3.14-1 Alternate I Security Requirement-Classified Contracts (October 2010)
3.14-2 Contractor Personnel Suitability Requirements (July 2016)
3.14-3 Foreign Nationals as Contractor Employees (April 2014)
3.14-4 Access to FAA Systems and Government Issued Property (November 2016)
3.14-5 Sensitive Unclassified Information (SUI) (July 2013)
3.14-6 Privacy or Security Safeguards (November 2016)
3.14-8 Non-FAA Information Systems (November 2016)
3.17-1 American Recovery and Reinvestment Act-Reporting Requirements (July 2010)
3.17-2 Authority of the Inspector General and Comptroller General Relating to Contracts Using American Recovery and Reinvestment Act Funding (April 2009)
3.17-3 Whistleblower Protections under the American Recovery and Reinvestment Act (July 2010)

**I.2  3.2.4-16 Ordering** (April 2011)
(a) Any supplies and services to be furnished under this MOA shall be ordered by issuance of contracts or task orders by the individuals or activities designated in the Section C of this MOA. Such orders may be issued from date of award through September 30, 2024.

(b) All contracts or task orders are subject to the terms and conditions of this MOA. In the event of conflict between a contract or task order and this MOA, the contract or task order shall control.

(c) If mailed, a contract or task order is considered "issued" when the Government deposits the order in the mail. Contracts or task orders may be issued orally, by facsimile, or by electronic commerce methods.

**I.3 3.2.4-35 Option to Extend the Term of the Contract** (April 1996)
(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of the contract, including the exercise of any options under this clause, shall be specified in each BPA/MOA or contract or task order.

(End of clause)

# PART III – LIST OF DOCUMENTS, EXHIBITS AND ATTACHMENTS

## SECTION J - LIST OF DOCUMENTS, EXHIBITS AND ATTACHMENTS

Attachment J-1 Reserved
Attachment J-2 Reserved
Attachment J-3 General Labor Category Descriptions & Qualifications
Attachment J-4 Labor Ceiling Rates (online form)
Attachment J-5 Technical Qualifications (online form)
Attachment J-6 Functional Area Matrix (online form)
Attachment J-7 Non-Disclosure of Information Agreement
Attachment J-8 Sample Monthly Status Report
Attachment J-9 Security Guidelines
Attachment J-10 References
Attachment J-11 Section K (online form)
Attachment J-12 Delphi Vendor Entry Worksheet (online form)
Attachment J-13 AMS Clause Subcontract Flowdown Chart

## I. General Labor Categories

| CLIN/Functional Area | ATS | BAM | R&D | ES | CSD | CSS | D&T | M&R |
|---|---|---|---|---|---|---|---|---|
| Management | P | P | P | P | P | P | P | P |
| Scientist/Engineer/Systems Analyst | P | | P | P | | | | P |
| Computer Scientist/Systems Analyst | | | | P | P | P | | |
| Information Technology Analyst | | | | | P | P | | |
| System Security/Information Assurance | | | | P | P | P | | |
| Technical Writer | | | | P | P | | P | |
| Writer/Editor | | P | | | | | P | |
| Acquisition/Procurement/Contract/Analyst | | P | | | | | | |
| Business/Financial/Management/Analyst | | P | | | | | | |
| Trainer/Training Material Specialist | | | | | | | P | |
| Technical Support | P | | P | P | P | P | | P |
| Administrative Support | | P | | | | | | |

Note: "P" denotes primary labor category under the Function Area.

### 1. Management series

A. Description:  This series covers program and project management functions. The Program Manager is the most senior of the series and has responsibility for more than one project or has responsibility for a very large project. The Technical Project Manager provides normal project management functions including technical leadership, quality assurance, and decision-oriented recommendations. The Administrative Project Manager covers contracts and situations that require no technical leadership and provides status and progress reporting while providing an administrative connection between onsite contractor staff and contractor's home office. This mapping defines the educational requirements for the management series in each functional area.

B. Qualifications:
1. The educational requirement is identical to the non-support series in the functional area that are designated as primary labor categories.

2. The Project Control Analyst experience must be relevant to project control. The experience must be similar or identical to the following: project schedule, project plan, critical path and dependency analysis, resource allocation, baseline management, status monitoring, and related project management activities.

3. For the Program Manager and Technical Project Manager labor categories, Project Management Professional (PMP), Portfolio Management Professional (PfMP), Program Management Professional (PgMP) or equivalent project or program management certification is required.

