

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. N00178-04-D-4080	2. DELIVERY ORDER NO. 000318	3. EFFECTIVE DATE ORIG 01/18/2005 MOD 09/03/2008	4. PURCHASE REQUEST NO. N00174-08-MR-69348
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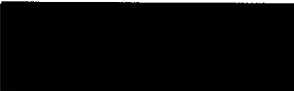
5. ISSUED BY NSWC, INDIAN HEAD DIVISION 4072 North Jackson Road, Suite 132 Indian Head MD 20640-5115 georgia.warder@navy.mil 301-744-6679	CODE N00174	6. ADMINISTERED BY DCMC Baltimore - Manassas 10500 Battleview Parkway, Suite 200 Manassas VA 22100	CODE S2404A
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7. CONTRACTOR ManTech Systems Engineering Corporation 12015 Lee Jackson Highway Fairfax VA 22033	CODE 2U954	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME (hours local time - Block 5 issuing office) SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264	CODE HQ0338
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

ManTech Systems Engineering Corporation			
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA  
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA  By: Renee M. Brown	09/03/2008 CONTRACTING/ORDERING OFFICER	22. TOTAL \$501,107.00
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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**GENERAL INFORMATION**

THE PURPOSE OF THIS MODIFICATION IS TO ADD INCREMENTAL FUNDING UNDER TASK ORDER N00178-04-D-4080-0003 AND CORRECT THE ACCOUNTING AND APPROPRIATION DATA IN MODIFICATION 17 AS FOLLOWS:

1. SECTION G, ALLOTMENT OF FUNDS, PARAGRAPH (a) IS CHANGED TO READ AS FOLLOWS:

ITEMS	ALLOTTED TO COST	ALLOTTED TO FEE	TOTAL ESTIMATED PERIOD OF PERFORMANCE
0001	[REDACTED]		09-JANUARY-2009
0003	[REDACTED]		09-JANUARY-2009

2. THE FOLLOWING IS THE FUNDING PROFILE PROVIDED FOR INFORMATIONAL PURPOSES ONLY:

TOTAL CONTRACT VALUE TO DATE: \$501,107.00  
TOTAL PREVIOUSLY FUNDED: [REDACTED]  
FUNDING THIS MODIFICATION: [REDACTED]  
TOTAL FUNDED TO DATE: [REDACTED]  
TOTAL UNFUNDED: [REDACTED]

3. ACCOUNTING AND APPROPRIATION DATA IS AS FOLLOWS:

[REDACTED]

4. ACCOUNTING AND APPROPRIATION DATA AS LISTED UNDER MODIFICATION 17 IS CHANGED AS FOLLOWS:

[REDACTED]

4. SECTION J ADDS THE FOLLOWING:

ACRN SPREADSHEET UPDATED 9-2-2008

5. ANY QUESTIONS CONCERNING THIS MODIFICATION SHOULD BE DIRECTED TO GEORGIA WARDER AT 301-744-6679 OR VIA E-MAIL TO GEORGIA.WARDER@NAVY.MIL.

The total value of the task order remains unchanged. The total amount of funds obligated to the task is hereby increased by [REDACTED]

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Qty	Unit Est. Cost	Fixed Fee	CPFF
0001				
NOSSA Navy Marine Corps Intranet (NMCI) Administrative Support				
0001AA				
Navy Marine Corps Intranet (NMCI) Administrative Support, Software Portfolio and Information Assurance Support and Command Special Programs Support (MCP, FOIA, etc.) (O&MN,N)				
0001AB				
Navy Marine Corps Intranet (NMCI) Administrative Support, Software Portfolio and Information Assurance Support and Command Special Programs Support (MCP, FOIA, etc.) (O&MN,N)				
0001AC				
Navy Marine Corps Intranet (NMCI) Administrative Support, Software Portfolio and Information Assurance Support and Command Special Programs Support (MCP, FOIA, etc.) (OTHER)				

For FFP Items:

