



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

AUG 31 2011

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Defense-Wide Contract Clause Logic Capability

The Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS) provisions and clauses have been interpreted and implemented with great variation across contracting offices and the contract writing systems (CWS) used in the Department. This approach was a carryover from the Department's paper based processes and also due to variations in the treatment of clause logic by our first and second generation CWS; resulting in duplication and redundancies in system knowledge, and inconsistent interpretation and application of business rules across the Department. The Component Procurement Executives have determined that developing an enterprise contract clause logic capability is critical to the future of contract writing in DoD.

The attached draft Functional Requirement Document (FRD) for the clause logic establishes the high-level working requirements for the capability. Further definition of the requirements for the capability will be adjudicated through the established governance process as described in the FRD. A Concept of Operations (CONOPS) outlining the roles and responsibilities associated with establishing and maintaining an enterprise clause logic capability is in development.

Ultimately, the transition into this shared clause logic capability should enable increased efficiency, lower costs, and increased consistency and accuracy of clause selection in contracts across all Defense agencies. The contract writing capabilities throughout the Department will transition their current business processes in order to utilize the centralized tool as soon as it becomes available.

To finalize development of a business case assessment of the cost to DoD to maintain separate clause logic/template capabilities across DoD today, I ask that each service and component provide detail regarding their current and future cost to maintain clause logic/template capabilities using the attached spreadsheet within two weeks of the date of this

memorandum. This cost estimate should address both non-recurring and recurring costs associated with implementation and maintenance of existing clause logic capabilities.

Comments are requested on the FRD within two weeks of the date of this memorandum and should be forwarded to my action officer for this effort, Ms. Lisa Romney at lisa.romney@osd.mil. She may also be reached at 703-588-0672.



Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachments:
As stated



Functional Requirements for Department of Defense Clause Logic Service

Version 4.0
August 19, 2011

Version History

Version	Publication Date	Author	Description of Change
1.0	29 May 2009	Lauren Carroll	Submission for internal review
2.0	5 June 2009	Lisa Romney	Updated Draft
2.1	2 February 2010	Lisa Romney	Updated Draft
3.0	17 August 2010	Lynn Worsham	Updated Draft
3.1	08 September 2010	Lynn Worsham	Updated Draft
4.0	19 August 2010	Donna Hairston-Benford	Updated Draft

Table of Contents

1. Purpose	4
2. Scope	4
3. Background	4
4. Clause Logic Service Requirements	5
4.1 Assumptions	5
4.2 Stakeholders	7
4.3 High-level System Overview and Architecture	7
4.4 Data Receipt	8
4.5 Data Output	9
4.6 Categorization of Data (Maintenance of History & Storage)	10
4.7 User Management	11
4.8 Validation of Data [Reserved]	11
4.9 Security	11
4.10 Help Desk Support [Reserved]	12
5. Front-end Contract Writing Service Requirements	13
Appendices	
A - Glossary	14
B - XML-Based Clause List Column Header	15

1. PURPOSE

This document defines the functional requirements for a central clause logic service for use in the procurement community within the Department of Defense (DoD). It is anticipated that all target DoD and legacy systems performing contract writing functions will utilize this service rather than develop and maintain similar capabilities within their own applications.

2. SCOPE

This document is focused on the functional requirements of the clause logic capability from an automated, centralized-web-based oriented perspective. Each high-level process area is described showing the primary processes and sub-processes that represent how the system will respond from a user perspective. To aid reader understanding, commonly used acronyms and abbreviations are summarized in Appendix A.

The service shall provide a required connectivity capacity that is scaled based on what is perceived to be the number of users in the DoD-wide environment (approximately 25,000). As of the date of this document, there are ten legacies or about to be fielded Contract Writing Systems (CWS) in use in the Department. It is expected that either these legacy systems or their replacement target systems will eventually use this service. Implementation timeline is across several years. It is also anticipated that Assisting Agencies (non-DoD agencies awarding contract actions on DoD's behalf) will use this service to determine which DFARS-level clauses must be included in those actions.

