ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers. BPA NO.

1. DATE OF ORDER: SEP 0 8 2004	2. CONTRACT NO. (If any): GS35F4813G
3. ORDER NO.: NRC-33-01-188-005 MODIFICATION NO.:	4. REQUISITION/REFERENCE NO.: OCIO-01-188-05/26/04

5. ISSUING OFFICE (Address correspondence to)
U.S. Nuclear Regulatory Commission
Div of Contracts
Two White Flint North - MS T-7-I-2
Contract Management Center No. 1
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission
Office of Chief Information Officer
b. STREET ADDRESS: 11545 Rockville Pike
Mail Stop T-5-F-42
c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20555

7. TO:
a. NAME OF CONTRACTOR: LABAT-ANDERSON INC.
b. COMPANY NAME:
c. STREET ADDRESS: 8000 WESTPARK DRIVE, SUITE 400
d. CITY: MCLEAN | e. STATE: VA | f. ZIP CODE: 221023105

f. SHIP VIA:

8. TYPE OF ORDER
[ ] a. PURCHASE ORDER — Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
[X] b. DELIVERY/TASK ORDER — Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA $15,000.00
4-1015-524-348 D1871 352A 31X0200.410

10. REQUISITIONING OFFICE CIO
Office of Chief Information Officer

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[ ] a. SMALL [X] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [ ] d. WOMEN-OWNED

12. F.O.B. POINT	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE	16. DISCOUNT TERMS
N/A		March 31, 2005	Net 30 days

13. PLACE OF		FOR INFORMATION CALL: (No collect calls)
a. INSPECTION	b. ACCEPTANCE	JOHN A. HARRIS 301-415-7228

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The contractor shall provide support in developing, reviewing and updating the latest version of NRC's Management Directive 3.53, "NRC Records Management Program" in accordance with the attached statement of work. The period of performance is September 8, 2004 through March 31, 2005. The total ceiling amount of this work order is $21,554.26. This work order obligates funds in the amount of $15,000.00. It is estimated that this obligated amount will cover performance of work through January 31, 2005. The contractor is not authorized to continue performance of the work beyond amount until the Contracting Officer has increased this amount with respect to this work order. Your contents during the course of this work order are John Harris, Project Officer (301)415-7228 Carolyn Cooper, Contracting Officer, (301)415-6737					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	$21,554.26	SUBTOTAL
				17(h) TOTAL (Cont. pages)
			$21,554.26	17(i). GRAND TOTAL
			$15,000.00	

SEE BILLING INSTRUCTIONS ON REVERSE

21. MAIL INVOICE TO:
a. NAME: U.S. Nuclear Regulatory Commission
Payment Team, Mail Stop T-9-H-4
b. STREET ADDRESS (or P.O. Box): Attn: (NRC-33-01-188-005)
c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20555

UNITED STATES OF AMERICA
BY (Signature)

Carolyn A. Cooper
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347 (6/95)

TEMPLATE - ADM001

TASK ORDER TERMS AND CONDITIONS NOT SPECIFIED IN THE CONTRACT

A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20
A.2 OTHER APPLICABLE CLAUSES

[] See Addendum for the following in full text (if checked)

[] 52.216-18, Ordering

[] 52.216-19, Order Limitations

[] 52.216-22, Indefinite Quantity

[] 52.217-6, Option for Increased Quantity

[] 52.217-7, Option for Increased Quantity Separately Priced Line Item

[] 52.217-8, Option to Extend Services

[] 52.217-9, Option to Extend the Term of the Contract

A.3 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

STATEMENT OF WORK

TASK 5 - Revise Management Directive 3.53, "NRC Records Management Program"

Background

The Records and FOIA/Privacy Services Branch (RFPSB), Information and Records Services Division (IRSD), Office of the Chief Information Officer, supports the NRC's mission by administering the agency's records management program, including the management of official records throughout the NRC in paper, microfiche, or electronic media; operating the NRC File Center including the electronic filing of all Official Agency Records (OARs) in the Agencywide Documents Access and Management System (ADAMS), NRC's primary electronic recordkeeping system for its programmatic and certain administrative records; and coordinating the retirement of inactive records from the File Center and from the NRC offices to off-site storage. The branch provides assistance to the NRC staff for the creation, collection, maintenance, retrieval, access, and disposition of records required by the NRC legal and technical programs as well as the administrative functions.