Item	Qty	Unit Unit Price	Total Price
0002			
Data as required under section 5.0 of the Statement of Work Not Separately Priced (NSP)			

For ODC Items:

Item	Qty	Unit Est. Cost
0003		
[Redacted]		
0003AA		
[Redacted]		
0003AB		
[Redacted]		

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0003AC

TASK ORDER MANAGER (TOM)

(a) The Task Order Manager for this task order is:

Name:

Address: NOSSA

23 Strauss Avenue Bldg D-323

Indian Head, Md. 20640

Code: N022 Telephone No.:

(b) The Alternate TOM for this contract is:

Name: Mailing Address: Code: Telephone No.:

(c) The TOM will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion, as necessary, with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The TOM is not an Administrative Contracting Officer and does not have authority to direct the accomplishment of effort which is beyond the scope of the statement of work in the task order.

(d) When, in the opinion of the contractor, the TOM requests effort outside the existing scope of the task order, the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction until the contracting officer has issued a modification to the task order, until the ordering officer has issued a modification to the task order; or until the issue has been otherwise resolved.

(e) In the event that the TOM named above is absent due to leave, illness or official business, all responsibility and functions assigned to the TOM will be the responsibility of the alternate TOM.

SUBMISSION OF INVOICES (COST-REIMBURSEMENT, TIME-AND-MATERIALS, LABOR-HOUR, OR FIXED PRICE INCENTIVE) (JUL 1992)

(a) "Invoice" as used in this clause includes contractor requests for interim

payments using public vouchers (SF 1034) but does not include contractor requests for progress payments under fixed price incentive contracts.

(b) The Contractor shall submit invoices and any necessary supporting documentation, in an original and copies, to the contract auditor\* at the following address:

Commanding Officer

NOSSA

23 Strauss Avenue Bldg D-323

Indian Head, Md. 20640

Attention:

unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order. In addition, an information copy shall be submitted to the TOM and NAVSEA INDIAN HEAD, Comptroller Code 021. Following verification, the contract auditor\* will forward the invoice to the designated payment office for payment in the amount determined to be owing, in accordance with the applicable payment (and fee) clause(s) of this contract.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than calendar days between performance and submission of an interim

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payment invoice..

(d) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

(1) Contract line item number (CLIN)

(2) Subline item number (SLIN)

(3) Accounting Classification Reference Number (ACRN)

(4) Payment terms

(5) Procuring activity

(6) Date supplies provided or services performed

(7) Costs incurred and allowable under the contract

(8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided

(e) A DD Form 250, "Material Inspection and Receiving Report",

is required with each invoice submittal.

XX is required only with the final invoice.

is not required.

(f) A Certificate of Performance

shall be provided with each invoice submittal.

XX is not required.

(g) The Contractor's final invoice shall be identified as such, and shall list all

other invoices (if any) previously tendered under this contract.

(h) Costs of performance shall be segregated, accumulated and invoiced to the

appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLINS/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allo

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Naval Ordnance Safety and Security (NOSSA)

NMCI, Portfolio and Command Program Support

Statement of Work

Task Title: NOSSA NMCI, Portfolio and Special Command Program Support

### 1.0 BACKGROUND

The Naval Ordnance Safety and Security Activity (NOSSA) is a Naval Sea Systems Command (NAVSEA) field organization whose headquarters are located in Indian Head, MD. NOSSA employs approximately 100 employees at headquarters and in its field offices in Norfolk, San Diego, Seal Beach and Pearl Harbor. NOSSA's mission is to manage and execute Navy and NAVSEA Programs in the area of Naval ordnance assurance. NOSSA's command and executive offices (N00 and N09) and the NOSSA Business Office (N02) are responsible for NOSSA's command-level and information technology (IT) functions. N02 through its Information Management program manages NOSSA's transition to the Navy Marine Corps Intranet (NMCI) program. N02 also manages NOSSA's Portfolio of software applications and NOSSA's Information Assurance program. N00 and N09 are responsible for special command programs such as Management Evaluation, Freedom of Information Act, internal audits and others.