3. BACKGROUND

The Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provide the uniform policies and procedures for procurement within all Defense components. These regulations ensure the integrity of the procurement processes for contracts issued by the Defense components to supply the goods and services to support the warfighter's needs. Basic principles guiding the Federal Acquisition System include conducting fair business and fulfilling public policy objectives. Within the FAR/DFARS, the instructional prescriptions direct how and when a provision or clause¹ must be used or referenced within a contract document. While some clauses must be restated word for word in a contract (full text), others are incorporated by reference. The determination for when provisions and clauses should be used is driven primarily by the goods or services being procured and the type of contract being employed.

¹ For ease of communication throughout this document, the use of the word 'clauses' should be inferred to mean both 'provisions' and 'clauses'.

Capabilities have been developed in the Contract Writing Systems (CWS) utilized across the DoD to automatically include clauses and provisions in contract documents based on their particular prescriptions, and input from the contract officer on contract attributes. While some systems utilize a template approach of pre-defined clauses for each contract type, others use system-developed business rules to produce a more custom designed “bank,” or listing of clauses for review and inclusion in contractual documents..

Because the various components each employ different clause-inclusion processes, the quality of outgoing contracts across the DoD and the clauses they may contain varies greatly. These systems individually program their clause logic into their contract writing systems, giving their users the ability to retrieve updated clauses for their contract documents. The unique process utilized by each individual component requires interpretation of clause prescriptions, as well as independent drafting of business rules at a service-level.

In order to improve upon the current implementation of clause and prescription language, the Defense Sourcing Portfolio Steering Committee plans to implement a web-based, centralized clause logic repository across all Defense components. This service is planned to replace the various template and logic approaches currently in use. Due to the Air Force’s experience with providing clause logic capabilities in the past for the Standard Procurement System (SPS), along with their own contract writing systems, it has been identified to be the executive agent for management of the planned enterprise clause logic program. The Air Force organization to accomplish the development and maintenance of this capability is identified throughout this document as the Clause Logic Service (CLS) Team.

The clause logic service is envisioned to be based on a Service Oriented Architecture (SOA) approach, which provides a web-based service that responds to XML calls from individual applications. These calls, which will contain a list of standardized indicators based on contract characteristics, will be internally mapped to the CLS team’s associated business rules and regulatory clauses in a centralized repository. These clauses are then sent back through a return XML call, with the capability to send an audit sheet if requested.

A stand-alone capability that can be placed on a secure network and accessed through an intranet or other network with low-bandwidth capabilities that could be updated periodically (e.g., monthly, quarterly) with media provided by the CLS Team is also required. Additionally, the capability to access the clause logic service and repository directly via a web-site (when a contract writing system is not used) shall also be provided.

To aid in the understanding of how the enterprise clause logic service will be used in the Department, a complementary Concept of Operations document is being developed.

4. Clause Logic Service Requirements

4.1 Assumptions

This document considers the following assumptions/scoping statements:

- 4.1.1 The GSA FAR site (<http://acquisition.gov/far/>) is the clause site of record, and will be used as the source of current FAR clauses.
- 4.1.2 The DPAP Defense Acquisition Regulations System (DARS) site (<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>) is the clause site of record, and will be used as the source of current DFARS clauses.
- 4.1.3 All CWS not using the stand-alone capability will have access to a network connection in order to make XML calls to the web-based clause service.
- 4.1.4 There will be a standard format for system logic that can be utilized by all Defense Contracting Writing Systems (CWS), and other federal agency CWS used by DoD Assisting Agencies.
- 4.1.5 The service will maximize the use of open source code and architecture.
- 4.1.6 DPAP will establish policies that support and enforce the use of a centralized clause logic capability.
- 4.1.7 Each CWS will migrate from their current clause logic application to the centralized service as their development schedule permits, as negotiated with DPAP.
- 4.1.8 The service will contain one common set of clause logic for FAR and DFARS with the possibility to add component-unique rules at a future date.
- 4.1.9 The service will not make any changes in the central capability to accommodate the legacy systems that cannot connect. For any legacy system that is not planned to migrate to using the web services, their users will be expected to use the web-site capability to return the required clause bank.
- 4.1.10 Rendering of the clauses and their insertion into the contract action itself remains the provenance of the CWS.

