DATE 10-25-2012 BY 65179/dmh/stp/as

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#### **FEDERAL BUREAU OF INVESTIGATION**

Precedence:	ROUTINE	Date:	02/02/2012	
To:	At At At	tn: tn: tn: tn:		
From: Operat	cional Technology			b6 b7c
Cor	ntact:	Viracking Te	chnology Unit	b7E
Approved By:				
Drafted By:	jo	lp		
Case ID #: (	J) 268-HQ-1068430			
Title: (U)		·		
	J) To provide details of will be conducted from		1	, 
mana	J//FOUO) The OTD Tracki ages the FBI capability cellular devices, inclu	for ident	ificatio <u>n and</u>	b3 • b6 • b7C • b7E
	The logistical detail	s follow below.		
(U)	The point of contact celephone number	for this traini	ng is	<b>7</b> 8ď
				b6 b7C
Class will be	egin promptly at 8:30 a		lease contact anv questions	b7E
regarding the	e training facility.	TIT VOU HAVE	any duescrons	
MT#37426	UNCLASSIFIED	//FOUO		

<u>.</u>	~ · · · · · · · · · · · · · · · · · · ·	UNCLASSIFIED//FOUO	
	To:[ Re:	From: Operational Technology (U) 268-HQ-1068430, 02/02/2012	
		(U) Class participants are to use	b3 b6 b7C
	enro	Students are required to request  oliment for the class through  stions regarding this communication can be directed to	b7E
	cc:	ERF	
		·	
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(Rev. 05-01-2008)

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DATE 10-25-2012 BY 65179/dmh/stp/as

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#### **FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE Date: 10/09/2008	
To: Criminal Investigative Attn:	
Finance Attn:	
From: Operational Technology /TTU/ERF	
Approved By:	b7E
Drafted By:	
Case ID #: (U) 268-HQ-1068430 .	•
Title: (U)	
Synopsis: To request that the Tracking Technology Unit's	]
Enclosure(s): FD-369 in the amount of \$	b7E
Details: The Tracking Technology Unit's is tasked with supporting the	
	,
	b3 b7E
UNCLASSIFIED	
CELVAN 023348	



To: Criminal Investigative From: Operational Technology Re: (U) 268-HQ-1068430, 10/02/2008

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The Contracting Officer Technical Representative (COTR)
for this procurement is Electronics Technician (ET)
and can be contacted at the Engineering Research Facility.
located in Quantico, Virginia, for any questions.

b6 b7C b7E

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1 . "

To: Criminal Investigative From: Operational Technology Re: (U) 268-HQ-1068430, 10/02/2008	
 LEAD(s):	
Set Lead 1: (Action)	
CRIMINAL INVESTIGATIVE	
AT WASHINGTON, DC	
 The Criminal Investigative Division is requested to approve the Funding for amount of sisspecified on the attached FD-369, requisition	
Lead 2: (Action)	Ъ6
<u>FINANCE</u>	b7C b7E
AT PSFO, DC	
The Finance Division is requested to approve the procurement  Funding for amount of ! is specified on the attached FD-369, requisition	
 CC:	
<b>**</b>	

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DATE 10-25-2012 BY 65179/dmh/stp/as

	(OTD) (FBI)	
From:	DTD) (FBI)	
Sent:	Friday, February 25, 2011 8:20 PM	
To: '		b
Subject:	Statement of Work(s) for	b b
,		b
have completed 2 Cta		
have completed 3 Sta		
	package is now ready for submittal to Quantico Contract Unit. All of the required documents versions in the same of the required documents which I will attach here. The dates on the	
	ocuments may require change to reflect current date. I plan to prepare one more SQW to add	
dditional requiremen		11622
uditional requirement	115.	
07a) Statement of		
Work Task O		
w E		
7b) Statement of		
Work Task O	•	
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7c) Statement of Work Task O		
网合		
(02) Acquisition Plan		
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	· · · · · · · · · · · · · · · · · · ·	
rom:		
o:	uary 17, 2011 1:14 PM	Ъ3
ubject	Plan Submission to OTD	b6
10,000	I fait Submission to OTE	b7C
		b7E
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	<b>7</b> .	
reviewed the Action It	tems in red that were sent out <u>to OTD fron</u> egarding a <u>reque</u> st for acquisition plans (AF	2)
	FY12 APs only. I verified with and because the contract is an FY11	1.
quirement, she will no	ot need a copy of the AP will provide her with a copy once they have finalized the	
ocument and assigne		
	ينسا مد عدد عدد يدير يافا وورد عدد ١ ٤ ١٩٠٠ م	
	CELL/OTD 022987	