### 2.0 SCOPE

This Statement of Work is for non-personal administrative and technical support services to NOSSA Indian Head MD in the areas of NMCI, Portfolio and Special Command Programs. This task will require the contractor to provide a high level of administrative, management and technical support.

### 3.0 TASK REQUIREMENTS

3.1 The contractor shall provide technical and administrative support for NOSSA's NMCI implementation such as NMCI orders, ticket status, inventory, accounts and project management. Duties shall include, but not be limited to: researching and preparing NMCI orders and contract modifications; submitting requests to modify user accounts and computer software configurations, and performing follow-up; maintaining NOSSA's local data base of NMCI user accounts and assets; monitoring and analyzing NMCI Trouble Ticket reports; preparing special reports as required by NOSSA; preparing draft NOSSA policy and procedures documentation for NMCI issues as required by NOSSA; coordinating and following-up with the NMCI vendor and personnel at NOSSA and other Government organizations; training NOSSA personnel on NMCI management software such as NET, e-Marketplace, ISF-Tools and others. Support functions shall be based in the Indian Head, MD area; however occasional travel to NOSSA field offices in Norfolk VA or San Diego CA, and local or long distance travel to NMCI meetings, may be required for NMCI implementation support.

3.2 The contractor shall provide personnel for program management and information assurance administrative support of NOSSA's portfolio of software applications. Duties shall include but not be limited to: researching and preparing data submissions to Navy databases such as DADMS and ISF-Tools; preparing business cases analyses; preparing materials for information assurance audits; coordinating and following-up with personnel at NOSSA and other Government organizations. The contractor shall provide administrative and technical support for developing and maintaining DITCAP and other information assurance documentation. The contractor shall provide administrative and technical support for developing accreditation requirements and documents for NOSSA's classified systems, as required by NOSSA. The contractor shall designate a project manager to coordinate the efforts of multiple specialists when performing information assurance tasking, if applicable.

3.3 The contractor is required to provide personnel for administrative support to NOSSA special command programs such as Freedom of Information Act (FOIA), Command Evaluation program (CE), Management Control (MC) and other internal audit programs and data calls. Duties shall include but not be limited to: preparation of standard reports

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and associated correspondence; draft preparation of specific and comprehensive analytical studies as required by NOSSA; draft preparation of NOSSA policy and procedures documentation for command programs as required by NOSSA; coordination and follow-up with personnel at NOSSA.

#### 4.0 SECURITY CLEARANCE REQUIREMENT

Contractor personnel providing on-site support to NOSSA must have and maintain a SECRET clearance for access to the computer server room in Bldg D-323 and classified documents/containers. Contractor personnel who require access to the NOSSA NMCI network, either on-site or remotely, must submit a Visit Authorization Request. The contractor shall submit Visit Authorization Requests to the appropriate Government office, as required.

#### 5.0 DELIVERABLE PRODUCTS

Deliverable Item (DI) Description Deadline

001 Status Report 15th of each month, reporting on prior month

002 Reports prepared under section 3.1, 3.2, 3.3 As required by NOSSA

003 Reports prepared under section 3.3 Special Command Program As required by NOSSA

The monthly Status Report shall describe contractual funding status, accomplishments during the reporting period, work in progress, and planned work for the next reporting period, or other reporting areas of interest as directed by the government.

##### 5.1 Deliverable Distribution Requirements

Copies of deliverables will be distributed as noted above in the Deliverable Item descriptions to:

For DIs 001, 002 and 003:

1 (one) hard copy and 1 (one) electronic copy (when available) of deliverable and cover letter to [REDACTED] Code N025, Naval Ordnance Safety and Security Activity (NOSSA), Bldg D-323, Indian Head MD 20640;

For DI 003:

1 (one) hard copy and 1 (one) electronic copy (when available) of deliverable and cover letter to [REDACTED] Code N02, Naval Ordnance Safety and Security Activity (NOSSA), Bldg D-323, Indian Head MD 20640;

#### 6.0 PERIOD OF PERFORMANCE

The base year period of performance shall be from date of award through for the following twelve months, with 2 additional one-year options. Your proposal should include pricing for the option years.

