

STATEMENT OF WORK

INTELLIGENCE ANALYSTS AND HUMAN INTELLIGENCE COLLECTORS

22 JUL 08

1. **DESCRIPTION OF SERVICES:** The contractor shall provide five (5) Human Intelligence Collectors and five (5) Intelligence Analysts for the purpose of Human Intelligence Collection and Analysis in support of CJTF-101 Theater Interrogations. The contractor will provide an interrogation support program, with mutually supported efforts of military and civilian interrogation teams, designed to increase the effectiveness of dealing with detainees, persons of interest, and Enemy Combatants that are in the custody of US/Coalition Forces in the USCENTCOM AOR. The program will include screening, interrogation, analysis, and debriefing of persons of intelligence value to accomplish CJTF-101, USCENTCOM, and USSOCOM priorities and tasking in accordance with applicable Department of Defense, US Code, and International regulations.
2. **GOVERNMENT OVERSIGHT**
 - 2.1 Contracting Officer's Representatives (CORs) Role: The COR provides oversight of the task and provides Government guidance to the Contractor, provides official interface with the Contractor, ensures that the Contractor's products meet Government requirements, and accepts, on behalf of the Government, the products delivered by the Contractor.
 - 2.2 Contracting Officer's Representative (COR)
TF Guardian MI Company Commander, Contracting Officer's Representative, DSN 318-231-2605.
3. **TASKS TO BE PERFORMED BY MEMBERS OF HUMINT SECTION**
 - 3.1 **Human Intelligence Collectors:** The contractor shall provide five (5) Human Intelligence Collectors.
 - 3.1.1 **Primary and General Requirements:** All contractor interrogators must successfully complete a training program approved by the United States Army Intelligence Center and Fort Huachuca, or the Defense HUMINT Management Office, which will serve as validation to perform MI interrogations (see DODD 3115.09). The organization Commander or Director initiating the contract must certify that the training has been completed. The training program will ensure that contract interrogators are trained and certified on—
 - The most current TTP of interrogation as promulgated by DOD.
 - The applicable law and policy related to the treatment of detainees. Applicable law and policy include US law; the law of war; relevant international law; relevant directives including DOD Directive 3115.09, "DOD Intelligence Interrogations, Detainee Debriefings, and Tactical Questioning"; DOD Directive 2310.1E, "The Department of Defense Detainee Program"
 - 3.1.1.1 Contract interrogators will conduct tactical, operational, and strategic interrogations in accordance with applicable regulations and directives.
 - 3.1.1.2 Contract interrogators will conduct activities to ensure proper identification; categorization, disposition, interrogation, and reporting are in accordance with applicable interrogation standard operating procedures and plans.
 - 3.1.1.3 Contract interrogators will conduct other interrogation and intelligence activities as directed.
 - 3.1.1.4 Only trained and certified contract interrogators working under the supervision of military intelligence personnel are authorized to conduct interrogations.
 - 3.1.1.5 Contract interrogators shall not supervise military personnel or federal government employees, nor will they be in charge of interrogation facilities.
 - 3.1.1.6 Contract interrogators will only operate in fixed facilities, but tactical/strategic interrogators will be allowed to participate in Mobile Training Teams (MTT) and Mobile Interrogation Teams (MIT) operations to fixed facilities (Forward Operating Bases and Field Detention Sites) when approved by the supporting unit.