A Contract

I will review the AF sent out for and provide next week). I will also verify the process for acquiring the	de any recommendations by the end of the week (worst case ea ne remaining signatures and get back to you with an answer.	arly
Have a good day,		
		b3
Contracting Officer Science and Technology Contracts Unit Finance Division	γ	b7E b6 b7C
JEH Bldg Rr QT-ERF Rm	,	
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DATE: 10-25-2012

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REASON: 1.4 (c,g)

DECLASSIFY ON: 10-25-2037

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b3 b7E

# **Statement of Work**

# Task Order 1

# Federal Bureau of Investigation

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# STATEMENT OF WORK

	Task Order 1	b3 b7E
,	1.0 (U) INTRODUCTION	
· (S) <		b1 b3 b7E
(U) ~	1.1 (S#NF) Project Description and Background	
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1-1	(S//NF)	
,	(S/NYF)	b1 b3 b7E
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(U) The structure of this statement of work consists of the following: Section 1 provides a broad project description and background of the task requirements; Section 2 details the specific system requirements, key technology areas, concept of operations, and technical approach; Section 3 lists and describes the tasks to be accomplished; Section 4 lists the deliverables, and Section 5 lists the customer representatives, roles and contact information.

(U) -	2.0	S#NF) Scope	
			b7E
	2.1 Ta	sk Overview	
,	_(S//NF)		• •
			. b1
(5)			b7E
	2.1.1	Oriving System Requirements	
	2.1.1.1	X	
	2.1.1.2	×	
	2.1.1.3	$\times$	
(S) <			b1
	2.1.1.4	X	b3 b7E
,	2.1.1.5	X	
	2.1.1.6		
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2.1.1.7	X	
2.1.1.8		
2.1.1.9	X	
2.1.1.1( (\$)		
2.1.1.1		b1 b3
2.1.1.12	2 X	.b7E
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2.1.1.14	1	
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2.1.2.2	×	
<b>2.1.2.3</b> (S)		
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2.1.2.5	><	b1 b3 b7E
2.1.2.6	X	·
2.1.2.7		
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2.1.3 Operating Requirements	
2.1.3.1	
2.1.3.2	b3 b7E
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2.1.3.3	
2.1.3.4	
2.1.3.5	
(U) 2.1.4 (S#NF) System Capabilities	
(S//NF)	·
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	Ъ3 Ъ7Е
2.2 (S#NF) Concept of Operations	
	b3 b7E
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2.2.1.11	he system performs the following general sequence of operations:	<b>—</b>
2.2.1.11. <sup>-</sup>	X	
,		<u> </u>
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2.2.1.11.2	X	——————————————————————————————————————
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2.2.1.11.3	X	
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<b>2.2.3.11</b> (U) T	he system performs the following general sequence of operations:	
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2.2.3.11.2		
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		b1 b3
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2.2.3.11.3		
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2.2.4.9	b3
2.2.4.10	b7 -
3.0 (U) Task Descriptions	
(U) (S//NF) This section describes the tasks to be	completed. It is divided into five major
areas:	
(a)	
(b)	
	b3b7E
(c)	
(d)	· · · · · · · · · · · · · · · · · · ·
(e)	
4.0 (U) Deliverables	
(U) This section describes the deliverable item	ns from the task order.
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• (U) • (U)	,
• (U) • (U)	blatform b3
• (U) • (U)	b7E
• (U)	·
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#### 4.1 Security Standards and Regulations

(U) SECURITY STATEMENT: This program, all documentation, all associations, all stated and implied requirements and all personnel must adhere to and meet security requirements. Any breech of security will result in immediate termination of the program and possible repercussions, both contractual and criminal. All dissemination of the program and contract information must be approved in writing by the COTR, to include, but not limited to, partners, technical and contract information and personnel. The contractor shall set up procedures to insulate the program procurement or parts and protection of program information as agreed upon by the COTR.