- 4.1.11 There will remain some amount of discretionary decision-making on the part of the contracting specialist as to which optional clauses should be included into a contract.

4.2 Stakeholders

This functional requirements document shall be publicized to all involved parties having a stake in the clause logic process. These primary parties include:

- *Defense Procurement and Acquisition Policy (DPAP)*
- *DAR Council and DPAP/DARS Case Manager*
- *DPAP/PDI*
- *Air Force Clause Logic Service (CLS) Team*
- *Contract Writing Systems (CWS) Owners*
- *DoD Components and Assisting Agencies*

These parties all play a vital role in the successful implementation of both the functional and technical processes surrounding a centralized clause logic capability. Agreement and participation of the surrounding governing policies for executing the clause logic process is necessary. The roles and responsibilities of each stakeholder party are further defined in the Clause Logic Concept of Operations Document, along with a business process flow diagram depicting the entire end-to-end implementation and usage process.

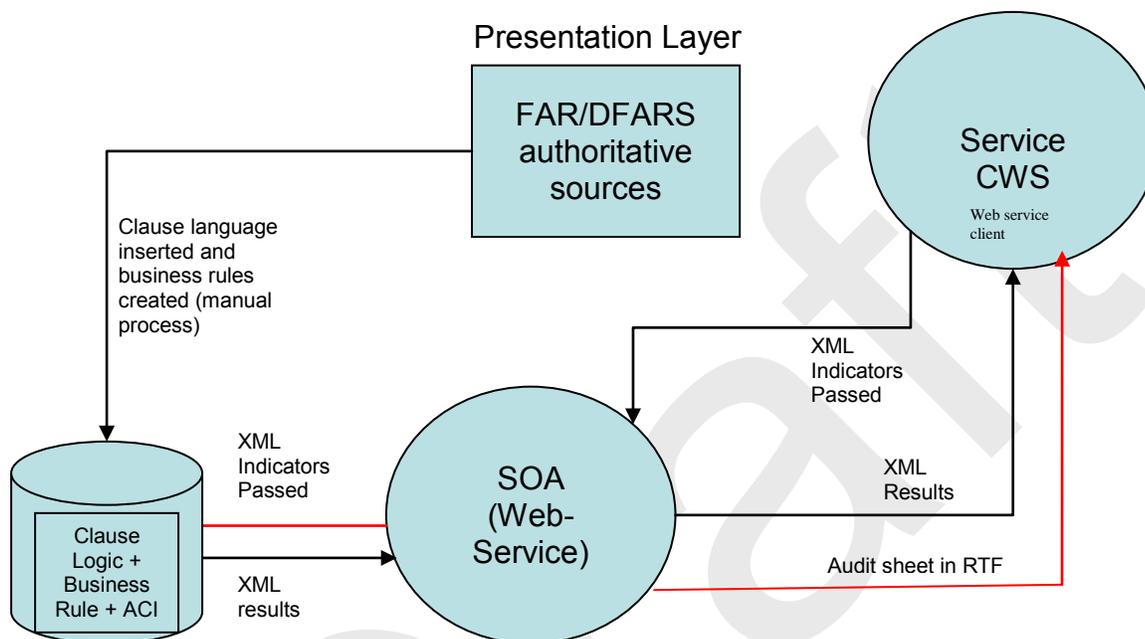
4.3 High-Level System Overview and Architecture

The following section presents a high-level description of the system and its capabilities