#### 7.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION.

Appropriate work areas, equipment, facilities, and computer accounts will be provided when the contractor may be required to work at government site.

#### 8.0 TRAVEL

AS DIRECTED BY THE GOVERNMENT. THE CONTRACTOR SHALL ADHERE TO THE JOINT TRAVEL REGULATIONS (JTR). ESTIMATED TRAVEL COSTS WILL BE PRESENTED TO THE NOSSA CLIENT REPRESENTATIVE NO LESS THAN 5 DAYS PRIOR TO TRAVEL FOR APPROVAL. WITHIN 5 DAYS OF

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COMPLETION OF TRAVEL, THE CONTRACTOR SHALL GENERATE AND SUBMIT THE CONTRACTOR TRAVEL REPORT, WHICH INCLUDES ACTUAL TRAVEL EXPENSES, AND WELL AS A TRIP REPORT TO THE CLIENT REPRESENTATIVE, TO INCLUDE ALL APPROVED AND COMPLETED DOCUMENTS.



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## SECTION D PACKAGING AND MARKING

See Basic Contract Clauses


Ship to Address:

Commanding Officer

NOSSA

23 Strauss Avenue Bldg D-323

Indian Head, Md. 20640

Attention: 

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## **SECTION E INSPECTION AND ACCEPTANCE**

See Basic Contract Clauses

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## **SECTION F DELIVERABLES OR PERFORMANCE**

### **CLIN - DELIVERIES OR PERFORMANCE**

Clin 0001AA and 0003AA One year from Contract Award

Clin 0001AB and 0003AB (OPTION I) - One year from option exercise

Clin 0001AC and 0003AC (OPTION II) - One year from option exercise

Clin 0002 - Data as required under Statement of Work Section 5.0

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**SECTION G CONTRACT ADMINISTRATION DATA**

Task Order Manager

[REDACTED] NOSSA N02

23 Strauss Avenue Bldg D-323

Indian Head, MD 20640

[REDACTED]

ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ESTIMATED

ITEM(S) ALLOTTED TO COST ALLOTTED TO FEE PERIOD OF PERFORMANCE

0001	[REDACTED]	09-January-2009
0003	[REDACTED]	09-January-2009

TASK ORDER POINTS OF CONTACT

The following contacts are provided for this contract:

Contract Administrator: Georgia Warder

Phone Number: (301)744-6679

Email: warderga@ih.navy.mil

Payments/Invoicing: [REDACTED]

Phone Number: [REDACTED]

Task Order Manager: [REDACTED]

Phone Number: [REDACTED]