Contra	cting Officer		
The following Bureau person not authorized to negotiate o		erformance of this work, but	are
Programmatic and Technica	ıl Personnel		
а)			
b)			
c)			



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### **Statement of Work**

# Task Order 2

# Federal Bureau of Investigation

SECRET#NOFORN/20368225



# STATEMENT OF WORK

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b	7	E

b1 b3 b7E

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# Task Order 2

	1.0 (U) INTRODUCTION	
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<del>(U)</del>	1.1 (S#NF) Project Description and Background	
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(U) The structure of this statement of work consists of the following: Section 1 provides a broad project description and background of the task requirements; Section 2 details the specific system requirements, key technology areas, concept of operations, and technical approach; Section 3 lists and describes the tasks to be accomplished; Section 4 lists the deliverables, and Section 5 lists the customer representatives, roles and contact information.

(U)	2.0	S#NF) Scope	
	2.1 Tas	sk Overview	b1 
	(S//NF)		·b7E
(S) <	/		
	•		
	2.1.1 D	Priving System Requirements	
	2.1.1.1	X	
	2.1.1.2	X	
(S)	2.1.1.3	×	b1 b3 b7E
	2.1.1.4	X	
	2.1.1.5	×	
	2.1.1.6	X	

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2.1.1.7	X	
2440		•
2.1.1.8 2.1.1.9		
2.1.1.0		
2.1.1.1	d X	,
(S) <b>2.1.1.1</b>	1 X	b1 b3 b7E
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2.1.1.1	4 ×	
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ı		r
2.1.2.1	×	
0.4.0.0		
2.1.2.2	X	
2.1.2.3		
(S) <b>2.1.2.4</b>	X	
No. of the state o		b1 b3
2.1.2.5	· X	b7E
	\/	
2.1.2.6	X	
2.1.2.7		
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	2.1.3 Operating Requirements	
	2.1.3.1	
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		b3 b7E
	2.1.3.2	
	2.1.3.3	
	2.1.3.4	
	2.1.0.4	
	2.1.3.5	
(U) -	2.1.4 (S#NF) System Capabilities	
	(S//NF)	
<u>(\$)</u>		b3 b7E
(U)	2.2 (S#NF) Concept of Operations	
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2.2.1.1		b3 b7E
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2.2.1.11	The system performs the following general sequence of operations:	
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2.2.1.11	X	4
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		b1 b3
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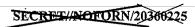
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(S)		
2.2.2.12	The system performs the following general sequence of operations	
2.2.2.12	2:	
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(S) \		
2.2.2.12	2.:	
2.2.2.12	<u></u>	

2.2.3.11.1	
2.2.3.11.1	
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2.2.3.11.2	
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(S)	
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2.2.3.11.3	

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2.2.4.8	
	b3
2.2.4.9	b7E
2.2.4.10	
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3.0 (U) Task Descriptions	·
(U) (SHNE) This section describes the tasks to be complete areas:	d. It is divided into five major
(a)	
(b)	
	<u>.</u>
	b3 .b7E
(c)	W / D
(d)	
(e)	

4.0 (U) Deliverables	
(U) This section describes the deliverable items from the	task order.
• (U)	
• (U) • (U)	8d
• (U) • (U)	b71
• (U) • (U)	
• (U)	
4.1 Security Standards and Regulations	
(U) SECURITY STATEMENT: This program, all docu	
stated and implied requirements and all personnel mus requirements. Any breech of security will result in immed	•
and possible repercussions, both contractual and crin program and contract information must be approved in v	
but not limited to, partners, technical and contract in contractor shall set up procedures to insulate the prog	formation and personnel. The
protection of program information as agreed upon by the	
5.0 Customer Representative	
- Contracting Officer	
The following Bureau personnel may be contacted in per not authorized to negotiate contractual issues:	formance of this work, but are
	.b6
Programmatic and Technical Personnel	b71
a	
b	· · · · · · · · · · · · · · · · · · ·
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REASON: 1.4 (c,g)

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### Statement of Work

# Task Order 3

# Federal Bureau of Investigation

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	STATEMENT OF WORK	
	Task Order 3	,b3 ,b7E
	1.0 (U) INTRODUCTION	
(S) <		b1 b3 b7E
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(U)	1.1 (S#NF) Project Description and Background (S//NF)	,
(S)		b1 b3 b7E
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(U)	2.0 (	S#NF) Scope	
•			b3 b7E
	2.1 Ta	sk Overview	
	(S//NF)		b1 b3
(S)	>,		b7E
	2.1.1	Priving System Requirements	
	2.1.1.1	X	
	2.1.1.2	X	
(S)	2.1.1.3	X	b1 b3 b7E
	2.1.1.4	X	
	2.1.1.5	X	
	2.1.1.6	X	

