



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001


MAR 17 2004

Strategic Staffing, Inc.
ATTN: Roy Quill
1420 King Street
Suite 500
Alexandria, VA 22314

SUBJECT: MODIFICATION NO. 6 TO TASK ORDER NO. 6 UNDER CONTRACT NO.
NRC-10-02-161

Dear Mr. Quill:

The purpose of this modification is to: (1) revise the Statement of Work, (2) revise the Key Personnel, and (3) revise the technical monitor. Accordingly, the task order is modified as follows:

1. The Statement of Work is hereby modified in accordance with the enclosed.
2. Effective March 22, 2004, the following individual has been designated as the Key Personnel"

3. The following individuals have been designated as the Task Manager, and Alternate Task Manager:

"Task Manager: James Lyons
301-415-1126

Alternate Task Manager: Patrick Madden
301-415-2170"

All other terms and conditions, including the ceiling amount of \$99,065,58, remain unchanged.

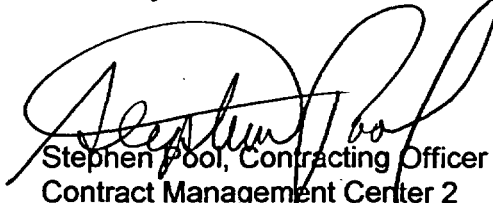
A summary of obligations, from award through this modification is provided below:

FY 02 Obligations:	\$ 8,499.20
FY 03 Obligations:	\$46,453.44
FY 04 Obligations:	\$41,300.00
Total Obligations:	\$96,252.64

This modification does not obligate any funds.

If you have any questions regarding this modification, please contact Deborah Neff, Contract Specialist, at (301) 415-8160.

Sincerely

A handwritten signature in black ink, appearing to read "Stephen Pool". The signature is written in a cursive style with a large, prominent loop at the beginning.

Stephen Pool, Contracting Officer
Contract Management Center 2
Division of Contracts
Office of Administration

Enclosure:
As stated

**OFFICE OF NUCLEAR REACTOR REGULATION
DIVISION OF REGULATORY IMPROVEMENT PROGRAMS**

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

1. **Background:** The U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR) is responsible for ensuring the public health and safety through licensing and inspection activities at all nuclear power plants and at University, State, Commercial, and some government owned and operated research and test reactors in the United States. NRR administers all aspects of licensing and inspection, production, and utilization facilities, and receipt, possession, and ownership of source, byproduct, and special nuclear material used or produced at these facilities and licensed under 10 CFR Part 50. NRR also develops policy and inspection guidance for programs and is responsible for uniformity and implementation of those programs. NRR's responsibilities include the technical review, certification, and licensing of operating reactors, advanced nuclear power reactor facilities and renewal of current reactor operating licenses.

As a division within NRR, the Division of Regulatory Improvement Programs (DRIP) provides overall policy, planning, and management direction for the project management and technical review of rulemaking and policy development, plant license renewals, Research and Test Reactor licensees, non-radiological environmental issues, and advanced nuclear power reactor facilities; develops policy and program implementation in licensee financial, insurance, indemnity, and antitrust matters; and provides project management for the reactor industry activities of the Nuclear Energy Institute.

DRIP has a need within the New, Research and Test Reactors Program (RNRP) and its Research and Test Reactors Section (RTRS) for on-site commercial and dependable administrative and clerical type support. The administrative services primarily involve word processing, applying various computer software to manage data, documents and other information in accordance with established procedures; and managing telephone and logistic communications. The administrative services and clerical support must be provided at the NRC facilities located at the NRC's Headquarters at 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 NRC/ NRR/DRIP.

3. **Estimate of Effort/Option Periods:** The contractor will provide services on a fixed priced fully loaded hourly basis in accordance with Section B of Contract No. NRC-10-02-161, during the period March 22, 2004 through July 31, 2004. It is estimated that 744 hours will be provided by one contractor personnel on a full-time basis during this time.

The contractor shall provide on-site administrative services and clerical support during NRC/NRR/DRIP normal operating business hours of 40 hours per week occurring Monday through Friday, 7:45 AM - 4:30 PM. The contractor shall not charge or bill for contractor employee's absences, lunch periods, and holidays.

