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General Services Administration
Federal Acquisition Services
Authorized Federal Supply Schedule Price List



Contract Holder

Professional Services Schedule

Industrial Group: 00CORP

Class: R608

Contract Number: GS-10F-0303V

Contract Period: August 18, 2009 through August 17, 2019

Contractor: Mission Essential Personnel, LLC
6525 West Campus Oval, Suite 101
New Albany, OH 43054

Business Size:
Large Business

Telephone: (703)436-3937

Extension: N/A

Fax Number: (614) 416-2346

Web site: www.missionep.com

E-mail: annette.bishop@missionessential.com

Contract Administration: Annette Bishop

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 382-4, 382-4RC

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for

those types of employees or subcontractors who will perform services shall be provided. See Exhibit A

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery area): Domestic and Overseas

5. Point(s) of production (city, county and state or foreign country): Same as company address.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted at or not accepted above the micro-purchase threshold: will not accept over \$3,000.00.

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact

Contractor

12. F.O.B. Point(s): Destination

13a. Ordering Address(es): Same as company address

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Same as company address.

15. Warranty provision: Contractor's standard commercial warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 14-242-3990

26. Notification regarding registration in Central Contractor Registration (CCR)

database: Registered.

Mission Essential Personnel, LLC
Base Period Pricing: 8/18/2009 – 8/17/2014

BASE PERIOD						
Labor Category	Location	Year 1 Rates	Year 2 Rates	Year 3 Rates	Year 4 Rates	Year 5 Rates
CAT I Linguist	CONUS - Offsite	\$49.63	\$51.57	\$53.58	\$55.67	\$57.84
CAT II Linguist	CONUS - Offsite	\$56.19	\$58.38	\$60.66	\$63.02	\$65.48
CAT III Linguist	CONUS - Offsite	\$60.97	\$63.35	\$65.82	\$68.39	\$71.05

Labor Category	Location	Year 1 Rates	Year 2 Rates	Year 3 Rates	Year 4 Rates	Year 5 Rates
CAT I Linguist	CONUS - MEP Site	\$63.63	\$66.11	\$68.69	\$71.37	\$74.15
CAT II Linguist	CONUS - MEP Site	\$72.03	\$74.84	\$77.76	\$80.79	\$83.94
CAT III Linguist	CONUS - MEP Site	\$78.15	\$81.20	\$84.36	\$87.65	\$91.07

Labor Category	Location	Year 1 Rates	Year 2 Rates	Year 3 Rates	Year 4 Rates	Year 5 Rates
CAT I Linguist	OCONUS - Offsite	\$117.79	\$122.38	\$127.16	\$132.12	\$137.27
CAT II Linguist	OCONUS - Offsite	\$133.37	\$138.57	\$143.98	\$149.59	\$155.42
CAT III Linguist	OCONUS - Offsite	\$144.69	\$150.33	\$156.20	\$162.29	\$168.62

Mission Essential Personnel, LLC
Option 1 Pricing (Current): 08/18/2014 – 08/17/2019

Labor Category (e.g. Job Title/Task)	Year 6	Year 7	Year 8	Year 9	Year 10
LIC I, Linguist I (FP/CI)	\$45.49	\$46.40	\$47.33	\$48.28	\$49.24
LIC I, Linguist I (S)	\$47.25	\$48.19	\$49.16	\$50.14	\$51.14
LIC I, Linguist I (TS/SCI)	\$86.39	\$88.12	\$89.88	\$91.68	\$93.52
LIC I, Linguist II (FP/CI)	\$47.85	\$48.81	\$49.78	\$50.78	\$51.79
LIC I, Linguist II (S)	\$49.70	\$50.70	\$51.71	\$52.75	\$53.80
LIC I, Linguist II (TS/SCI)	\$89.24	\$91.02	\$92.85	\$94.70	\$96.60
LIC I, Linguist III (FP/CI)	\$60.58	\$61.79	\$63.03	\$64.29	\$65.57
LIC I, Linguist III (S)	\$62.92	\$64.18	\$65.47	\$66.78	\$68.11
LIC I, Linguist III (TS/SCI)	\$109.93	\$112.12	\$114.37	\$116.65	\$118.99
LCI I, SSL (FP/CI)	\$65.55	\$66.86	\$68.19	\$69.56	\$70.95
LCI I, SSL (S)	\$68.09	\$69.45	\$70.84	\$72.25	\$73.70
LCI I, SSL (TS/SCI)	\$109.93	\$112.12	\$114.37	\$116.65	\$118.99
LIC II, Linguist I (LEP)	\$11.34	\$11.57	\$11.80	\$12.04	\$12.28
LIC II, Linguist I (FP/CI)	\$73.22	\$74.68	\$76.17	\$77.70	\$79.25
LIC II, Linguist I (S)	\$73.98	\$75.46	\$76.97	\$78.51	\$80.08
LIC II, Linguist I (TS/SCI)	\$89.24	\$91.02	\$92.85	\$94.70	\$96.60
LIC II, Linguist II (LEP)	\$16.01	\$16.33	\$16.66	\$16.99	\$17.33
LIC II, Linguist II (FP/CI)	\$80.08	\$81.68	\$83.32	\$84.98	\$86.68
LIC II, Linguist II (S)	\$81.23	\$82.86	\$84.51	\$86.20	\$87.93