- 4.3.1 The centralized, web-based clause logic capability will be presented as a service that can be utilized by any CWS. This service will:
 - Maintain a centralized repository of clauses, that is kept up to date from both the FAR and DFARS authoritative sources, from which it pulls new and updated clauses for examination and insertion into the engine.
 - Store new and revised clauses into an Automated Clause Interrogation (ACI) engine, along with their associated business rules, determined from FAR/DFARS prescriptive language.
 - Receive contract-specific indicators via XML-based calls from a CWS, run the clause logic engine, and determine which clauses may apply in that contract.
 - Generate an XML-based list of clauses that either must apply (mandatory), or may apply (optional/conditional), and identify each type.
 - Provide an XML or HTML-based call back to the requesting CWS containing all populated clauses in their prescribed format (i.e.; full text, by reference, etc), as well as required contract section in which to insert each clause.

- Additionally, provide a graphical user interface (GUI) capability for users without a CWS that can access web services that is available via the web.
- Establish a stand-alone capability of the above that can be used in secure network locations or other environments (such as contingency locations) where internet access is unavailable.

4.3.2 System Architecture



4.4 Data Receipt

4.4.1 The service shall, through the ACI, receive inputs of clauses from the FAR and DFARS authoritative sources, and store these in the database.

4.4.2 The service shall translate the prescribing language in business rules and assign contract characteristics (indicators) to the clauses, storing these in the database as linked to clause language. This requires the CLS Team's manual intervention to ensure the proper interpretation of business rules in coordination with the other stakeholders as noted in the CONOPS.

4.4.3 The service shall receive XML-based calls (or direct web input) in a standard format from the CWS, containing a list of criteria, or indicators (i.e.; document number, funding value, North American Industry Classification System (NAICS), contract type, etc). These attributes assist the service in determining which indices, and associated clauses, apply.

- NOTE: The service is only responsible for populating those associated clauses directly prescribed by actively provided indicators from the CWS. The service will not “assume” that if an indicator is not provided then its opposite is true. For example, if an indicator stating that a contract is fixed-price is provided, the service will pull clauses related to fixed-price contracts. If such an indicator is NOT provided (nor are its other values, such as time and materials), the system will NOT provide clauses that apply to all types of costing structures.

4.4.4 The service will receive XML-based calls for a particular federal or DoD-level clause to be manually inserted into the document, based on an XML call indicating the clause number.

4.4.5 The input XML call will be a list of criteria or indicators from a specific contract to assist the service in determining which associated clauses apply. The following are the examples of required indicators needed in an XML call for the service to populate any associated clauses:

- DoD component or federal agency awarding the action
- DoD component or federal agency providing funding for the action
- Document number (containing the menu-type procurement instrument identification number [PIIN])
- Funds (Dollar value/estimate \$)
- Level indicator (F for organizational level of FAR, D for organizational level DFARS and FAR)

4.4.6 The service shall receive an XML-based call for an audit sheet containing reasoning for clause inclusion. Such a call must reference a previous result transaction.

4.5 Data Output

4.5.1 The service shall run the clause logic engine and provide an XML-based output of all applicable clauses based on the indicators provided using business rules created by the Clause Logic Service (CLS) team in coordination with the stakeholders as described in the CONOPS.

4.5.2 The service shall always provide the most current clause information when responding to a data request

4.5.3 Depending on the input provided by the CWS, the service shall provide clause lists in the following ways:

- ‘By Reference’ for clauses with fill-ins
- ‘By Reference’ and an abbreviated version of the clause text with fill-in information

- 'By Full Text' with the title information and all of the text of the clause with any entered fill-in information.

4.5.4 The system shall run the clause engine and return an XML-based output list of clauses which contain the following headers

1. Clause Number
2. Clause Title
3. Clause Source
4. Effective Date (included in clause title)
5. Reserve Date
6. Regulatory prescriptive language
7. 'Required' or 'Recommended' terms
8. Clause text editable indicator
9. User fill-in indicator
10. Section indicator
11. Full text/by reference indicator
12. Clause logic
13. Clause history
14. 'By Reference'
15. 'By Full Text'
16. Time/date stamp of the call
17. Version number

A further detail on clause headers is provided in Appendix B.