4. For the Task Leader experience, two (2) of the six (6) years must have been in a lead role.

Program Manager (required degree + 15 relevant years)
Technical Project Manager (required degree + 10 relevant years)
Administrative Project Manager (required degree + 10 relevant years)
Task Leader (required degree + 5 relevant years)
Project Control Analyst (required degree + 2 relevant years)

## 2. Scientist/Engineer/Systems Analyst series

A. Description:  This series covers engineers, professional licensed engineers, scientists, and NAS systems analysts. The series is intended to provide services in support of NAS systems rather than business oriented IT systems. There are NAS support systems that are administrative in nature that have an active interface to the NAS that may require some of these skills to maintain and engineer the interface. Some of the logistics elements, reliability, maintainability availability, failure analysis and effects, electromagnetic compatibility and interference, test and evaluation, technical provisioning, etc. are performed by this labor category. The series is also intended to provide engineering service in support of Air Transportation Support activities for operational locations including facility maintenance, modification, and remediation as well as various levels of equipment repair. R&D support service resources may be specified from this labor category series.

B. Qualifications:  Engineering, math, and science degrees are required. For Human Factors Analysts: Psychology and related human factor specialized degrees are acceptable.

When supporting tasks that are unique to FAA NAS systems and NAS operations such as: Air Traffic Operations, Air Traffic Safety System, Air Traffic Management, Air Traffic Operations Training, Air Traffic Safety System Training, Aviation Safety, Technical Operations, System Operations or Air Traffic Management Training, for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 3. Computer Scientist/Systems Analyst series

A. Description:  This series provides computer engineering and computer systems analysis under ES computer science and software engineering under CSD and CSS. The major difference between the domains is typically the real time, safety critical, safety of flight orientation of the ES domain and the administrative systems domain of CSD and CSS. These domains are related within the FAA and do overlap. For clarity, a computer scientist working in ES domains primarily focus on physical multiple sensor and communications systems, real time and safety of flight while the software engineer working in CSS would focus on database related workflow or administrative system.

B. Qualifications:  Engineering, math, and science degrees are required. For Human Factors Analysts: Psychology and related Human Factor specialized degrees are acceptable. When supporting tasks that are Information Technology Systems Architecture, Enterprise Architecture, or Network Analysis/Design/Test, for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 4. Information Technology Analyst series

A. Description:  This series provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning,  operations and administration; and related IT systems functions.

B. Qualifications:  Information systems, business systems, management information systems, IT management, other IT degrees are required. Engineering, math, and science degrees are acceptable substitute degrees.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 5. System Security/Information Assurance Analyst series

A. Description:  This series provides NAS systems security engineering under ES and IT systems security in compliance with the NIST standards under CSD and CSS. This labor category covers all security related specialty engineering functions under engineering services and all information assurance functions under computer systems development and computer systems support.

B. Qualifications:  The educational requirement is identical to the non-support series in the functional area. When supporting tasks that fall within the scope of ES, the degree and experience requirement is identical to the Scientist/Engineer/Analyst or the Computer Scientist/Systems Analyst. When supporting tasks that fall within the scope of CSD and CSS,

the degree and experience requirements are identical to the Computer Scientist/Systems Analyst.

In the System Security/Information Assurance Analyst labor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 6. Technical Writer

A. Description:  This series provides support to read and analyze highly technical materials and to create presentations of that information. This may be specifications, drawings, user manuals, presentations, reports, or training documents. The series is intended for use on NAS systems under ES and on IT systems under CSD.

B. Qualifications:  The educational requirement is identical to the non-support series in the functional area. When supporting tasks that fall within the scope of ES, the degree and experience requirements are identical to the Scientist/Engineer/Analyst or the Computer Scientist/Systems Analyst. When supporting tasks that fall within the scope of CSD, the degree and experience requirements are identical to the Computer Scientist/Systems Analyst.

In the Technical Writer categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 7. Writer/Editor

A.  Description:  This series is to provide non-technical writing support. The writer may prepare documents as part of business operations, or as part of D&T. The editor is focused on the same areas as the writer and can be applied in each area. This category includes the creation of content for web pages.

B. Qualifications:  Education, English, journalism, history, political science or equivalent degrees are required.

In the Writer/Editor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 8. Acquisition/Procurement/Contract/Analyst series

A. Description:  This series provides expertise ranging from senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. This series is unique in that it resides in BAM, but requires insight and knowledge of all other functional areas.