LIC II, Linguist II (TS/SCI)	\$91.52	\$93.36	\$95.22	\$97.13	\$99.07
Labor Category (e.g. Job Title/Task)	Year 6	Year 7	Year 8	Year 9	Year 10
LIC II, Linguist III (LEP)	\$20.78	\$21.19	\$21.62	\$22.05	\$22.49
LIC II, Linguist III (FP/CI)	\$91.93	\$93.77	\$95.65	\$97.56	\$99.51
LIC II, Linguist III (S)	\$97.25	\$99.19	\$101.18	\$103.20	\$105.26
LIC II, Linguist III (TS/SCI)	\$110.98	\$113.20	\$115.46	\$117.77	\$120.12
LCI II, SSL (LEP)	\$22.47	\$22.92	\$23.38	\$23.85	\$24.32
LCI II, SSL (FP/CI)	\$99.47	\$101.46	\$103.49	\$105.56	\$107.67
LCI II, SSL (S)	\$108.68	\$110.85	\$113.07	\$115.33	\$117.64
LCI II, SSL (TS/SCI)	\$120.16	\$122.56	\$125.01	\$127.51	\$130.06
LIC III, Linguist I (LEP)	\$11.44	\$11.67	\$11.91	\$12.14	\$12.39
LIC III, Linguist I (FP/CI)	\$76.65	\$78.19	\$79.75	\$81.34	\$82.97
LIC III, Linguist I (S)	\$77.80	\$79.35	\$80.94	\$82.56	\$84.21
LIC III, Linguist I (TS/SCI)	\$93.81	\$95.69	\$97.60	\$99.55	\$101.54
LIC III, Linguist II (LEP)	\$16.83	\$17.17	\$17.51	\$17.86	\$18.22
LIC III, Linguist II (FP/CI)	\$81.23	\$82.86	\$84.51	\$86.20	\$87.93
LIC III, Linguist II (S)	\$81.45	\$83.08	\$84.74	\$86.43	\$88.16
LIC III, Linguist II (TS/SCI)	\$94.63	\$96.52	\$98.45	\$100.42	\$102.43
LIC III, Linguist III (LEP)	\$20.78	\$21.19	\$21.62	\$22.05	\$22.49
LIC III, Linguist III (FP/CI)	\$90.38	\$92.19	\$94.03	\$95.91	\$97.83
LIC III, Linguist III (S)	\$100.67	\$102.69	\$104.74	\$106.84	\$108.97
LIC III, Linguist III (TS/SCI)	\$112.28	\$114.53	\$116.82	\$119.15	\$121.54