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2.1.1.7		
2.1.1.8	X	
2.1.1.9	X	
<b>2.1.1.10</b>	X	b1
(S) 2.1.4.11	X	b3 b7E
2.1.1.12	×	
2.1.1.13		-
2.1.1.14	X	
Г	Cey Technology Area	7
2.1.2.1	X	
2.1.2.2	X	
2.1.2.3		
(S) 2,1,2,4	×	b1 b3 b7E
2.1.2.5	X	35 7 15
2.1.2.6	X	,
2.1.2.7		
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	2.1.3 Operating Requirements	
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	2.1.3.2	b7E
·	2.1.3.3	
	2.1.3.4	
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(U)	2.1.4 (S#NF) System Capabilities	
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2.2.1.9 The system performs the follow	wing general sequence of operations:
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2.2.1.9.3	
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**2.2.3.11** (U) The system performs the following general sequence of operations: 2.2.3.11. 2.2.3.11.2 (S) b1 b3 b7E 2.2.3.11.3 SECRET#NOFORN/20368225

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2.2.4.8		,
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2.2.4.9		
2.2.4.10		
3.0 (U)	Task Descriptions	
	section describes the tasks to be completed. It is divided into five major	
(a		,
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(U) This section describes the deliverable items from the task orde	r. ·
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4.1 Security Standards and Regulations	•
stated and implied requirements and all personnel must adhere requirements. Any breech of security will result in immediate termine	
and possible repercussions, both contractual and criminal. All program and contract information must be approved in writing by to but not limited to, partners, technical and contract information contractor shall set up procedures to insulate the program procuprotection of program information as agreed upon by the COTR.  5.0 Customer Representative	dissemination of the he COTR, to include, and personnel. The
and possible repercussions, both contractual and criminal. All program and contract information must be approved in writing by to but not limited to, partners, technical and contract information contractor shall set up procedures to insulate the program proceprotection of program information as agreed upon by the COTR.	dissemination of the he COTR, to include, and personnel. The
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and possible repercussions, both contractual and criminal. All program and contract information must be approved in writing by the but not limited to, partners, technical and contract information contractor shall set up procedures to insulate the program procedure protection of program information as agreed upon by the COTR.  5.0 Customer Representative  Contracting Officer  The following Bureau personnel may be contacted in performance not authorized to negotiate contractual issues:	dissemination of the he COTR, to include, and personnel. The urement or parts and of this work, but are

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DATE: 10-25-2012

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REASON: 1.4 (c,g)

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**Statement of Work** 

Task Order 1

Federal Bureau of Investigation

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1.0	(U) INTRODUCTION		J	
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(U)	2.0	S//NF) Scope	
			b3 b7E
	2.1 Ta	sk Overview	
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101			b1 b3 b7E
(S)			
,	2.1.1	Oriving System Requirements	
	2.1.1.1	X	
	2.1.1.2	X	
LAI	2.1.1.3	×	
(S) <u> </u>			b1 b3 b7E
	2.1.1.4	X	
	2.1.1.5	$\times$	,
	2.1.1.6	X	
4			

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i.	SECRE 1//NOFORN/20360225	
2.1.1.7	X	
2.1.1.8		
2.1.1.9		,
2.1.1.1		
781 <		
2.1.1.1	1 ×	b1 
2.1.1.1	2 X	
2.1.1.1	3 ><	
2.1.1.1	4 X	
I	Key Technology Area	]
2.1.2.1	×	
2.1.2.2	X	
2.1.2.3 (S)	<b>&gt;</b>	
2.1.2.4		b1
2.1.2.5	X	b3 b7E
2.1.2.6	X	
2.1.2.7		

	2.1.3 C	perating Req	uirements				
	2.1.3.1						
	i						
						 	Ed.
	2.1.3.2					 	b7E
	2.1.3.3						
	2.1.3.4					 	
	2.1.3.5						
_ (U) ~	2.1.4 (\$	S#NE) Syster	n Capabil	ities			
	(S//NF)						<b>1</b>
					 	 	b1
(S) <u> </u>							b3 b7E
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(U) ~	2.2	S#NF) Conce	ept of Ope	rations			
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•	SECKE LIPHOF SKINZZUS008Z3	
2.2.1.1		b3 b7E
	he system performs the following general sequence of operations:	
2.2.1.11.	X	
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2.2.1.11.2 (S)	X	
		b1
	\	b3 b7E
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2.2.1.11.3	<b>~</b>	
2.2.1.11.0		
2.2.1.11.4		

