

Contractor's including subcontractors at all tiers, shall provide for a clear distinction from Government personnel. Contractor employees shall not act, advertise, or presume to be Government employees, agents or representatives. Contractor employees are required to appropriately identify themselves as Contractor employees at all times, including in telephone conversations, formal and informal written correspondence, paper and electronic; and in any other situations where its actions could be construed as acts of Government officials unless, in the judgment of the Government, no harm can come from failing to identify itself. Contractor employees shall be introduced as Contractor personnel and display distinguishing visible identification at all times whether in conversations, meetings, or through other forms of communication with Government personnel.

Contractor personnel, while performing in a Contractor capacity, shall refrain from using its retired or reserve component military rank or title in written or verbal communications associated with the contracts for which they provide services.

The Contractor shall incorporate the substance of this requirement in all subcontracts awarded under this contract.

8.2 Government Information Access

Common Access Card and System Authorization Access Request

COMMON ACCESS CARD (CAC) REQUIREMENT. The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC, must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.) Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC **are prohibited** from "auto-forwarding" e-mail from their .mil e-mail account to

their .com e-mail account. If the “ctr@usmc.mil” e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished “ctr@usmc.mil” e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

8.3 MCSC Badges and Access to the TDSA and Hospital Point buildings, Quantico, VA

DEFENSE BIOMETRIC IDENTIFICATION (DBID) CARD. Certain contractors may require the issuance of a DBID card in order to gain access to Marine Corps bases/stations. The COR will identify and approve only those contractor employees performing on this contract that require a DBID card in order to perform their job function aboard the base. All contractor personnel accessing Marine Corps Base Quantico and Marine Corps Systems Command must be in compliance Access Control policy identified within MCSCO 5530.2A Access Control Order.

Marine Corps Base Quantico (MCBQ) Installation Gate Access – Access onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e. Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates prior to being granted access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ and are not receiving a CAC in support of this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card. DBID cards may be obtained at no cost from the MCBQ Provost Marshall’s Office (PMO) after coordination with the COR and the MCSC, AC/S G2, Physical Security Team (PHYSEC Team). To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC Team) via: encrypted email to mcsc_physicalsecurity@usmc.mil, faxing to 703-432-3481 (attn.: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. The information on the Vendor Screening Form will be used by MCBQ PMO to conduct a background check. The vendor will be notified of the results of their vendor screening background check by the PHYSEC Team and/or COR. Vendors who do not meet the eligibility standards, will not be cleared for access onto MCBQ or MCSC. Vendors who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link that will be provided by the PHYSEC Team or COR. Once the Vendor has successfully completed the DBID registration process, a registration code will be provided. The registration code shall be printed and hand carried by the Vendor to MCBQ PMO, Bldg 2043, between the hours of 0700 - 1500 in order to be issued the DBID card. DBID cards will be issued for a period of 3 years regardless of contract expiration. For additional questions regarding submission of the Vendor screening Form or access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3909.

Marine Corps Systems Command Facility Access – All contractor personnel accessing Marine Corps Systems Command facilities/buildings, must maintain compliance with access control policy identified within MCSCO 5530.2A - Access Control Order. Access into MCSC facilities requires use of a Command facility access badge issued by the PHYSEC Team. Contractor personnel assigned to sit within MCSC spaces with a dedicated (by name) workspace will be considered “on-site” contractors and may be issued a Green badge with the holder’s photograph. Contractor personnel that frequently visit (three or more times a week) MCSC spaces will be considered “off-site” contractors and may be issued an Orange badge with the holder’s photograph. Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website. Vendors may be issued a MCSC facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MCSC facility access badge. All other vendors supporting this contract who do not meet the “Green” or “Orange” badge standards shall be required to have their visit to MCSC notified in advance using the MCSC Visitor Notification System hosted on the MCSC VIPER website. Visitor Notifications shall only be submitted by a MCSC sponsor with access to the MCSC VIPER website. Visitors who arrive at MCSC facilities without an approved Visitor Notification on file shall be turned away unless a MCSC escort with a “White”, “Powder Blue”, or “Green” badge can be reasonably coordinated.

Vendors possessing an “Orange” badge are not authorized to escort visitors without an approved Visitor Notification on file. All “Green” and “Orange” badges will be programmed with unescorted access into approved MCSC facilities Monday through Friday from 0630-1700. Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MCSC facility access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3909

8.4 Miscellaneous Government Information Systems

Wide Area Work Flow (WAWF), MCSC’s VIPER and access to similar accounts shall be justified in the same way as the CAC account. Permission to obtain an account must be justified in writing and signed by the cognizant Government team lead before it can be signed by the COR.

9. TELECOMMUTING

In some instances, the Government may consider telecommuting. Situations that may be considered include tasks that can be completed by an individual rather than by collaboration; tasks that produce a defined product rather than support of a process; tasks that do not require face-to-face communication with others; and tasks that do not require access to classified material. The Government will not reimburse the Contractor for costs related to establishing, equipping, and operating a home office that must be capable of processing voice and data communications and safeguarding and protecting Government information.