4.5.5 The service shall run the clause engine and provide each relevant clause only once in the XML feedback (or a file that can be downloaded by the user when using the web to access the service instead of a CWS), regardless of how many indicators or manual requests relate to the same clause. The audit sheet, however, shall denote all indicators associated with provided clause.

4.5.6 Upon request, the service shall provide an audit sheet in either XML or HTML format, which contains all selected indicators and associated indices.

4.5.7 The service shall provide an audit trail (date & time stamp and a record of which user made the change) for the following events;

- Entering a clause
- Creating/updating a business rule

4.6 Categorization of Data (Maintenance of History & Storage)

4.6.1 Business rules are expected to be put into the service through the Automated Clause Interrogation (ACI) into the clause engine. The prescribing language from the authoritative FAR and DFARS sources

shall be used for the information generated and input into the ACI for each clause number.

4.6.2 Rollback capability will be retained so as to provide the ability to call up previous versions of clauses and their associated business rules after they have been replaced or updated. These shall not be overwritten, but instead archived with their effective dates. User shall be able to view these associated business rules upon making a historical call (as of a certain date in the past).

4.6.3 The service shall retain prescriptive language and related business rules associated with stored clauses.

4.6.4 Any changes made to the XML schema must be communicated for user awareness. This may involve an email or some other notification process.

4.7 User Management

4.7.1 Interoperability requires establishing a valid site ID, user token, DoD certificate

4.7.2 Site setup shall be accomplished in a PKI process similar to that of receiving a Common Access Card (CAC).

4.7.3 Site shall also allow user entry and set-up via user ID / strong password capability for the GUI web access.

4.8 [Reserved] Validation & Correction of Data

4.8.1 [Reserved] Triggers for fault threshold and error messaging (by XML)

4.8.2 [Reserved] Content of error messages

4.9 Security

4.9.1 The service shall follow DoD directives on network implementation: DoD Directive 8500.1 — Information Assurance Implementation — This requires that critical assets be protected with an intrusion detection system. These requirements extend to both classified and unclassified networks.

- 4.9.2 The service shall provide the necessary permissions and certification to communicate with CWS systems. This will include providing valid application ports and protocol communications.
- 4.9.3 The service shall be certified and accredited for enterprise-wide operation. The completed certification and accreditation process must include a risk assessment, security testing, contingency planning, and a vulnerability assessment.
- 4.9.4 The service shall follow control and validation procedures outlined in the DIACAP requirements in 500.2_IA_Controls_and_Validation_Procedures.xls
- 4.10 [Reserved] Help Desk Support
- 4.11 Other
 - 4.11.1 The service's GUI access shall be 508 compliant.
 - 4.11.2 The overall capability shall be based as much as possible on commercially available software and open source code.
 - 4.11.3 The service shall provide alerts to all interfacing systems when updates have been made to the stored clauses and business rules.
 - 4.11.4 The capability shall provide quarterly updates of any changes to those organizations using the stand-alone version that can be self-installed by that organization.
 - 4.11.5 The service's GUI access shall include a training capability (to include tutorial, Frequently Asked Questions, etc.).
 - 4.11.6 Each portion of the overall capability shall be completely documented with appropriate data dictionaries and business rule documents.
 - 4.11.7 The overall capability shall have a reporting function that can track at the DoD, Component, and office level the use of the capability, as well as the frequency with which clauses are determined to be required and optional. This reports function shall be made available via the GUI access screens.
 - 4.11.8 The capability shall be designed such that other federal agency clauses, or DoD component or local clauses can be added in the future.