- 3.1.1.7 Contract interrogators may conduct interrogations with an interpreter in the room; however, a certified DoD or military interrogator will monitor the interrogation by personal presence in the booth, or via one way mirror, or by means of a live video camera feed.
 - 3.1.1.8 Contract interrogators must submit a written interrogation plan to the JIF Senior Interrogator and team leader and receive approval for the plan in advance. The plan will specify the information desired and identify what techniques and approaches for obtaining information will be used to conduct the interrogations.
 - 3.1.1.9 Contract interrogators will conduct focused interrogations and write interrogation reports, draft intelligence information reports, and knowledgeability briefs. Responses to priority intelligence requirements, human intelligence collection requirements, and source directed requirements will be answered in the aforementioned format.
 - 3.1.1.10 Contract interrogators will work alongside military and/or contract analysts in the Tiger Team concept. This methodology will provide for more focused and effective intelligence gathering.
- 3.1.2 Minimum Education/Experience: The Human Intelligence Collector shall have the ability to communicate effectively, written and orally, and work as a team member. Previous experience as a non-commissioned officer in the military occupational specialty of 35M or other service equivalent and/or completion of one of the following courses: The United States Marine Corps Air Ground Task Force Counterintelligence (CI)/HUMINT Course conducted at the Navy and Marine Corps Intelligence Training Center, Dam Neck, VA, The Joint Interrogation Certification Course (JICC) taught by the HUMINT Training Center of Excellence (HT-JCOE) at Ft. Huachuca, AZ, The DIA Interrogation course conducted in Alexandria, VA per guidance by the director, Defense Intelligence Agency as the Defense HUMINT Manager.

Furthermore, the Human Intelligence Collector shall meet the following minimum education and experience levels:

- 3.1.2.1 Six (6) years experience with appropriate military and civilian training in interrogation fields.
- 3.1.2.2 Successful completion of a training program approved by the United States Army Intelligence Center and Fort Huachuca, or the Defense HUMINT Management Office, (validation to perform military intelligence interrogations in accordance with DODD 3115.09) to ensure that contract interrogators are trained and certified on the most current TTPs of interrogation as promulgated by DoD and the applicable laws and policies related to the treatment of detainees, and have the schooling necessary as outlined in FM 2-22.3 paragraph K-16, and the Department of the Army Interim Interrogation Policy dated 17 August 2007 section 5.3. Collector must show proof of certification.

3.2 Intelligence Analysts: The contractor shall provide five (5) Intelligence Analysts.

- 3.2.1 Primary and General Requirements: The Contractor must have working knowledge of a wide range of HUMINT operational principles, concepts, and practices gained through either job experience or relevant national defense community study. Completion of one or more of the following courses, followed by appropriate operational assignments, is required: Tactical Intelligence Analyst Course - producing Army MOS 35F (formerly 96B), or other service schools producing a similar MOS in other Department of Defense services.

Skill level must be at the professional level to permit independent performance of difficult-to-complex work assignments. The Contractor's professional knowledge of functional areas is heavily relied upon by senior management for accurate management of current intelligence issues and long term assessments. The Contractor must be able to make recommendations in a constantly changing environment with conflicting requirements. The Contractor must be knowledgeable in current, basic, and estimative Intelligence and must have a working knowledge of the Intelligence Cycle. Requires skill in using commercial software applications along with Intelligence Community data bases. The Contractor must have effective communication skills, both written and oral. The Contractor must be

capable of managing complex, long term projects that have changing time-lines and guidance. The Contractor should be familiar with joint operations, current intelligence community issues, support to contingency operations, and national agency relationships.