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(S)		b1 b3 b7E
2.2.2.12 Th	ne system performs the following general sequence of operations	
2.2.2.12.1	<b>&gt;</b>	-
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2.2.2.12.2		
		b1 b3
(\$)		b7E
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		,
2.2.2.12.3	X	
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2.2.3.11 (U) The system performs the following general sequence of operations:

2.2.3.11.1	X	
2.2.3.11.2		
2.2.3.11.2		
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2.2.3.11.3		

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. 2.:	2.4.9			b3 b7E
2.	2.4.10			
3.0	(U) Task Descriptions			
(ʊ) <b>(৪7/N</b> areas	This section describes the ta	sks to be completed. It	is divided into five major	•
	(a)			
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	(b)			
				<b>р</b> 3
	(c)			b7E
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	(d)			
•				
	(e)			
4.0	(U) Deliverables			
(U) Th	is section describes the delive	rable items from the tas	sk order.	
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	• (U) • (U)			<u></u> b3 b7Е
	• (U) • (U)			
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## 4.1 Security Standards and Regulations

(U) SECURITY STATEMENT: This program, all documentation, all associations, all stated and implied requirements and all personnel must adhere to and meet security requirements. Any breech of security will result in immediate termination of the program and possible repercussions, both contractual and criminal. All dissemination of the program and contract information must be approved in writing by the COTR, to include, but not limited to, partners, technical and contract information and personnel. The contractor shall set up procedures to insulate the program procurement or parts and protection of program information as agreed upon by the COTR.

