

Joint Service Provider

GSA/DoD Designated Agency Representative (DAR) Appointment Form

Washington Interagency Telecommunications 3

In compliance with the GSA contract agreement, a DARA has been appointed. DoD has assigned a DARA (Designated Agency Representative Administrator) to facilitate all appointments of DAR(s). The DARA assigned to you is Jonathan Barb. He is the only official with signature authority to assign DARs as agents to place service orders against the WITS 3 contract. If you have questions call the JSP Service Desk at 703-571-4JSP (4577). This supersedes all previous signature authority notification.

DARs cannot be contractors. As a DAR for your organization, you are responsible to the Agency you represent; in accordance with the WITS 3 contract, your Agency policy and procedures, the Federal Acquisition Regulation (FAR) and applicable anti-deficiency laws. You cannot delegate this responsibility to others. This appointment does not include the right to modify the contract, or any of its terms and conditions, as only the GSA Contracting Officer may make contract modifications. If you have any questions related to your roles and responsibilities as outlined in this letter, please contact the JSP Service Desk at 703-571-4JSP (4577).

Before authorizing orders directly through Service@once and Level 3's ordering system, Verizon's and Level 3's automated ordering and provisioning system for use by federal agencies, you must attend the three-day Service@once training course provided by Verizon and Level 3's training. If you have not completed Service@once training for Verizon, you may place orders by completing a Service Order Request Form available online at: <http://ita.army.mil/CustomerForms.aspx>.

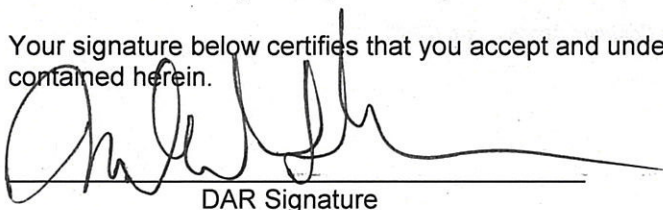
Be sure to fax the completed form to the appropriate Verizon number for processing. Faxed orders are available for authorization in Service@once, but there is a \$25 service-order processing fee. Level 3 training will be available. For training and access please email at PortalAccess@Level3.com

Consider the following in carrying out your responsibilities as a DAR:

▪ Be familiar with the terms and conditions of the referenced Contract.
▪ Ensure that a valid obligating document is in place before placing a service order
▪ Ensure funds are available on the obligating document to fund the service order
▪ Verify that the service order requirements are consistent with the scope of the Fair Opportunity Decision/Number referenced in the service order
▪ Keep current on contractual service ordering procedures.
▪ Meet all appropriate contract automated system security safeguards, such as access to ordering and billing systems.
▪ Comply with all appropriate Agency standards of conduct.

Promptly notify the JSP Service Desk at 703-571-4JSP (4577) should you no longer be in the role to perform the functions of a DAR, or be separated from your current employment/Government service. Your appointment shall terminate upon notification from your agency or the date you separate from your current employment/Government service, whichever is first. Contact the JSP Service Desk regarding any issues or concerns you may have in your relationship with the contractor.

Your signature below certifies that you accept and understand the responsibilities and limitations contained herein.


DAR Signature

3/4/2019
Date

Joint Service Provider

WITS3 Designated Agency Representative (DAR) Form

If you need to change or add the Designated Agency Representative (DAR) for your agency, please complete this form and return to the JSP Service Desk: osd.pentagon.jsp.mbx.jsp-service-desk@mail.mil

Please contact the JSP Service Desk at 703-571-4JSP (4577) with any questions.