- 3.2.1.1 Contract analysts will process, analyze, and produce timely intelligence, analytical studies, and threat assessments through classified and open source research in support of human intelligence collection efforts.
- 3.2.1.2 Contract analysts will provide subject matter expertise in relation to detainee case files and special projects.
- 3.2.1.3 Contract analysts will maintain situational awareness of political, economic, diplomatic, criminal, military, paramilitary and terrorism-related developments.
- 3.2.1.4 Contract analysts will maintain HUMINT database, support HUMINT reporting, synchronize analytical and interrogation activities.
- 3.2.1.5 Contract analysts will coordinate, conduct liaison, and share intelligence with external intelligence organizations to include the CJ2X, OGA, CJSOTF, and DAB.
- 3.2.1.6 Contract analysts will participate in collection, targeting meetings, and product development to integrate information into overall intelligence and operational efforts.
- 3.2.1.7 Contract analysts will prepare and deliver intelligence briefings on intelligence issues.
- 3.2.1.8 Contract analysts will participate in analytical exchanges with joint, allied, and coalition intelligence organizations, i.e. Central Command (CENTCOM) and Other Government Agencies (OGA).
- 3.2.1.9 Contract analysts will support target development; recommend courses of action to assist the command to deter, promote, and/or neutralize identified threats and issues.
- 3.2.1.10 Contract analysts will ensure the HUMINT collection focus is reviewed, updated, and sustained.
- 3.2.1.11 Contract analysts will ensure requests for information, source directed requirements, and HUMINT collection requirements are prioritized and forwarded to appropriate HUMINT collection assets in accordance with applicable regulations and directives.
- 3.2.1.12 Contract analysts will update and maintain files and standard operating procedures.
- 3.2.1.13 Contract analysts will provide a tailored collection focus for interrogations based on time-event charts, link diagrams, pattern analysis, association matrices, and map tracking they create. Additionally, contract analysts will assist in writing interrogation reports, draft intelligence information reports, and knowledgability briefs as necessary. Responses to priority intelligence requirements, human intelligence collection requirements, and source directed requirements will be answered in the aforementioned format.
- 3.2.1.14 Contract analysts will work alongside military and/or contract interrogators in the Tiger Team concept. This methodology will provide for more focused and effective intelligence gathering.

3.2.2 Minimum Education/Experience: The Intelligence Analysts shall have a thorough understanding of research methodologies and imagery tools to include FalconView, BAT, ArcView/ArcGIS, Analyst Notebook, M3, Pathfinder, Harmony, WebTAS, and Query Tree. All products will be prepared using "Command Standard" MS Office applications (Word, PowerPoint, Excel, and Access). Furthermore, they must meet one of the following minimum education and experience levels:

- 3.2.2.1 Six (6) years experience with appropriate military occupational specialty (35F or other service equivalent) and civilian training in intelligence analysis fields.
- 3.2.2.2 Successful completion of a training program approved by the United States Army Intelligence Center and Fort Huachuca or equivalent military school. Analyst must show proof of certification.

3.3 GENERAL REQUIREMENTS:

3.3.1 Vehicle Operation: The operation of vehicles and/or specialized vehicles may be required while performing tasks identified within this Statement of Work (SOW); therefore, all contractor personnel shall possess and maintain a valid driver's license.

- 3.3.2 Security Clearance: The contract interrogators shall obtain and maintain, at minimum, a SECRET security clearance. The contract analysts shall obtain and maintain, at minimum, a TOP SECRET/SCI security clearance. Contractor must coordinate with COR to acquire necessary clearances. Contractor is responsible for funding security clearances.
- 3.3.3 Vaccinations/Immunizations. The contractor shall ensure that all on-site personnel have required vaccinations and/or immunizations. Those personnel who process through the CONUS Replacement Center (CRC) at Ft. Benning, GA will be provided with the necessary vaccinations. It is the contractor's responsibility to obtain and maintain a current list of vaccinations required for all on-site employees.
- 3.3.4 Medical Insurance: The contractor shall provide medical insurance to cover the medical needs of personnel assigned to this contract with the following exceptions:
 - 3.3.4.1 Injuries incurred in the performance of this contract.
 - 3.3.4.2 Elective/discretionary treatment completed on a space available basis at the government's discretion.
- 3.3.5 Staff Turnover: The contractor shall provide a seven (7) day staff overlap in the event personnel assignment/staffing changes. The purpose of this overlap is to ensure complete transfer of knowledge and requirements between personnel leaving employment and incoming personnel.
- 3.3.6 Staff Supervision: Contractor shall identify one (1) individual to serve as Site Lead to provide oversight and direction to contract interrogators. This individual will coordinate with the Contracting Officer Representative (COR) and on-site military supervisors on contractor personnel management/leadership issues associated with performance under this contract. The Site Lead will provide weekly and monthly production reports and biweekly time and attendance reports for all contract interrogators and analysts.
- 3.3.7 Special Reports: In addition to the specific data requirements identified in this SOW, the government may require special reports and other additional data as needed at any time in relation to any aspect of the effort performed hereunder.