4. Key Contractor Personnel: The proposed and assigned contractor's personnel under this task order shall be deemed as a key contractor personnel and the contractor shall, therefore, obtain review and approval by the NRC Contracting Officer 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 provide, upon NRC's request, as interim coverage, a qualified substitute contractor employee for the period of time during the key contractor employee's absence.

5. Government Furnished Equipment, Facilities and Services: The NRC will provide or make available to the contractor 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 employee's appropriate use of government furnished equipment, services and access. The contractor and the contractor's personnel are prohibited from misuse, abuse, 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, i.e., ADAMS and HRMS.

6. Contractor Responsibilities and Scope of Work: The services performed under this task 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/Confidential Agreement: The contractor's personnel will handle or have access to files or information that includes internal for official use only information, 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 DRIP, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone inside or outside the NRC who does not have a need to know. In addition, the contractor's personnel will work on, handle, and process Classified and Safeguards Information and be subject to the requirements of the Atomic Energy Act of 1954. Contractor personnel shall comply with the requirements of NRC Management Directive 12.2 and 12.6. The assigned contractor's personnel will be required to sign a non-disclosure/confidentiality agreement, and obtain a valid "Q" Clearance.

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

C. Scope and Task Areas: The range of contractor administrative services and clerical support to DRIP/RNRP/RTS that shall be provided under this task order includes the following:

Performing timely correspondence and typing services utilizing the government provided information technology equipment and software. Faxing and photocopying documents. Drafting correspondence from either handwritten, e-mail drafts and/or oral dictations. The services include grammatically proofreading, editing, and typing draft and final letters, memoranda, briefs, reports, charts, graphs, and other documents of a technical and nontechnical nature. The correspondence administrative services provided shall include compliance with NRC correspondence format, coding, and checks for accuracy and correctness.

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 DRIP/NRR/RTRS personnel. Placing telephone calls and making appointments for DRIP/NRR/RTRS personnel. Arranging and scheduling meetings and conferences for or with DRIP/NRR/RTRS personnel. Print out the DRIP calendar each day for familiarity with division personnel and current schedules/activities.

Providing clerical support services by preparing and making travel arrangements associated with travel authorization, itineraries, travel reports, and travel settlement requests for staff personnel, witnesses or visitors.

Preparing and checking for correctness, the input into applicable time and labor data base and providing assistance on personnel's time and attendance reporting and tracking requirements. Maintaining accurate hard copy records of labor and leave records that have been certified or approved by the supervisor of record or his or her designee. Provide a high level of confidentiality while working with Safeguards Information, Confidential, and other restricted material, such as Time and Labor, and any documents where social security numbers are vulnerable.

Establishing, tracking and/or maintaining documents in applicable paper and electronic filing systems of records. Maintaining the RTRS document tracking system and ensuring RTRS documents issued for review are entered in the tracking data base. Follow established sequence of document iterations until the final version is complete. Copying documents and distributing documents per technical direction. Dis-positioning of documents and records in accordance with an approved records disposition schedule and disposition method. Receiving, handling, reviewing, and disseminating mail to the proper addressee(s).

Assembling background information from official files, and other sources for presentation as requested to DRIP or NRC staff.

D. 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 e-mail) and a high proficiency in typing. Prior experience and usage of Corel WordPerfect Suite (Corel WordPerfect, Corel Presentations, Corel QuattroPro), and Microsoft Office (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) is desired. However, Corel WordPerfect, Microsoft Word, and GroupWise (or similar e-mail system) is required.

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 labor 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. Follows 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 incoming boxes at least twice daily. Periodically throughout the day, empties supervisor's out box and takes appropriate actions. Exercises flexibility with work flow as new priorities arise.

Ensures that all draft and final typed correspondence, documents, indexes, memoranda, briefs, and report products are neat, properly formatted, spell checked, and are accurate using proper NRC format and are proofread for correct spelling, grammar and punctuation. Uses proper NRC coding and format. Applies appropriate concurrence block to correspond with the office level being addressed. Maintains and uses Secretary Macros for most recent information and expedience while working in a document. Provides file products within the requested time frames.

Promptly prepares, copies, faxes, distributes, and maintains office documents and files consistent with DRIP 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 Labor (T&L). Follows up to ensure that the T&L input is accurate and correctly posted by the required NRC deadline.

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

Assists RTRS staff with making travel reservations and 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.