Please Check One:

☒ DAR New

☐ DAR Remove

☐ DAR Profile Update

Billing Account Code (BAC): _____

(List all that apply or use attachment if needed)

Billing Agency Name: National Security Commission on Artificial Intelligence

Name of DAR: Michael L Gable

Remove this DAR: _____

Address: (b) (6)

Title: Chief of Staff

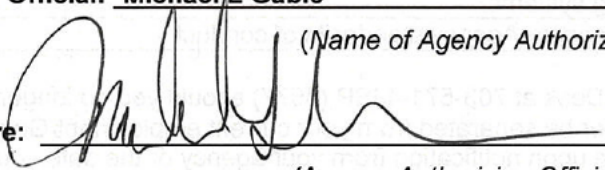
E-mail: (b) (6)

Telephone Number: (b) (6)

Fax Number: _____

Name of Authorizing Official: Michael L Gable

(Name of Agency Authorizing Official)

Authorizing Signature: 

(Agency Authorizing Official Signature)

** All names should match the name that is used on the person's Common Access Card (CAC)*

DoD WITS3 Application Form for New Customers

WITS 3 Establishing a BAC for New Customers

Please provide the information requested on the following two pages in order to become a WITS 3 customer. E-mail the completed form to the following address. Otherwise, please contact the JSP Help Desk at 703-571-4577 or usarmy.pentagon.hqda-ita.mbx.ita-service-desk@mail.mil with any questions.

BILLING ACCOUNT INFORMATION

BILLING ACCOUNT CODE(s) (BAC): _____

1. Billing Agency

Official Billing Agency Name: National Security Commission on Artificial Intelligence

(No Acronyms)

Billing Agency Address: _____

Room Number/Floor: _____

City/State/Zip: _____

2. Points of Contact/Agency Budget Officer:

Name: Michael L Gable

Telephone Number/E-mail address/fax: (b) (6)

Name: Yll Bajraktari

Telephone Number/E-mail address/fax: (b) (6)

Name: _____

Telephone Number/E-mail address/fax: _____

3. Designated Agency Representative (DAR):

Name: Michael L Gable

Telephone Number/E-mail address/fax: (b) (6)

Signature:  Date: 3/4/2019

Special Instructions: _____

Have you attended Service@once Training*? ☐ Yes ☒ No

(*If no, please contact the JSP Help Desk at:
703-571-4577 to register to attend an upcoming session)



U.S. Dept. of Defense JSP

GSA Form 019

Memorandum for General Services Administration (GSA)
National Capital Region
Federal Acquisition Service
Network Service Division

SUBJECT: Establishment/Change of WITS 3 Accounting Data for Contract GS11TO8BJD6001

The following information is submitted for the establishment/modification of WITS 3 Account

Please e-mail this completed form for GSA Billing to JSP <~~~~~>

A. **Billing Agency Name:** National Security Commission on Artificial Intelligence

Billing Address:

(b) (6)

B. **Budget/Certifying Officer Phone:** (b) (6)

Fax:

n/a

e-mail address:

(b) (6)

-OR-

**Designated Agency Representative
(DAR) Phone:**

Fax:

e-mail address:

C. **Agency Bureau Code: (check one)**

☐ NAVY-1700; ☐ ARMY - 2100; ☐ AIR FORCE - 5700; ☐ DoD - 9700; ☐ USMC - 1730;

☐ NAF Agency = 9700; ☐ ACOE - (9600) (9900); ☐ DOJ = 1500; ☒ Other - _____

Agency Bureau and Agency Bureau Code, i.e. 1705 _____

D. **Line of Accounting /Fund Citation Code:** 2765-48-2765XX/19D

-AND BOTH- **Treasury Account Symbol:** _____

& IPAC (Agency Location Code): _____

E. **Billing Account Code(s) (BACs)**
[Added by JSP] _____

F. **Pay Office DFAS Field Site (OPLOC)** _____



U.S. Dept. of Defense JSP

DoD Activity Addressing Directory (DODAAD) is located in the funds cite; contact the certifying budget officer for more information and also for proper code visit: <http://www.dod.mil/dfas>.

OPLOC: _____

DODAAD: _____

Signature of DAR:  Date: 3/4/2019



U.S. Army Information Technology Agency

ITA

JSP Agency Information Sheet

Please send your completed Agency Information Sheet to usarmy.pentagon.hqda-ita-ops.mbx.customer-care-center@mail.mil. You will receive an email notification from the JSP Service Desk after your request has been processed.