4. GOVERNMENT FURNISHED PROPERTY (GFP)/SERVICES/EQUIPMENT:

- 4.1 **FACILITIES**: The government will furnish the necessary facilities required in the performance of services under this contract.
- 4.2 Lodging that is equivalent to that available to the support element will be provided. Meals and basic services will also be provided, as will services on a space available basis.
- 4.3 All communications equipment/capabilities including classified and unclassified telephone services, and facsimile services will be provided, if available. Both classified and unclassified services are to be used for official business only.
- 4.4 **SITE AND PERSONNEL SECURITY**: The government will provide site security. This includes routine patrolling of the areas of operation, dispatch of Quick Reaction Force (QRF) in response to contractor request for armed help, and other special site considerations determined to be appropriate. The contractor will be briefed and trained in accordance with proper Standard Operating Procedures (SOPs) necessary to determine level of threat and request assistance from the government.
- 4.5 The contractor shall be responsible for proper utilization and safeguarding of all GFP for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured. Contractor employees must immediately report damage to government facilities and equipment upon

discovery. Equipment found to be defective must also be reported within 24 hours to allow for repair or replacement. These reports shall be submitted to the COR.

5. GENERAL INFORMATION:

5.1 HOURS OF OPERATION:

5.1.1 The contractor shall provide services as required by the supported forces up to 24 hours per day, seven (7) days per week. All positions are required to work seven (7) days per week, 12 hours per day for a total of 84 hours per week.

5.1.2 All contracted positions will be on call 24/7 for emergency operational support as required by the COR.

5.1.3 Each contractor position shall be allotted a total of four (4) weeks absence to cover his/her leave and R&R. It is the responsibility of the Technical Manager to provide the necessary coordination with the COR to ensure that minimal or no adverse effects result from the individual's absence from the AOR. It has historically been the case that leave is taken in one (1) two-week segment and the other two weeks divided into two (2) one-week R&R passes, although different arrangements (e.g. two (2) two-week leaves with no R&R pass) have been previously worked out to meet contractor needs.

5.2 **CONDUCT OF PERSONNEL:** The Contracting Officer may require the contractor to remove any employee for reasons including, but not limited to: conduct inconsistent with promoting good order and discipline, poor performance, force protection concerns, violation of any commander's policy, security breaches, or found to be or suspected to be under the influence of alcohol, drugs, or other incapacitating agent. The contractor shall remove the employee upon notification by the Contracting Officer. All costs associated with replacing employees rests with the contractor. Replacement personnel are to be provided in their stead and in place within 30 days of removal.

5.3 WORK CONDITIONS AND REQUIREMENTS:

5.3.1 Harsh Environment: Contractor personnel must be willing to live and work in an area designated by the U.S. government as an imminent danger zone or hostile fire zone.

5.3.2 Standards of Conduct: Contractor personnel must adhere to standards of conduct as established by the operational or unit commander to include General Order #1.

5.3.3 Physical Security: Contractor personnel are required to practice Operational Security (OPSEC). Contractor personnel shall not discuss classified information or work issues outside designated cleared areas. Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured, lights and water turned off, heat or air conditioning set to minimum acceptable temperatures, and all doors and windows secured.

5.3.4 Post Passes and Identification. Contractor shall obtain post passes and identification cards for all employees and vehicles. Applications will be coordinated through the COR. Contractor's identification card shall clearly identify personnel as contractor employees.

5.3.5 Contractor shall obtain and return all Common Access Cards (CAC) from terminated employees within 72 hours of returning from deployed location.

