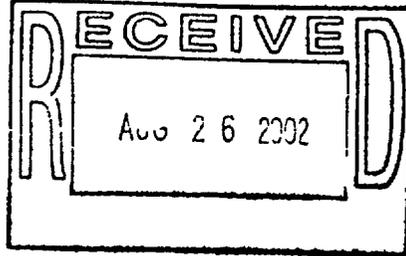




UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

AUG 23 2002



Strategic Staffing, Inc.
ATTN: Lara Townsend
1420 Prince Street
Suite 100
Alexandria, VA 22314

Dear Ms. Townsend:

SUBJECT: TASK ORDER NO. 1 ENTITLED "ADMINISTRATIVE AND CLERICAL
SUPPORT FOR THE OFFICE OF THE GENERAL COUNSEL"
UNDER CONTRACT NO. NRC-10-02-161

In accordance with Section C.18, Task Order Procedures, and Section B.1.A, Price Schedule, of the subject contract, this letter definitizes Task Order No. 1. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 1 is expected to begin on September 9, and expire on January 8, 2003, with an estimated cost of \$16,295.04. Funds in the same amount are hereby obligated for performance of this task order. The Contractor shall not incur costs for this task order which exceed the obligated amount of \$16,295.04.

An option period may be exercised by the Government in accordance with Section C.8 for the period January 9, 2003 through September 8, 2003 at an estimated cost of \$35,098.92, and for the period September 9, 2003 through September 8, 2004 at an estimated cost of \$51,393.96.

Accounting data for Task Order No. 1 is as follows:

B&R No.:	27C-15-112-202	
Job Code:	N-7093	
BOC Code:	252A	
Appropriation No.:	31X0200	
Amount Obligated by This Action:		\$16,295.04

The following individuals are considered by the Government to be essential to the successful performance of the work hereunder:



The contractor agrees that such personnel shall not be removed from the effort under this task order without compliance with the contract.

The following Government Furnished Equipment/Property will be provided:

Work space located in OWFN 15-D-3
Personal Computer/Monitor/LAN printer
Phone

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

Technical Matters: Jeanne Cucura, Project Officer
(301) 415-6538

Contractual Matters: Debbie Neff, Contract Specialist
(301) 415-8160

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the Contract Specialist at the address below. You should retain the third copy for your records.

U.S. Nuclear Regulatory Commission
Attn: Ms. Debbie Neff
ADM/DC/CMC2, Mail Stop T-7-I-2
Washington, DC 20555

If you have any questions regarding this task order, please contact Ms. Neff at (301) 415-8160.

Sincerely,



Mary H. Mace, Contracting Officer
Contract Management Center 2
Division of Contracts
Office of Administration

Enclosure: As stated

ACCEPTED: TASK ORDER NO. 1


Fanny Florimon-Reed

NAME
Director of Operations

TITLE
August 26, 2002

DATE

**OFFICE OF THE GENERAL COUNSEL
U. S. NUCLEAR REGULATORY COMMISSION**

**TASK ORDER FOR ADMINISTRATIVE SERVICES AND CLERICAL SUPPORT
PERFORMANCE WORK STATEMENT**

1. **Background:** U. S. Nuclear Regulatory Commission's (NRC) Office of the General Counsel (OGC) directs matters of law and legal policy, providing opinions, advice, and assistance to the NRC with respect to all of its activities. OGC reviews draft Commission opinions on public petitions seeking direct Commission action and rulemaking proceedings; monitors adjudicatory proceedings, and reviews draft Commission adjudicatory decisions; provides interpretation of laws, regulations, and other sources of authority, and the legal form and content of proposed official actions; represents and advises staff offices in all programmatic activities and administrative litigation in connection with licensing and enforcement; prepares or concurs in all contractual documents, interagency agreements, delegations of authority, regulations, orders, licenses, and other legal documents, and prepares legal interpretations thereof; represents NRC in administrative proceedings related to such matters as personnel, procurement, and equal employment opportunity; reviews and directs intellectual property work; represents and protects the interest of the NRC in legal matters, in court proceedings, and in relation to other government agencies, administrative bodies, committees of Congress, foreign governments, and members of the public; provides legal advice to the Commission (including staff), and represents the Commission in courts of appeals proceedings to review Commission orders and rules; and, in cooperation with the Department of Justice, represents the Commission in court proceedings affecting the agency's programs in the Federal district courts and the Supreme Court.