5. Front-end CWS Requirements

The following section briefly outlines the technical and functional requirements necessary for the successful interoperability between the service and CWS. These requirements shall be further defined in the implementation plan. Because the type of CWS calling up the clause logic service vary between new and legacy systems, several responsibilities lie on the front-end of this functional process, rather than the service-end. Most important of these capabilities includes the ability to retain a record of the ongoing transactions between the service and CWS. This may be some type of audit trail, summarizing the clauses added, deleted, moved, or otherwise edited from the baseline results provided by the service. This will ensure the ability for successful audit reporting at any point in time. It is expected that any CWS using the service will employ business rules to ensure that 'required' clauses returned by the service shall not be allowed to be deleted on an action.

Furthermore, the CWS shall be responsible for setting their own unique process for user profiling, access, and usage privileges. The user roles and permission currently in place within the CWS will remain unchanged by the service. The transactions between the service and CWS occur at a site level, and involve no individual access rights other than XML calls between sites.

Lastly, because each DoD component is individually responsible for the integrity of its contracts, it may be necessary for the CWS to notify all service users of clause updates that may have recently occurred. This will alert users they have saved contracts at some point during the development process to re-run their XML call against the service prior to actual award of the action. Requiring this 'pre-award evaluation' for all saved contracts mitigates the possible risk of releasing a contract including outdated clause.

Although the preceding front-end requirements will need to be further discussed and defined in a user management process, they point out some of the key considerations in successful utilization of the centralized service.

Glossary: Appendix A

ACRYNOM	DEFINITION
ACI	Automated Clause Interrogation
CLS	Clause Logic Service
CWS	Contract Writing Systems
DARS	Defense Acquisition Regulations System
DFARS	Defense Federal Acquisition Regulation Supplement
DIACAP	DoD Information Assurance Certification and Accreditation Process
DoD	Department of Defense
DPAP	Defense Procurement and Acquisition Policy
FAR	Federal Acquisition Regulation
GSA	General Systems Administration
GUI	Graphical User Interface
IA	Information Assurance
NAICS	North American Industry Classification System
PIIN	Procurement Instrument Identification Number
RTF	Rich Text Format
SOA	Service Oriented Architecture
UCF	Uniform Contract Format
XML	Extensible Markup Language

Appendix B-1 XML-Based Clause List Column Header

No.	Clause Column Header	Clause Column Description
1	Clause Number	
2	Clause Title	
3	Clause Source	The regulatory reference for the clause, being either FAR or DFARS.
4	Effective Date	The effective date to indicate when a clause will be available for selection and inclusion within procurement instruments.
5	Reserve Date	The Reserve Date to indicate when a clause is being removed from Active Status, due to being reserved by regulation or superseded by a later clause effective date.
6	Regulatory Prescriptive language	Text directly from the regulations which describes the situations when the clause is to be included in the procurement instruments.
7	Required or Recommended	The system shall designate whether the clause is required or recommended.
8	Clause Text Editable Indicator	The system shall designate whether the clause is editable.
9	User Fill-In-Indicator	The system shall designate whether the clause is a fill-in.
10	Designer Section	The system shall provide the ability to indicate the section within the Uniform Contract Format (UCF) in which the clause is to be placed.
11	Full Text/By Reference Indicator	The system shall indicate whether the clause is included: By Full Text with title information and all of the text of the clause with any entered fill-in information. "By Reference" without fill-in "By Reference" with an abbreviated version of clause text with fill-in information.
12	Clause History:	The reason the clause was revised.

13	Clause Logic:	This allows the user to see what set of indicators or fund amount caused the clause to come in as part of the list, the user must look at the logic behind the clause. The system shall query the Clause logic engine for the logic behind adding the clause. The system shall provide which indicators or associated indicator combinations will cause a clause to be added to the list when selected. The system shall also provide which indicators or associated indicators will cause a clause to be removed from the list. Note: the clause(s) will be removed only if all conditions are met.
14	"By Reference"	Includes abbreviated versions of the clause text with fill-in information.
15	"By "Full text",	Includes title information and all of the text of the clause with any entered fill-in information.