5.3.6 Contractor shall obtain and return all identification cards and passes from terminated employees within 72 hours of returning from deployed location

- 5.3.7 Personal Appearance: Personnel working under this contract shall present a professional appearance commensurate with standards delineated for government civilian/military personnel acting in similar capacities. Clothing shall be kept clean and neat (i.e. no debris, dirt, mud, stains, rips, tears or holes) as practicable considering work conditions.
- 5.3.5 Travel: Personnel working under this contract shall be available to travel to forward unit locations when required to perform analysis and interrogations in conjunction with other units. CJTF-101 will coordinate for travel and security for these missions.
- 5.3.6 Phase-In Period. Contractor shall work with current contractor to ensure that transition is successfully accomplished.
- 5.3.7 Transition: Contractor shall be required to overlap with previous contractor (if necessary) to facilitate continuity of service for the Government. Period of overlap will begin approximately 7 days prior to contract start date.
- 5.3.8 Key Control. Contractor shall establish and implement a key control plan to ensure that no keys issued to the Contractor by the Government are lost or misplaced, and are used only by authorized persons. Contractor shall obtain keys from all terminated employees within 24 hours of termination.

5.4 **Other Significant Requirements.** The Contractor is required to travel by commercial or military aircraft to forward deployed fixed facilities OCONUS. The Contractor shall provide personnel capable of deploying to OCONUS locations.

6. TECHNICAL EXHIBITS: N/A.

7. DELIVERABLES AND REPORT REQUIREMENTS:

DeliverableDelivery Date

Spot Reports (format provided locally)	As required
Intelligence Information Reports (IIR)	As required
Knowledge ability Reports (KB)	As required
Interrogation Summary	Daily
Status Report (format provided locally)	Monthly
Time and attendance report	Biweekly

8. PROJECT MANAGEMENT: The Site Lead shall coordinate closely with all relevant Government levels to produce the scheduled products. The Contractor’s Monthly Status Report shall be submitted to COR. Any Government-required changes in production schedule will be documented in memo format.

9. ATTACHMENTS/REFERENCES: CJTF-101 Detainee Operations SOP; CJTF-101 Detention Operation Policy Memorandum; JIF SOP.

10. ACCEPTANCE CRITERIA: The Supported Unit will determine final acceptance of all products. To determine contract compliance, the Supported Unit will acknowledge receipt of all products. This will attest to the on-time and satisfactory nature of each product delivered. Examples of acceptable report/deliverable formats used by CJTF-101 will be provided to the Contractor at contract start date.

11. WARRANTY: N/A.

12. TRAVEL REQUIREMENTS:

12.1 Official Travel.

The Contractor, in coordination with the COR, shall make necessary arrangements for required visits for coordination, interviews, and briefings. The COR will establish appropriate points of contact for Contractor

visits to subordinate or associated organizations. The visits shall include data collection contacts with all appropriate staff elements and offices. For planning and collecting, out-of-area travel often will entail visiting many AOR countries and facilities. A trip report, covering the activities of all travelers on the trip shall be submitted, within 15 working days, to the COR. The report shall include the travel purpose, organizations visited, personnel contacted, major findings or points of discussions, and unresolved issues. Additional travel funding will be provided by CJTF-101 through contract modification as required following expenditure of originally estimated travel dollars. Contractor duty hours during forward deployment will coincide with those of military personnel and generally will consist of 12-hour per day shift work. Additional instructions include:

- a. Travel by military transportation on official business is authorized by DoD Reg 4515-13-R, November 1994, Para C2.1.1.
- b. Transportation is chargeable to Contractor for reimbursement on a direct-billing basis at the DoD U.S. Contractor Tariff.

13. **PROTECTION OF CONTRACTOR PERSONNEL OVERSEAS DURING TIMES OF CONTINGENCIES:** USCENTCOM will provide Contractor personnel with documentation indicating the Contractors' travel on behalf of the Command and will request overseas commanders to allow Contractors access to United States medical facilities, government billeting, mess, overseas Base/Post/Navy Exchanges, Commissaries, and medical facilities, and to allow Contractor personnel to purchase gasoline coupons when required while on Contract-related overseas travel. **Contractor pricing will be based upon the government providing the above listed facilities as opposed to Contractor being required to travel off base to procure the above listed facilities.**

13.1 Contractor Deployment or Extended Travel to High-Threat Areas The following pertain to Contractors performing work under this Statement of Work (SOW) or modification (additional tasks or level of effort) to this SOW:

13.2 Provision of Required Equipment:

- a. Contractor personnel are required to deploy to potentially hazardous forward deployed areas of operation and will process through the approved CONUS Replacement Center (CRC), where they will be issued TA 50 equipment. Supplement protective gear and clothing, which is considered part of the basic personal protection equipment issue, will be provided by the Government via commercial supplier prior to departure. Contractor personnel will be billeted and provided mess and emergency medical services by the Task Force, using existing TF facilities. Out of local area travel requiring special billeting and mess arrangements will be approved by the COR.