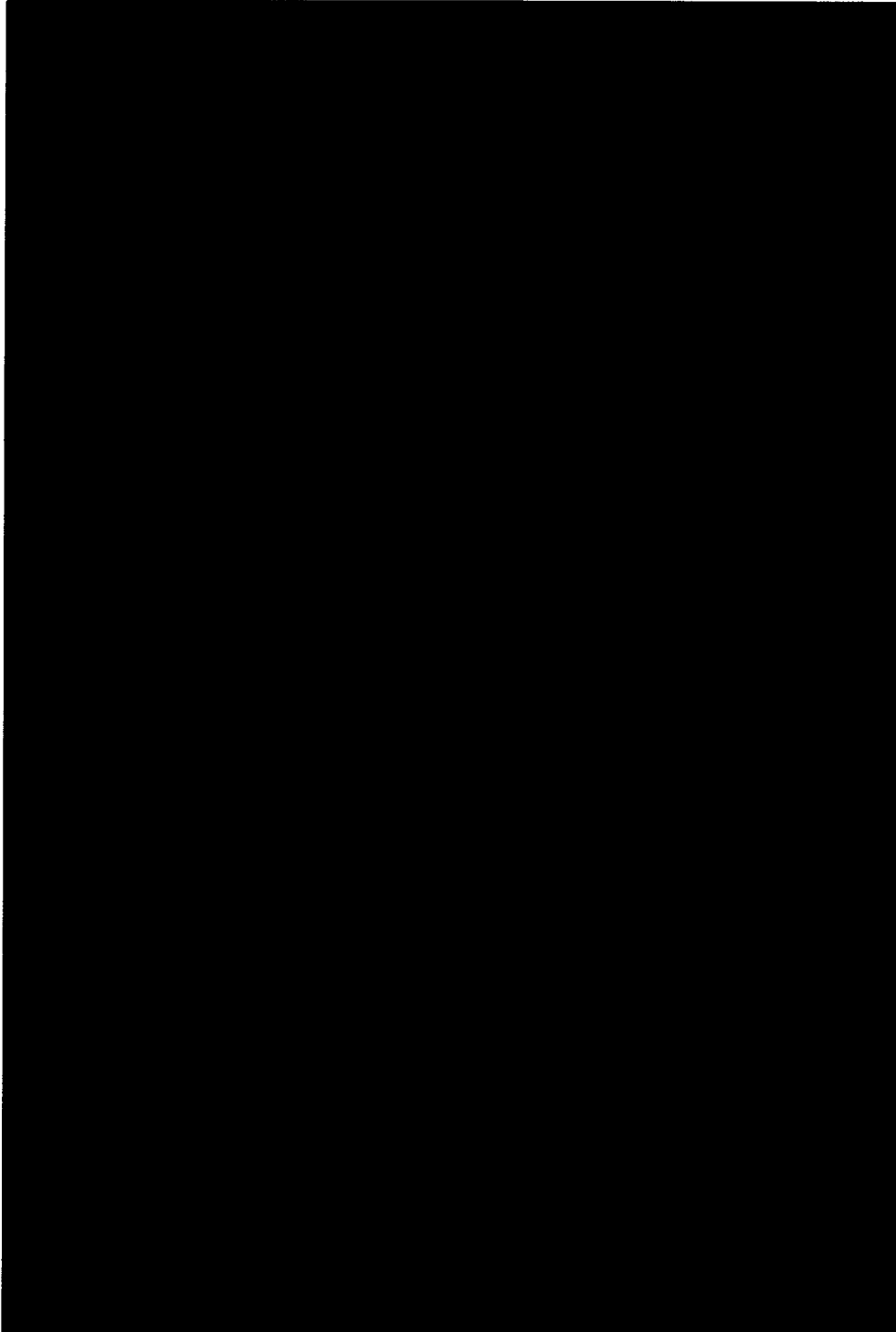
Email: [REDACTED]