B. Qualifications:  A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification* + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

*Certifications: DAWIA Level 3, FAC-C Level 3, or other federal government agency issued Level 3 contracting professional certification

## 9. Business/Financial/Management/Analyst series

A. Description:  This series is focused on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes. Additionally, this labor category will provide support to the business and management elements of logistics support.

B. Qualifications:  A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is

required.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior I (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 10. Training/Training Material Specialist series

A. Description:  This series appears only in D&T. These are specialists in creating and delivering training documentation. These are specialists in education, in teaching, and in creating structured lesson plans and formal training programs. These are not the technical experts who generate the more technical portion of the documents. They are covered in ES and CSD.

B. Qualifications:  Education, English, journalism, history, or political science degrees are required.

In the Trainer/Training Material Specialist labor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

## 11. Technical Support series

A. Description: Technical support varies widely. In ATS, technical support includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity. In BAM, technical support includes graphical artist specialists. In CSD, technical support includes graphical design. For ES, technical support means technicians to support the engineering efforts. These may be test technicians, installation technicians, support technicians, etc. In CSD, technical support is help desk, computer installation, copier support, telephone support, etc. In equipment maintenance, the technical support is an equipment repair technician and includes depot through field repairs.

B. Qualifications:
Level IV (HS + 10 relevant years)
Level III (HS + 6 relevant years)
Level II (HS + 3 relevant years)
Level I (HS + 0 relevant year)

**12. Administrative Support series**

A. Description:  This series is office oriented, clerical, coordinating, in an administrative role. Typical functions include: telephone answering, desk staffing, copying, data entry, regular cyclical report generation, distribution, pre-defined task execution. BAM is the only one functional area that supplies administrative support.

B. Qualifications:
Level IV (HS + 10 relevant years)
Level III (HS + 6 relevant years)
Level II (HS + 3 relevant years)
Level I (HS + 0 relevant year)

**13. Subject Matter Expert (SME)**
The SME is not anticipated. The SME is not a senior expert with a special certification or a senior expert with a Ph.D. The expert is uniquely qualified and the need for the expertise as well as the supporting cost data is part of documenting the rationale for this category.

**14. Introduction of New Service (IONS)**
A new or improved service not currently available under any of the eFAST labor categories that has the potential to provide more economical or efficient means for the Government. It may be a service existing in the commercial market not yet introduced to the Federal Government or a service that has been improved. As determined by the Government, there are no similar services available under an existing function area. IONS must be is unique as its need and supporting cost data are part of documenting the rationale for this category.

Notes:
1. Non-support series:  Labor categories other than Technical Support & Administrative Support
2. HS = high school diploma or GED

**II.     Definitions and Allowable Substitutions:**

1. A master's degree in an appropriate discipline will be considered equivalent to two (2) years of relevant experience. A doctoral or Doctor of Philosophy degree (Ph.D.) in an appropriate discipline will be considered equivalent to four (4) years of relevant experience.

2. Eight (8) years for non IT Analyst Series, and six (6) years for the IT Analyst Series, of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a bachelor's degree.

3. Six (6) years for non IT Analyst Series, and five (5) years for the IT Analyst Series, of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a bachelor's degree, when combined with relevant, non-introductory and non-survey training totaling 60 Continuing Education Credits (CEU). Ten (10) learning program activity hours is equivalent to 1 CEU. The CEU must be accredited by International Association for Continuing Education & Training (IACET) or equivalent.

4. Five (5) years for non IT Analyst Series, and four (4) years for the IT Analyst Series, of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a bachelor's degree, when combined with a relevant certification equivalent to Project Management Professional(PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect (MCA), Microsoft Certified Master (MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSD, Certified Professional Contract Manager (CPCM), or Certified Professional Logistician (CPL).

5. In the support labor categories, an appropriate bachelor's degree will be considered equivalent to two (2) years of relevant experience. In the support labor categories, an appropriate associate's degree will be considered equivalent to one (1) year of relevant experience.

6. An accredited bachelor's or master's degree not listed or not considered equivalent will be counted as one (1) year of relevant experience; an accredited Ph.D. degree not listed or not considered equivalent will be counted as (2) two years of relevant experience.

7. Relevant experience is experience directly reflecting the work, task or project being evaluated. The nature of the activities, analyses and work products must be very similar or identical to those of the intended project.

8. General experience is any experience.

9. There is no education substitution for Ph.D. categories.

10. Certification is official recognition of professional level expertise. Certification is official recognition by a trade association, industry organization, an industry or trade governance organization, an educational institution, a government agency or department, or a large corporation with a market dominant product. Certification denotes an advanced level of specific expertise commensurate with advanced educational degrees. Certification may result from work experience, education, training or a combination of these. Certification must be current or active at the time of proposal submission.