13.3 Contractor shall be responsible for:

- a. Ensuring Contractor personnel comply with all Force Health requirements IAW CINCCENT OPORD 97-01B, Appendix 2 to Annex Q and are current on Tetanus, Diphtheria, Hepatitis A, MMR, Polio, Influenza, Typhoid, Yellow Fever, and Meningococcal vaccines (or as otherwise recommended by the USCENTCOM Command Surgeon's office) prior to deployment. The Government will furnish Anthrax, smallpox, and any other vaccines not available from commercial sources for Contractor employees deploying who volunteer to take them.
- b. Providing applicable riders to company provided Life and Health Insurance policies that cover employee travel and work in locations which qualify as Hazardous Duty as described by the Department of Defense.
- c. Obtaining Passports and Visa's as required to execute the deployment upon adequate notification from the government.

14. PERIOD OF PERFORMANCE:

The efforts associated with all deliverables described in this SOW are expected to be accomplished by on-site Contractor personnel providing support from CJTF-101-furnished facilities in Afghanistan or other USCENTCOM

AOR locations, as directed by the COR. Period of performance shall be a 1 year contract from a date to be determined at contract award, with two 1 year options to follow concurrently.

15. OTHER:

15.1 Security Clearances.

All Contract Interrogators operating under this SOW shall be U.S. citizens and must possess at a minimum an interim SECRET clearance with TOP SECRET/SCI preferred. All Contract Analysts operating under this SOW shall be U.S. citizens and must possess at a minimum an interim TOP SECRET/SCI clearance.

15.2 Screening Process

In order to assure the most qualified personnel are selected, a screening process is used to evaluate the qualifications of the applicants. The Contractor will submit potential candidate resumes to the COR prior to any hiring. COR, under the guidance of the Supported Unit, will have the authority to deny employment of a potential candidate. This authority is without condition.

16.0 REQUIRED ITEMS (ADDED):

16.1 Contractor employees that are coming from the United States shall process through the CONUS Replacement Center (CRC) in Ft. Benning, GA (<https://www.infantry.army.mil/CRC/>) prior to deployment. It is the contractor's responsibility for coordinating and arranging contractor employees to process CRC prior to initial travel to Bagram.

16.2 All contractors, whether coming from the United States or are already within the AOR, are required to register into the newly developed web based Army Civilian Tracking System (CIVTRACKS). CIVTRACKS is accessible through the internet at <https://cpol.army.mil/civtracks>. In addition to CIVTRACKS, the contractor is also required to comply with the requirements of DFARS 252.225-7040 DEVIATION 2007-O0004, paragraph (g), of this solicitation which addresses the requirement of the Synchronized Predeployment and Operational Tracker (SPOT)

16.3 Effective 31 Mar 07, all contractor employees must also be processed in the Contractor Verification System prior to reporting to CRC, or if already in the AOR, prior to arriving at Bagram. DD form 1172-2 (personal/dependent data form) will no longer be processed at a CRC. https://www.benning.army.mil/CRC/content/contractor/contractor_info.htm

16.4 The Contractor shall be responsible and shall ensure that all on-site personnel under this contract have the required vaccinations or immunizations. Those personnel who process through the CONUS Replacement Center (CRC) at Ft. Benning, GA will be provided with the necessary vaccinations. It is the responsibility of the contractor to ensure that contract employees already in the AOR have the required vaccinations or immunizations prior to their arrival at Bagram. It is the Contractor's responsibility to obtain and maintain a current list of vaccinations required for other employees already in theater and not deploying through the CRC for the Area of Operations (AOR).