General Questions		Answer Required?	Yes / No / Explanation / Justification
1	Are procedures in place today for editing or updating your current clause management tools (i.e. clause logic, templates, hybrid (template + logic), etc.) which are used in conjunction with your organization's Contract Writing System(s).	REQUIRED	
If "YES" answer 1A, 1B, and 1C, if "NO" skip to question 2			
1A	Briefly describe the set of procedures in place today at your organization or with your current contracting system(s) to edit or update your current clause management tools and address the level of consistency in which those procedures are applied across your organization or user-base.	CONDITIONAL	
1B	Is the same process followed for adding, removing, or updating either FAR, DFARS, Service-level, or Local-level clauses? If the process varies, describe each process in 1A above.	CONDITIONAL	
1C	To what degree would you say the process for updating clause management tools is being applied and followed on a consistent basis within your organization or user-base?	CONDITIONAL	
2	From an eBusiness/Systems policy oversight perspective, is there some level of review or are there procedures in place to ensure changes to the clause tools are administered consistently across your organization or user-base?	REQUIRED	
If you answered NO, in question 2, skip to question 3.			
2A	Briefly describe the procedures used today to ensure edits to the clause management tools used by your organization or user-base are applied correctly and evenly.	CONDITIONAL	
2B	Briefly describe the procedures used today to ensure changes to the clause management tools are applied in a timely manner.	CONDITIONAL	
2C	Briefly describe the procedures used by your buyers and contracting officers to ensure the awards issued are current with respect to clauses (pre-award validations, system generated warnings, committee reviews, etc.).	CONDITIONAL	

Policy Staff - Estimated Levels of Effort (LoE)		Total Personnel Hours *	Total Dollars Invested *
3	How much effort (hours) and investment (dollars) do you believe your organization expends providing oversight of clause management tools and clause policy, on an annual basis, to maintain and ensure the tools available remain current with regulatory changes?		
Workforce Type			
3A	Is the staff primarily government or contracted workforce?		
3B	Based on the estimate provided, estimate the percent of the total effort and investment shared to maintain/update each of the following (the sum of the two must equal 100%):	% of Total Personnel Hours *	% of Total Dollars Invested *
	FAR / DFARS Clauses		
	Service-level / Local-Level Clauses		
	TOTAL	0%	0%

eBusiness Staff - Estimated Levels of Effort (LoE)		Total Personnel Hours *	Total Dollars Invested *
4	How much effort (hours) and investment (dollars) do you believe the gov't staff, supporting your organization and providing functional information technology related expertise to clause management tools, expends on an annual basis to maintain and ensure the tools available remain current with regulatory changes?		
Workforce Type			
4A	Is the staff primarily government or contracted workforce?		
4B	Based on the estimate provided, estimate the percent of the total effort and investment shared to maintain/update each of the following (the sum of the two must equal 100%):	% of Total Personnel Hours *	% of Total Dollars Invested *
	FAR / DFARS Clauses		
	Service-level / Local-Level Clauses		
	TOTAL	0%	0%

Developmental Staff - Estimated Levels of Effort (LoE)		Total Personnel Hours *	Total Dollars Invested *
5	How much effort (hours) and investment (dollars) do you believe the contractor staff, supporting your organization or user-base and performing the programming and codification expertise to clause management tools, expends on an annual basis to maintain and ensure the tools available remain current with regulatory changes?		
Workforce Type			
5A	Is the staff primarily government or contracted workforce?		
5B	Based on the estimate provided, estimate the percent of the total effort and investment shared to maintain/update each of the following (the sum of the two must equal 100%):	% of Total Personnel Hours *	% of Total Dollars Invested *
	FAR / DFARS Clauses		
	Service-level / Local-Level Clauses		
	TOTAL	0%	0%

* Provide best possible estimate with the understanding that personnel grades may vary.