11. Relevant training is training that directly adds knowledge and skills that support the activities, analyses and work products of the intended project.

12. Unless otherwise specified, the term "degree" is defined as bachelor's degree.

13. Nonprofessional unpaid experience such as internships during college does not count toward the years of experience. The one exception is for graduate level experience conducting research in subjects matter directly relevant to the work proposed.

14. Allowable substitutions for PMP are Prince2 Certification (UK) from APMG International, Certified Projects Director (Level A) and Certified Senior Project Manager (level B) from International Project Management Association (IPMA), master's degree in system engineering management, or DAU Level 3 certification in: Engineering, facilities engineering, life cycle

logistics, production quality manufacturing, program management, science and technology management, or test and evaluation.

15. A college degree must be from an accredited United States institution, or a waiver may be submitted that documents the equivalence by a credible credential evaluation.

## III.  eFAST Labor Categories and Codes

| Labor Category | Code (last 3 digits) |
|---|---|
| Program Manager | 001 |
| Technical Project Manager | 002 |
| Administrative Project Manager | 003 |
| Task Leader | 004 |
| Project Control Analyst | 005 |
| Assoc Scientist/Engineer/Systems Analyst | 006 |
| Int I Scientist/Engineer/Systems Analyst | 007 |
| Int II Scientist/Engineer/Systems Analyst | 008 |
| Senior I Scientist/Engineer/Systems Analyst | 009 |
| Senior Cert Scientist/Engineer/Systems Analyst | 010 |
| Senior II Scientist/Engineer/Systems Analyst | 011 |
| Senior PhD Scientist/Engineer/Systems Analyst | 012 |
| Assoc Computer Scientist/Systems Analyst | 013 |
| Int I Computer Scientist/Systems Analyst | 014 |
| Int II Computer Scientist/Systems Analyst | 015 |
| Senior I Computer Scientist/Systems Analyst | 016 |
| Senior Cert Computer Scientist/Systems Analyst | 017 |
| Senior II Computer Scientist/Systems Analyst | 018 |
| Senior PhD Computer Scientist/Systems Analyst | 019 |
| Assoc IT Analyst | 020 |
| Int I IT Analyst | 021 |
| Int II IT Analyst | 022 |
| Senior I IT Analyst | 023 |
| Senior Cert IT Analyst | 024 |
| Senior II IT Analyst | 025 |
| Senior PhD IT Analyst | 026 |
| Assoc System Security/Information Assurance Analyst | 027 |
| Int I  System Security/Information Assurance Analyst | 028 |
| Int II System Security/Information Assurance Analyst | 029 |
| Senior I System Security/Information Assurance Analyst | 030 |
| Senior Cert System Security/Information Assurance Analyst | 031 |
| Senior II System Security/Information Assurance Analyst | 032 |
| Senior PhD System Security/Information Assurance Analyst | 033 |
| Assoc Technical Writer | 034 |
| Int I Technical Writer | 035 |
| Int II Technical Writer | 036 |
| Senior I Technical Writer | 037 |
| Senior Cert Technical Writer | 038 |
| Senior II Technical Writer | 039 |
| Senior PhD Technical Writer | 040 |

| | |
|---|---|
| Assoc Writer/Editor | 041 |
| Int I Writer/Editor | 042 |
| Int II Writer/Editor | 043 |
| Senior I Writer/Editor | 044 |
| Senior Cert Writer/Editor | 045 |
| Senior II Writer/Editor | 046 |
| Senior PhD Writer/Editor | 047 |
| Assoc Acquisition/Procurement/Contract/Analyst | 048 |
| Int I Acquisition/Procurement/Contract/Analyst | 049 |
| Int II Acquisition/Procurement/Contract/Analyst | 050 |
| Senior I Acquisition/Procurement/Contract/Analyst | 051 |
| Senior Cert Acquisition/Procurement/Contract/Analyst | 052 |
| Senior II Acquisition/Procurement/Contract/Analyst | 053 |
| Senior PhD Acquisition/Procurement/Contract/Analyst | 054 |
| Assoc Business/Financial/Management/Analyst | 055 |
| Int I Business/Financial/Management/Analyst | 056 |
| Int II Business/Financial/Management/Analyst | 057 |
| Senior I Business/Financial/Management/Analyst | 058 |
| Senior Cert Business/Financial/Management/Analyst | 059 |
| Senior II Business/Financial/Management/Analyst | 060 |
| Senior PhD Business/Financial/Management/Analyst | 061 |
| Assoc Trainer/Training Material Specialist | 062 |
| Int I Trainer/Training Material Specialist | 063 |
| Int II Trainer/Training Material Specialist | 064 |
| Senior I Trainer/Training Material Specialist | 065 |
| Senior Cert Trainer/Training Material Specialist | 066 |
| Senior II Trainer/Training Material Specialist | 067 |
| Senior PhD Trainer/Training Material Specialist | 068 |
| Technical Support I | 069 |
| Technical Support II | 070 |
| Technical Support III | 071 |
| Technical Support IV | 072 |
| Administrative Support I | 073 |
| Administrative Support II | 074 |
| Administrative Support III | 075 |
| Administrative Support IV | 076 |