	- Contracting	Officer	
The following	a Bureau nersonnel i	nay be contacted in performance	of this work but are
	ed to negotiate contra		- Contine Work, But all
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Programmat	ic and Technical Per	sonnel	
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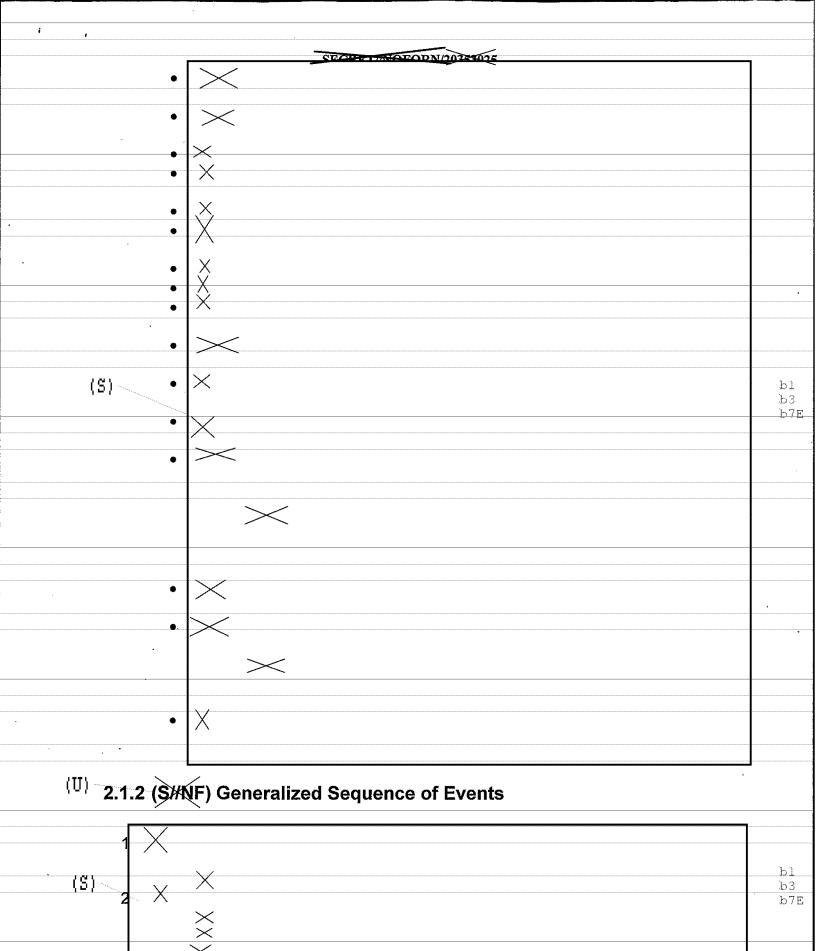
t ,		DATE: 10-25-2012 CLASSIFIED BY 65179/dmh/stp/as REASON: 1.4 (c,g)
	SECRET//NOEORN/20358025 STATEMENT OF WORK	DECLASSIFY ON: 10-25-2037  ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE b3 b7E
	Task C	Order 1
(U) 1 (S#NF) SCOPE		•
(U) <b>1.1 (S#NF) Task O</b> V	/erview	
(S)		b1 b3 b7E
1.2 (U) Deliverables  • (U)  • (U)	S	
• (U) • (U) go) • (U) • (U) • (U)		b3 b7E
□ 1.3 (S#NF) Driving	System Requirements	
(S//NF)		b1 b3 b7E
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(S)		
(II) <b>1 3 1</b> (S	#NF) Key Technology Areas	
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	a)	
	b) >	
(S) <		
	c) ×	
	d) <u>&gt;</u>	
(U) <b>2 (S</b> #N	É) Concept of Operations	
		ns
	E) Concept of Operations  NE) Assumptions in Concept of Operation	
	NF) Assumptions in Concept of Operation	
	NF) Assumptions in Concept of Operation	
(U) <b>2.1 (S</b> #	NF) Assumptions in Concept of Operation	
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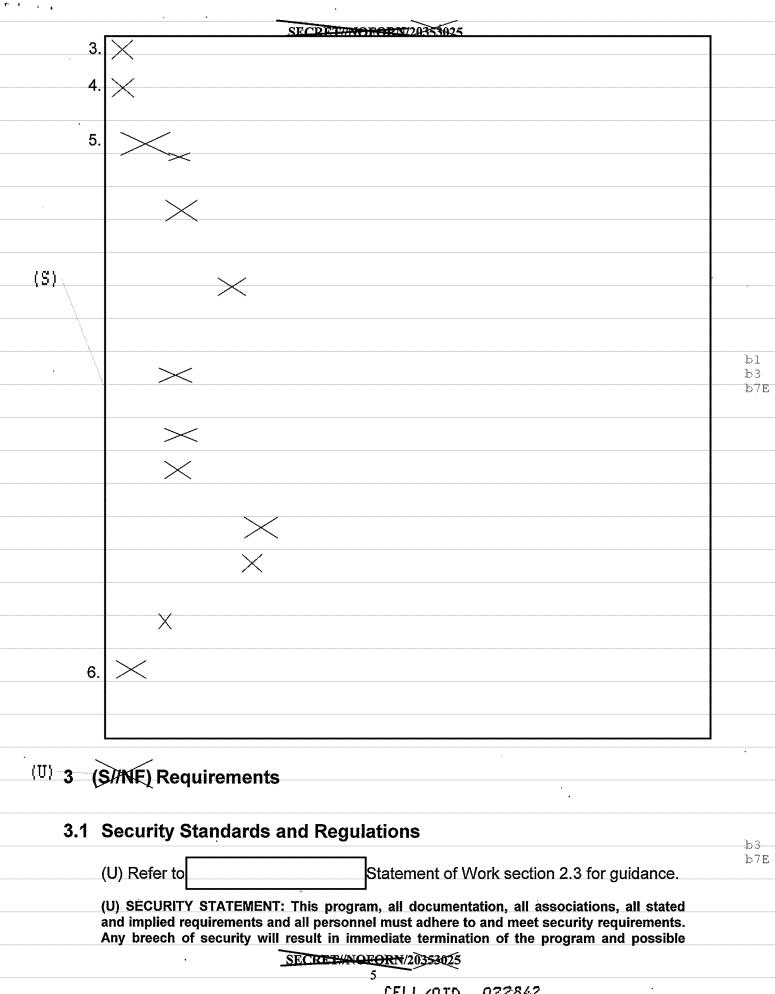
## 2.1.1 (S#NF) Technical Concept of Operations

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repercussions, both contractual and criminal. All dissemination of the program and contract information must be approved in writing by the COTR, to include, but not limited to, partners, technical and contract information and personnel. The contractor shall set up procedures to insulate the program procurement or parts and protection of program information as agreed upon by the COTR.