The RFPSB periodically publishes reference materials containing the rules, policies, and guidance that should be used by the staff in accomplishing their records management responsibilities. One of the key reference materials provided is Management Directive (MD) 3.53, "NRC Records Management Program" which contains the implementing policies for NRC's Records Management Program. This document contains detailed procedures, standards, and guidelines for managing NRC's official records in accordance with National Archives and Records Administration, and General Services Administration regulations.

Objective

This Task Order continues the work began in Task 4, same title, that expired on March 30, 2004, e.g., to update the latest published version of MD 3.53 (revised June 15, 1995) to incorporate all changes to procedures, standards, and guidelines necessary to manage NRC's official records in accordance with current regulations. This update must incorporate policies and procedures specific to managing paper and electronic records, with emphasis on the NRC's primary electronic recordkeeping system, ADAMS, and records collections designated for inclusion in the system. This update is to include a new section on micrographics management that will replace the outdated Micrographics Management Manual Chapter (MC) 0234, dated October 30, 1987. This update will also consolidate MD 3.53 with MD 3.50 "Document Management," to combine the two directives under a common MD policy section and consolidate the two handbooks as two separate parts under one handbook. Development of MD Handbook 3.50 will be initiated as a separate task.

Milestones

1. Review guidance issued by NARA, GSA, OMB and any other agencies with oversight responsibilities subsequent to June 1995 for records management, and October 1987 for micrographic management. Also, review ADAMS policy and procedures that convey new requirements, such as the increased duties and responsibilities of the Records Liaison Officers with respect to ADAMS. **[Already completed under Task 4.]**

2. Coordinate meetings with records management staff to identify outdated procedures that require removal or update and to obtain current procedures for inclusion. For example, NRC no longer uses the NRC Archival Facility, but now uses the NARA Federal Records Center. Accordingly, current references and procedures for processing material into the Federal Records Center must be obtained from the appropriate analysts and included in the revised MD Handbook. **[Already completed under Task 4.]**

3. Upon completing revision of MD Handbook 3.50 (under separate Task), prepare a consolidated MD policy section for the combined MD Handbooks 3.53 and MD 3.50 under a common MD policy section, numbered MD 3.53 and entitled, "NRC Records and Document Management Program." Additional instruction will be provided as MD and Handbook 3.50 are worked on. Until MD Handbook 3.50 is completed, the MD policy section for MD 3.53 should be retained in tack and updated, in case MD 3.53 is issued as a standalone directive.

4. Draft proposed language to update MD. Incorporate proposed changes into WordPerfect version of previous MD using redline strike out. **[Partially completed under Task 4.]**

5. Incorporate comments and changes from records management staff into the draft MD. The NRC project officer will circulate within OCIO to obtain comment and/or concurrence. Comments will be forwarded to the contractor for incorporation. Resolution of comments will be coordinated with the records management staff. **[Partially completed under Task 4.]**

6. Incorporate comments and changes from OCIO divisions into the draft MD. OCIO will circulate to all offices for their review and comments and/or concurrence. Comments will be forwarded to the contractor for incorporation. Resolution of comments will be coordinated with the records management staff.

7. Incorporate office comments and changes into final version of MD, and create a table identifying comments and resolutions. Final version should be made in WordPerfect and should also include a redline strikeout version for use by Rules and Procedures in updating version for publication.

Deliverables Summary and Period of Performance

Task 5 Deliverable Due Dates	
Deliverable	**Due Date**
1. Project Start Date. Kick-off Meeting	September 08, 2004
2. Provide revised draft MD 3.53 to NRC project officer incorporating records management staff comments.	September 13, 2004
3. Provide revised draft MD 3.53 to NRC project officer incorporating OCIO office comments.	October 20, 2004
4. Provide final MD 3.53 to NRC project officer with table of comment resolutions incorporating NRC office comments for submission to Rules and Procedures for publication.	December 16, 2004
5. Task End Date	March 31, 2005