**ATTACHMENT J-9**
**VENDOR APPLICANT PROGRAM (VAP)**
**Contractor Background Investigation/Verification Security Process General**
**Overview and Guidelines**

Contractor personnel are not allowed to work on FAA contracts until the Security process has been initiated and an interim or final suitability determination is reached.

1. As soon as candidates are identified for a given position, on an existing contract, the contractor's VAP Point of Contact (POC) enters them in Vendor Applicant Program (VAP) (the online submission for FAA background investigation/verification). Proposed personnel and potential hires are not to be submitted.

2. Within 24 – 72 business hours, The FAA Personnel Security Specialists (PSS) in the Security Office will pull the VAP sheet and check the Office of Personnel Management's (OPM) website to see whether or not the candidate needs to fill out a security form (85/85P) through the Electronic Questionnaire for Investigations Processing (eQIP) system.

If the candidate needs to have a background investigation completed, they will be sent an invitation to complete an eQIP application. The VAP POC will be cc'd on this notification. This email invitation will have a link to the OPM website and will have instructions as well as required forms attached. If the company does not receive a cc: copy of the eQIP invitation email within 5-7 business days, then most likely the candidate already has the background investigation that the FAA requires and the contract company can expect to receive an email giving Final Suitability and informing the company that the contractor has been ID/badge approved within a few days.

3. If the candidate DOES receive the eQIP invitation, they have 15 days to access the system and fill out the Security forms (85, 85P). When they have completed the appropriate security form the candidate will then need to release the online eQIP form so that the PSS can review the submitted security information. In addition, they need to complete the OF 306 Declaration for Federal Employment Form. This form can be uploaded into eQIP (prior to releasing it in the system), scanned and uploaded into an email to the PSS who sent their initial eQIP invitation, or they can be faxed to the number provided in their eQIP invitation email.

4. The candidate will proceed to the Security Service Center (SSC) at the FAA Headquarters building located at 800 Independence Ave S.W. (Room 109) Washington D.C. 20591 (or proceed to whatever address that was given to them in their eQIP invitation email) to be electronically fingerprinted. If the candidate is not located in the Washington D.C. Metro area, they can go to a local police department to be fingerprinted and can Fed Ex the prints to the address provided to them in their email invitation. (NOTE: The candidate may be charged a nominal fee by police departments and/or other fingerprinting facilities).

5. Once the eQIP has been completed, all forms have been received by the appropriate FAA Security Office, and Fingerprints (FP's) have been taken and transmitted by the Security Service Center (SSC) or PSS, the candidate **must wait until they are notified by their**

## ATTACHMENT J-10
## REFERENCES

All applicable FAA Orders must be used. The Contractor must research and employ appropriate FAA Orders, where necessary, under the guidance of the COR regarding existing materials and specifications for government systems. Any other required business and financial systems will be specified in each contract or task order.

The Contractor must ensure all work is in full compliance with all current applicable documents referenced in the PWS/SOW/SOO of the contract or task order and listed below:

**FAA Orders and Notices:**

http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/parentTopicID/184

FAA Order 1800.66 - Configuration Management:
https://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/techops/atc_facilities/cm/

FAA Order JO 1000.37A - Air Traffic Organization Safety Management System:
http://www.faa.gov/air_traffic/publications/media/faa_ato_SMS_manual_v4_20140901.pdf

FAA Order 1370.82A - Information Systems Security Program: Available upon request.

**Forms:**
http://www.faa.gov/library/forms/

**Websites**

Air Traffic Plans and Publications:
http://www.faa.gov/air_traffic/publications/