(U) Refer to	Statement of Work section 2.6 for list.
(S//NF)	
(S)	
$\times$	
3.3 (U) Status Reporting	
(U) Refer to guidance	Statement of Work Section 3.3 for
3.4 (U) Formal Meetings	
(U) Refer to guidance	Statement of Work Section 3.4 for
3.5 (U) Government Furnished I	Equipment
(U (U	
(S)	

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DATE: 10-26-2012

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REASON: 1.4 (c,g)

DECLASSIFY ON: 10-26-2037

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT 10-12-99) WHERE SHOWN OTHERWISE ACOUISITION PLANNING FORM FEDERAL BUREAU OF INVESTIGATION 1. Unit/Section/Division: Tracking Technology Unit **Operational Technology Division** 2. Acquisition Background and Objectives: (a) (S) (b) b1 **b**3 b7E (S) (c) Cost: 1. b1 **b**3 (S) b7E **Procurement History** FY 2006 FY 2007 FY 2008 FY 2009 FY 2010 **Total Cost Direct Labor Cost** 

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**Equipment Procurement** 

**Engineering Service Cost** 

Indirect Cost Estimate
Fee Estimate

**Total Acquisition Cost** 

Subtotal

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•	_Most Likely ICGE Direct Labor Cost	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Total Cost	┧
	Equipment Procurement							
	Engineering Service Cost							b3
	Subtotal							, b7E
γ	Indirect Cost Estimate Fee Estimate							
	Total Acquisition Cost							
	, ,							
	3. Application o	f Should-Co	st: An inde	pendent gove	ernment cost	estimate (IG	iCE) for	
	each fiscal yea	er of the contr	act has been	included.	The contract	funding shal	l be for	
	specific task o hardware plati		in the Staten	ient of Work	c and for the	procurement	of new	
, :	4. Capability or		e: Contract	or costs will	be directly r	elated to the		
	individual task	corders and t	heir specific	Statement o	of Work.			
	5. Delivery or P						ll be	
	dependant on	<u>individual tas</u>	k orders and	their specit	ic Statement	of Work.		
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	7.							
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· 3. Pla	an of Action:		1					
	a) Sourc	es:						
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b)		b1
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с)	Source Selection Procedures:	,
. d)		. b1 b3 b7E
	specific task orders, will be available from TTU's base budget.	
(S) (S)		
Ç.	Priorities, Allocations, and Allotments: N/A  Contractor versus Government Performance: Contract tasks will be for engineering services and purchase of equipment that are not readily available within the government.	
i)	<b>Inherently Governmental Functions:</b> The contractors will not be completing inherently government functions.	

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	j)	Management Information Requirements: The contractor's performance will be monitored by the Contract Officer Technical Representative (COTR) and reported to the Unit Chief. The program has also been entered into the OTD Program Management Office's database for tracking at the Section Chief level.	
(S)	k)		b1 b3 b7E
	1)	Test and Evaluation:	b7E
	m)	Logistics Considerations: Logistical requirements will be by individual tasks to include warranty, maintenance, upgrade and technical support of purchased items.	
	n)	Government Furnished Property: The government may furnish property based on specific task orders. This property will remain at the contractor's facilities, and the property will be tracked by the COTR.	
	0)	Government Furnished Information: The government may furnish information based on specific task orders. The information will remain at the contractor's facilities, and the information will be tracked by the	
		COTR.	
	p)	Environmental and Energy Conservation Objectives: The contract will use energy star components whenever possible.	
	q)	Security Considerations:	b3 b7E
	r)	Contract Administration: The performance of the contract will be verified by the COTR.	
,	s)	Other Considerations: None	

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## t) Milestones for the Acquisition Cycle:

<u>Topic</u>		<u>Date</u>
(1) Acquisition Plan	Approval	
(2) Statement of Wor		
(3) Specifications	-	
(4) Data Requiremen	ats	
(5) Completion of Ac	cquisition Package Plan	
(6) Purchase Request		
(7) Justification and		
Determination ar		
(8) Issuance of Synon		
(9) Issuance of Solici	<del>-</del>	)
(10) Evaluations of Pr	oposals, Audits, and	
Field Reports	<u> </u>	•
	ompletion of Negotiations	
	tion, Review, and Clearance	<del> </del>
(13) Contract Award		
Duamanad by and annuavad.		
Prepared by and approved:		h
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•		
Technical Staff Member (date)	Budget Staff Member (date	<u></u>
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-		
Legal Review (if applicable) (date)	Contracting Officer (date)	
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Competition Advocate (Section Chief -	-PPMS) (date)	•
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Reviewed & Updated/Revised:		

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