As a division within OGC, the Assistant General Counsel for Reactor Programs provides legal advice and counsel on all aspects of the licensing of nuclear power and research reactors (and related facilities) under NRC regulations 10 C.F.R. Parts 50, 52 and 54, and reactor operator licensing under 10 C.F.R. Part 55, including issuance of initial licenses and amendments, license renewal, license transfer, antitrust matters, generic communications, design certification and back fitting of requirements; also responsible for representing the staff in all administrative proceedings related to the foregoing. The OGC division of the Assistant General Counsel for Reactor Programs has a need for on site commercially available and dependable administrative services and clerical type support. The administrative services and clerical support needed must be provided at OGC office facilities. OGC is located at NRC Headquarters, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

2. **Objective:** The contractor as an independent contractor will provide on site, timely, responsive, dependable, courteous, customer-oriented, high quality administrative services and clerical support to the U. S. Nuclear Regulatory Commission (NRC) General Counsel's division of the Assistant General Counsel for Reactor Programs.

3. **Estimate of Effort/Option Periods:** The contractor shall provide services on a fixed priced fully loaded hourly basis in accordance with Section B of contract no. NRC-10-02-161. During the initial base period of 4 months (September 09, 2002 - January 8, 2003) it is estimated that 656 hours will be provided by one contractor personnel on a full time basis. And 1,413 hours

over the 8 month option period will be provided by one contractor personnel on a full time basis.

An additional 12 month option period for 2,069 hours is anticipated for one contractor personnel on a full time basis. The contractor will provide on site administrative services and clerical support during NRC OGC, Office of the Assistant General Counsel for Reactor Programs Division's normal operating business hours of 40 hours per week occurring Monday through Friday 8:15 AM - 5:00 PM. The contractor shall not charge or bill for contractor employee's absences, lunch periods and holidays.

NRC reserves the right not to exercise any of the option periods. The exercise of an option period is further subject to availability of funds. Due to workload accessional over time may be required, however must be approved by the NRC Project Officer (PO) prior to commencement of any over time.

5. Key Contractor Personnel: The proposed and assigned contractor's personnel under this order shall be deemed as a key contractor personnel and the contractor shall therefore obtain review and approval by the NRC Contracting Officer or the NRC PO prior to assigning or substituting the proposed contractor key personnel. In the event of temporary absences such as but not limited to contractor personnel's time off, illness and vacation leave, the contractor shall immediately provide as interim coverage a qualified substitute contractor employee for the period of time during the key contractor employee's absence.

6. Government Furnished Equipment, Facilities and Services: The NRC will provide or make available to the contractor at the site of OGC, with government furnished space, work desk, office supplies and information technology IT equipment (Computer, Monitor, Keyboard, Printer, Fax Machine, Copier, Telephone), IT services and IT access (e.g. Internet and E-mail) necessary to provide the required services. The contractor is responsible for providing trained office personnel with existing knowledge and significant experience in using office information technology equipment such as word processing, voice mail, Telephone, Internet, faxing, photocopying and e-mail usage. The contractor is responsible for the contractor's employee appropriate use of government furnished equipment, services and access. The contractor and the contractor's personnel are prohibited from misuse, abuses and from using the government furnished equipment, services or access for personal use. The Government will provide information and train the contractor personnel on NRC agency unique software applications.

7. Contractor Responsibilities and Scope of Work: The services performed under this order by the contractor, contractor's personnel, consultants or subcontractors are provided by the contractor as an independent contractor in performing the requirements set forth herein. The contractor is responsible for the management, supervision, benefits, employment, termination, oversight and decision on assignment of the contractor's personnel. The contractor is responsible for its personnel proper conduct and performance under this PWS.

A. Non-Disclosure/ Confidentiality Agreement: The contractor's personnel will handle or have access to files or information that includes internal for official use only information, attorney work product, attorney-client privileged communications, personal information subject to the Privacy Act, commercial, financial, scientific, technical and proprietary information that is subject to the Trade Secrets Act, and The Economic Espionage Act. Unless provided with written

permission by OGC, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of the Office of the General Counsel. The assigned contractor's personnel will be required to sign a non-disclosure/ confidentiality agreement.

B. Non-Personal Services: The contractor and the contractor's assigned personnel shall understand and acknowledge that the services provided under this order to OGC and or NRC do not and will not create an employer-employee relationship between the government and the contractor's assigned personnel. The contractor's assigned personnel shall not address or identify themselves as NRC and or OGC employees. The contractor's assigned personnel will be required to sign a Non-Personal Services Understanding Statement.