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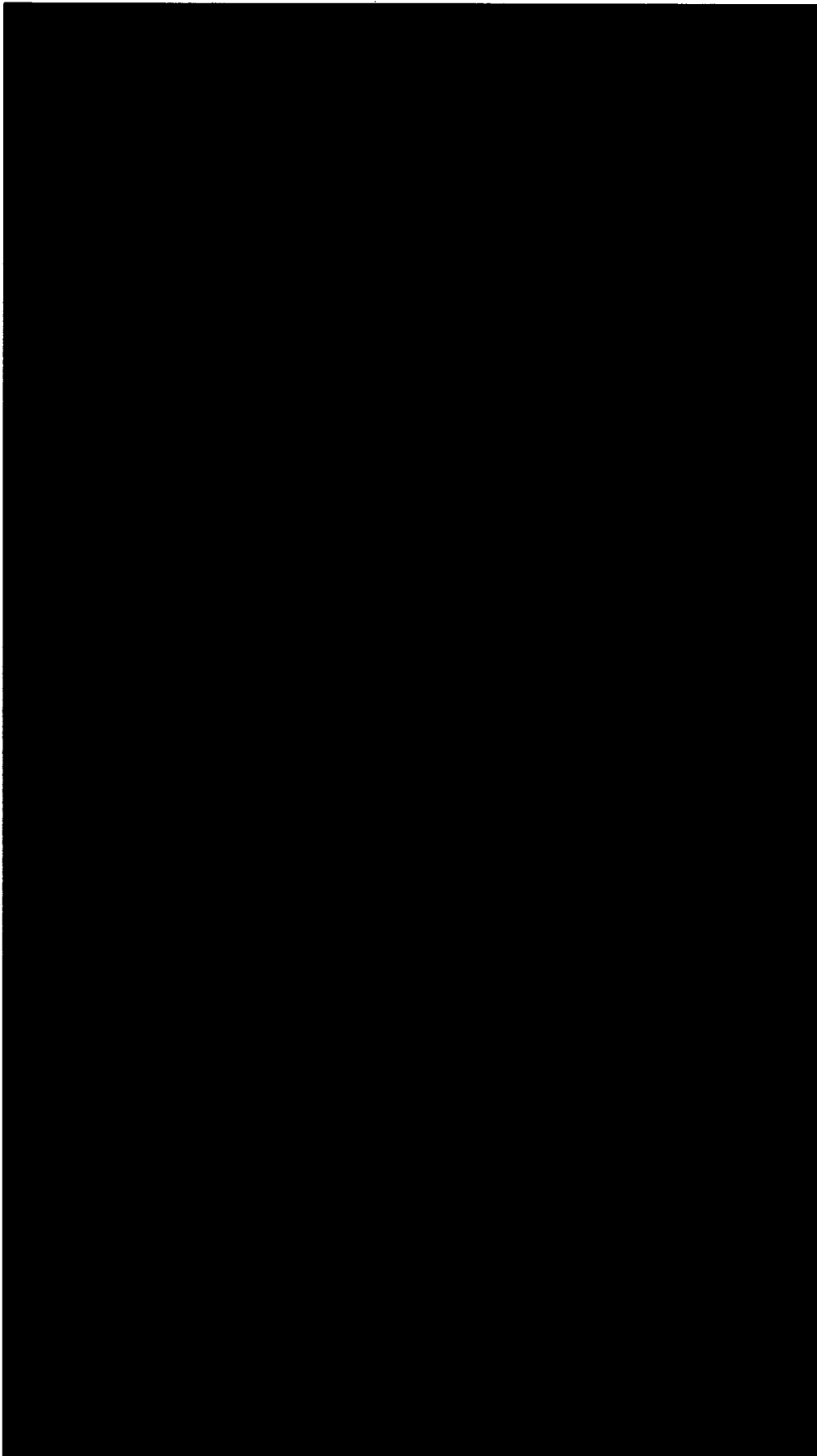
Any concerns regarding your task order, should be directed to the above mentioned personnel, or the Ordering Officer Renee Brown at (301) 744-6653.