1. Agency Name: (no acronyms) National Security Commission on Artificial Intelligence

Address: (b) (6)

Location Group: (if known) _____

2. Primary TSCO Name: Michael L Gable

Phone: (b) (6)

Fax: n/a

E-mail: (b) (6)

Yll Bajraktari

3. Alternate TSCO Name: _____

Phone: (b) (6)

Fax: _____

E-mail: (b) (6)

4. Primary DAR Name: Michael L Gable

Phone: (b) (6)

Fax: _____

E-mail: (b) (6)

Yll Bajraktari

5. Alternate DAR Name: _____

Phone: (b) (6)

Fax: _____

E-mail: (b) (6)

4. Budget Officer Name: Michael L Gable

Phone: (b) (6)

Fax: _____

E-mail: (b) (6)



U.S. Army Information Technology Agency **ITA**

5. BAC (if applicable)

Independent Commission contracting support services through DoD (DISA and WHS). BAC allows billing and payment for services.

6. Justification for BAC:

POSITION DESCRIPTION *(Continuation)***Agency Position No.**

This position is located in the Office of the National Security Commission on Artificial Intelligence (the "Commission"). The President and Congressional leaders, as directed in Section 1051 of the John S. McCain National Defense Authorization Act for FY2019, appointed fifteen members to serve on the Commission. The Commission will conduct a review of the methods and means necessary to advance the development of artificial intelligence, machine learning, and associated technologies by the United States to comprehensively address the national security and defense needs of the United States and then develop findings and recommendations on matters subject to its review to more effectively organize the Federal Government.

MAJOR DUTIES INCLUDE:

- o Position is responsible for providing guidance and direction to all members on the Commission staff and is the staff focal point to all of the Commissioners. Incumbent develops, manages, and executes business activities and critical support services to the Commission's efforts to conduct a comprehensive review of the methods and means to advance the development of artificial intelligence, machine learning and associated technologies.
- o Incumbent must have mastery of the profession to lead the work of technical experts and apply comprehensive knowledge of the concepts, principles, practices, laws, regulations, and theories of assigned area of expertise. Incumbent must have expert skills to serve as an expert consultant and advisor on a wide range of complex, sensitive, and far-reaching issues and problems.
- o Position requires demonstrated expert level knowledge and skill to collaborate with senior staff to obtain varying opinions on issues that may impact the organization and to advise, assist, and review the work of professionals who are frequent experts in their own assigned areas.
- o The incumbent is expected to work with a significant degree of independence and initiative to reach conclusions and solve problems.
- o Incumbent must have strong interpersonal skills to interact effectively with executives as well as experts in assigned areas, senior officials of other federal agencies, the media, the public, and Commissioners.

The Executive Director will:

- o Be accountable for the Commission meeting all required suspenses
- o Advise Commissioners on the vectors and priorities for their substantive work
- o Facilitate development of trust and confidence among Commissioners and staff
- o Oversee enforcement of quality and rigor in fact-finding and analysis
- o Collaborate with Commissioners and Commission staff to ensure objectivity, transparency, and reasonable public access are maintained
- o Provide engagement plans for the conduct of studies, to include travel planning and execution, as appropriate
- o Maintain control of and efficiently manage Commission's resources provided by the sponsoring agency
- o Report to the Commissioners in accomplishment of their mission
- o Manage the activities and direct the staff in supporting the execution of the Commission's tasks
- o Exercise administrative personnel authorities to include developing the appropriate organizational structure, personnel selection and compensation for Commission staff on behalf of the Commission
- o Exercise supervisory functions of assigned staff
- o Delegate responsibilities no lower than the Chief of Staff, as appropriate
- **Perform other duties as assigned by the Chairman

CONDITIONS OF EMPLOYMENT:

- o Incumbent must be able to obtain and maintain a Top Secret/SCI security clearance
- o Incumbent is subject to pre-employment drug testing and random drug-testing thereafter.
- o The incumbent is required by Public Law 95-521, as amended, to file assumption, annual, and termination public financial disclosure reports (OGE-278) in accordance with procedures prescribed by The Commission.