C. Application of OGC Operating Procedures and applicable Laws, Regulations, Manuals, Directives and Handbooks: In performing any and all services, the contractor personnel will acquire an understanding of and become knowledgeable with and apply the applicable OGC and or NRC operating manuals, law, regulations, handbooks and directives (e.g. Management Directive 3.57 Correspondence Management) that is necessary to perform the administrative services and clerical support.

D. Scope and Task Areas: The range of contractor administrative services and clerical support to OGC that shall be provided under this order includes the following:

Timely performing correspondence and typing services utilizing the government provided information technology equipment and software. Faxing and photocopying documents. Drafting correspondence from either handwritten, email drafts and/ or oral dictations. The services includes correctly and grammatically typing draft and final letters, memoranda, litigation documents, affidavits, testimony, briefs, reports, indexes, and other documents of legal, congressional, technical and non-technical nature. The correspondence administrative services provided shall include compliance with NRC correspondence format, coding, careful proofreading, spell and grammar checks for accuracy and correctness.

Expediently perform administrative services in support of litigation, disputes, adjudicatory or administrative proceedings by copying, collating, assembling and indexing agency administrative records, hearings, and litigation files.

Providing receptionist services to include receiving telephone calls and visitors and referring them to the proper individual or office for assistance and consideration. Receiving and forwarding messages to OGC/ NRC personnel. Placing telephone calls and making appointments for OGC/ NRC personnel. Arranging and scheduling meetings and conferences for or with OGC/ NRC personnel.

Providing clerical services by preparing and making arrangements associated with travel authorization, itineraries, travel reports, and travel settlement requests for staff personnel, witnesses or visitors. Preparing, checking for correctness, the input into applicable time and attendance data base and providing assistance on OGC personnel's time and attendance reporting and tracking requirements.

Establish, track and or maintain documents in applicable paper and electronic filing systems of records. Track documents for OGC review in tracking database. Copy documents and distribute documents per technical direction. Dispose of documents and records in accordance with an approved records disposition schedule and disposition method. Receive, handle, review and disseminate mail to the proper addressee(s).

Assembles background information from official files, law library and other sources for presentation as requested to OGC or NRC staff.

E. Experience, Skills and Standards of Performance:

High proficiency and experience in the use of office information technology (IT) and automated equipment and IT access (Personal Computer, Printers, Telephone, Voice Mail, Faxes, Copiers, Internet and Email) to include typing proficiency and above average typing speed. Prior experience and usage of Corel Office Suite software (WordPerfect, Graphic Presentation, Spreadsheets and Data base) and Groupware (email) is desired.

Quickly acquires knowledge, skills and understanding of NRC forms, NRC correspondence format, NRC unique software applications, NRC requirements governing travel regulations and travel requests processing, and NRC time and attendance reporting requirements.

Under NRC telephone procedures, answers telephone calls promptly and courteously. Channels calls and visitors to correct office or person. Assists visitors in a courteous manner.

Promptly reviews and correctly distributes incoming mail. Follow up on daily basis on all due actions and calls attention to staff personnel on items due. Checks outgoing mail for delivery and picks up mail from Mail room at least three times daily.

All draft and final typed correspondence, documents, indexes, memoranda, briefs, affidavits, testimony, and report products are neat, properly formatted, spell checked, and are accurate using proper NRC format and proofread for correct spelling, grammar and punctuation. Uses proper NRC coding and format. Provides file products within the requested time frames.

Promptly prepares, copies, faxes, distributes and maintains office documents and files consistent with OGC and or NRC operating procedures. Office files are properly maintained and kept up to date.

Acquires the timely signature and certifications from staff personnel regarding their Time and Attendance (T&A). Posts prior to the schedule NRC payroll deadline the Time and Attendance input for staff personnel and ensures that the T&A input is accurate and correctly posted. Timely coordinates the input and updates NRC staff year tracking system.

Timely and correctly inputs and tracks all actions submitted for OGC review in tracking database.

Prepares in sufficient time, travel authorization requests that are accurate and correct for processing and follows up to ensure personnel have their travel tickets and travel advance in sufficient time prior to the date set for travel departure. Upon completion of travel and based upon information provided by staff personnel, prepares within two weeks the individual travel voucher for payment processing.