Accounting Data  
SLINID PR Number Amount

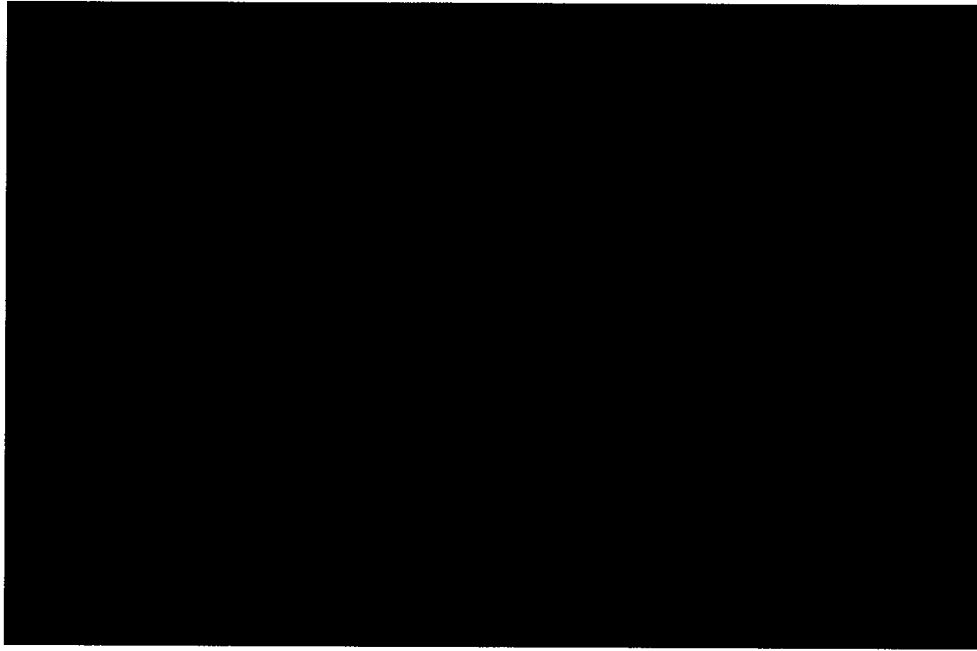
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### INDIAN HEAD DIVISION, NAVAL SEA SYSTEMS COMMAND, HOURS OF OPERATION AND HOLIDAY SCHEDULE

1. The policy of this station is to schedule periods of reduced operations or shutdown during holiday periods. Deliveries will not be accepted on Saturdays, Sundays or Holidays except as specifically requested by the Naval Sea Systems Command. All goods or services attempted to be delivered on a Saturday, Sunday or Holiday without specific instructions from the Ordering Officer or his duly appointed representative will be returned to the contractor at his expense with no cost or liability to the U.S. Government.

2. The scheduled holidays for Indian Head Division, Naval Sea Systems Command are:

#### HOLIDAY DATE OF OBSERVANCE

New Year's Day 01 January

Martin Luther King's Birthday 19 January

President's Day 16 February

Memorial Day 31 May

Independence Day 5 July

Labor Day 6 September

Columbus Day 11 October

Veteran's Day 11 November

Thanksgiving Day 25 November

Christmas Day 24 December

\* If the actual date falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on a Sunday, the observance shall be on the following Monday.

3. The hours of operation for the Procurement Department and Receiving Office are as follows:

#### AREA FROM TO

Procurement Department(BLDG. 1558) 7:30 A.M. 4:00 P.M.

Receiving Office (BLDG. 116) 7:30 A.M. 11:00 A.M.



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12:30 P.M. 2:00 P.M.

If you intend to visit the Procurement Department, it is advised that you call for an appointment at least 24 hours in advance.

#### GOVERNMENT-FURNISHED PROPERTY (PERFORMANCE)

The Government will provide only that property set forth below, notwithstanding any term or condition of this contract to the contrary. Upon Contractor's written request to the cognizant Task Order Manager, via the cognizant Contract Administration Office, the Government will furnish the following for use in the performance of this task order:

#### TECHNICAL INSTRUCTIONS

(a) Performance of the work hereunder will be subject to written technical instructions signed by the Ordering Officer specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause of the basic contract; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for task order performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Ordering Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Ordering Officer that the technical instruction is within the scope of this task order.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

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## SECTION I CONTRACT CLAUSES

In addition to the clauses in the basic contract, the following clauses are incorporated into the subject task order:

### OPTION TO EXTEND THE TERM OF THE TASK ORDER

(a) The Government may extend the term of this contract by written notice to the Contractor within 365 days of award or exercise of previous option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 4 years.

52.222-41 Service Contract Act (1965)

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## SECTION J LIST OF ATTACHMENTS

1. ACRN Distribution Spreadsheet

**ACCOUNTING AND APPROPRIATION**  
ACRN Fiscal Year

Budget Office      AAA      REF #      AMOUNT      Mod      Doc No.