OTHER INFORMATION:

- o DoD CAC will be required for facility and systems access
- o Requires access to Pentagon and other National Capital Region DoD facilities



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iPhone

Watch

iPad

Apple TV

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Accessories

Solutions & Offerings

Your Cart





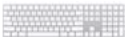

Update

Checkout

Send Cart

Add Part

Add

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price	
	13-inch MacBook Pro with Touch Bar: 2.3GHz quad-core 8th-generation Intel Core i5 processor, 256GB - Space Gray [Configure] MR9Q2LL/A Specifications Estimated Shipping: In Stock	<input type="text" value="2"/>	2	1,699.00 USD	3,398.00 USD	Remove
	<input type="checkbox"/> I want to include this AppleCare product. (Check this box and click "Update" to have contract pricing reflected in the cart.) Applicable terms and conditions can be viewed by clicking the following product link: AppleCare+ for 13-inch MacBook Pro S6202LL/A					
	USB-C Digital AV Multiport Adapter MJ1K2AM/A Estimated Shipping: In Stock	<input type="text" value="2"/>	2	69.00 USD	138.00 USD	Remove
	Magic Mouse 2 - Silver MLA02LL/A Estimated Shipping: In Stock	<input type="text" value="2"/>	2	79.00 USD	158.00 USD	Remove
	Magic Keyboard with Numeric Keypad - US English - Silver MQ052LL/A Estimated Shipping: In Stock	<input type="text" value="4"/>	4	129.00 USD	516.00 USD	Remove
	Moshi USB-C to DisplayPort Cable HLR62ZM/A Estimated Shipping: In Stock	<input type="text" value="4"/>	4	49.95 USD	199.80 USD	Remove

Subtotal	4,409.80 USD
Estimated Tax	0.00 USD
Total	4,409.80 USD



Apple - USB-C Digital AV Multiport Adapter - White

Pick up at Pentagon City - Change Store
Order now and it will be ready for pickup **Today**

☐ FREE Shipping to 20136 - [Update Location](#)
Get it by Sat, Mar 9 if you order within 15 hours 5 minutes
Next-Day Delivery is also available in checkout

2

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Save for Later

\$138.00
(\$69.00 each)



Apple - MacBook Pro - 13" Display with Touch Bar - Intel Core i5 - 8GB Memory - 256GB SSD(Latest Model) - Space Gray

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Next-Day Delivery is also available in checkout

2

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★★★★★ 4.8 (378)

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G-Technology - G-DRIVE mobile USB-C 1TB External USB 3.1 Portable Hard Drive - Space Gray

[Bundle & Save](#)
\$74.69

★★★★★ 4.8 (120)

Add to Cart

Save for Later



Apple - Magic Mouse 2 - Silver

Pick up at Pentagon City - Change Store
Order now and it will be ready for pickup **Today**

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Get it by Sat, Mar 9 if you order within 15 hours 5 minutes
Next-Day Delivery is also available in checkout


2

Remove

Save for Later

\$143.98
(\$71.99 each)
Save \$16
Was \$159.98

- Got everything you need?



Apple - Magic Keyboard with Numeric Keypad - Silver

★★★★★ 4.8 (808)

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Apply today and get 10% back in rewards or financing

for 12 months on purchases \$300 and up

Today's Savings

Product Total

\$16.00

\$3,881.96

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EPIC-2019-001-003004

002107

Help

EPIC-19-09-11-NSCAI-FOIA-20200930-9th-Production-p14-Administrative-Documents
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Apple - MacBook Pro - 13" Display with Touch Bar - Intel Core i5 - 8GB Memory - 256GB SSD(Latest Model) - Space Gray

Model: MR9Q2LL/A SKU: 5998400

★★★★★ 4.8 (1,016 Customers) | 4.2 (12 Experts) | 22 Answered Questions



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selected

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☐ Compare

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System Memory (RAM): [i](#)

People ultimately bought

 Apple - MacBook Pro® - 13" Display - Intel Core i5 - 8 GB
\$1,299.99

 Apple - MacBook Pro® - 13" Display - Intel Core i5 - 8 GB
\$1,099.99

 Apple - MacBook Pro - 15" Display with Touch Bar -
\$2,399.99

 Apple - MacBook Pro - 13" Display with Touch Bar -
\$1,999.99

 Apple - MacBook Pro - 15" Display with Touch Bar -
\$2,799.99

 Apple - MacBook Pro® - 13.3" Display - Intel Core i7 -
\$1,999.99

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 **Help**