LCI III, SSL (LEP)	\$22.47	\$22.92	\$23.38	\$23.85	\$24.32
LCI III, SSL (FP/CI)	\$97.79	\$99.74	\$101.74	\$103.77	\$105.85
Labor Category (e.g. Job Title/Task)	Year 6	Year 7	Year 8	Year 9	Year 10
LCI III, SSL (S)	\$108.94	\$111.11	\$113.34	\$115.60	\$117.92
LCI III, SSL (TS/SCI)	\$127.45	\$130.00	\$132.60	\$135.25	\$137.95
LIC IV, Linguist I (LEP)	\$11.63	\$11.86	\$12.10	\$12.34	\$12.59
LIC IV, Linguist I (FP/CI)	\$98.78	\$100.75	\$102.77	\$104.82	\$106.92
LIC IV, Linguist I (S)	\$100.67	\$102.69	\$104.74	\$106.84	\$108.97
LIC IV, Linguist I (TS/SCI)	\$120.13	\$122.53	\$124.98	\$127.48	\$130.03
LIC IV, Linguist II (LEP)	\$18.09	\$18.46	\$18.83	\$19.20	\$19.59
LIC IV, Linguist II (FP/CI)	\$106.40	\$108.52	\$110.69	\$112.91	\$115.17
LIC IV, Linguist II (S)	\$107.54	\$109.69	\$111.88	\$114.12	\$116.40
LIC IV, Linguist II (TS/SCI)	\$121.14	\$123.56	\$126.03	\$128.55	\$131.12
LIC IV, Linguist III (LEP)	\$20.78	\$21.19	\$21.62	\$22.05	\$22.49
LIC IV, Linguist III (FP/CI)	\$107.54	\$109.69	\$111.88	\$114.12	\$116.40
LIC IV, Linguist III (S)	\$108.68	\$110.85	\$113.07	\$115.33	\$117.64
LIC IV, Linguist III (TS/SCI)	\$119.40	\$121.79	\$124.23	\$126.71	\$129.24
LCI IV, SSL (LEP)	\$22.47	\$22.92	\$23.38	\$23.85	\$24.32
LCI IV, SSL (FP/CI)	\$108.68	\$110.85	\$113.07	\$115.33	\$117.64
LCI IV, SSL (S)	\$109.06	\$111.24	\$113.46	\$115.73	\$118.05
LCI IV, SSL (TS/SCI)	\$129.18	\$131.77	\$134.40	\$137.09	\$139.83
Site Manager I (LEP)	\$45.01	\$45.91	\$46.83	\$47.77	\$48.72

Site Manager I	\$92.28	\$94.12	\$96.01	\$97.93	\$99.89
Site Manager II	\$96.47	\$98.40	\$100.37	\$102.38	\$104.42
Site Manager III	\$108.05	\$110.21	\$112.41	\$114.66	\$116.96
Labor Category (e.g. Job Title/Task)	Year 6	Year 7	Year 8	Year 9	Year 10
Project Manager I	\$83.88	\$85.56	\$87.27	\$89.02	\$90.80
Project Manager II	\$112.27	\$114.52	\$116.81	\$119.14	\$121.53
Project Manager III	\$117.44	\$119.79	\$122.19	\$124.63	\$127.12
Program Manager I	\$106.37	\$108.49	\$110.66	\$112.88	\$115.13
Program Manager II	\$121.60	\$124.04	\$126.52	\$129.05	\$131.63
Program Manager III	\$150.33	\$153.33	\$156.40	\$159.53	\$162.72
Functional Specialist I (LEP)	\$40.48	\$41.29	\$42.12	\$42.96	\$43.82
Functional Specialist I	\$93.31	\$95.18	\$97.08	\$99.02	\$101.00
Functional Specialist II	\$96.93	\$98.87	\$100.85	\$102.86	\$104.92
Functional Specialist III	\$116.61	\$118.94	\$121.32	\$123.74	\$126.22
Technical Recruiter I	\$51.60	\$52.63	\$53.69	\$54.76	\$55.86
Technical Recruiter II	\$58.72	\$59.90	\$61.09	\$62.32	\$63.56
Technical Recruiter III	\$70.46	\$71.87	\$73.31	\$74.77	\$76.27
Deployment Specialist I	\$65.55	\$66.86	\$68.19	\$69.56	\$70.95
Deployment Specialist II	\$76.14	\$77.67	\$79.22	\$80.80	\$82.42
Deployment Specialist III	\$109.65	\$111.84	\$114.08	\$116.36	\$118.69

These rates are being offered for the following languages and reflect an annual escalation of 3.9% during the Base Period. Option Period 1 pricing reflects an annual escalation of 2%. The Industrial Funding Fee of 0.75% is included.

• Arabic	• Pashto
• Dari	• Somali
• Farsi	• Russian

Exhibit A

Labor Category Description

Category I (CAT I)

CAT I linguists shall have native proficiency in the specified contract required language (SCRL) (level 4 or 5) as defined by the Interagency Language Roundtable (ILR), and a working proficiency (ILR level 2+) in English. CAT I linguists may be locally hired or from a region outside of the Area of Operations (AO) (especially for SCRL languages not indigenous to the AO) and will require a security clearance.

Category II (CAT II)

CAT II linguists shall have native proficiency in the SCRL (ILR level 4 to 5) and a working proficiency in English (ILR level +2). CAT II linguists shall be U.S. citizens who have been screened by Government designated personnel. CAT II linguists will be granted intern access to SECRET.

Category III (CAT III)

Native proficiency in the SCRL language is preferred for Category III linguist, but is not required. CAT III linguist shall meet at a minimum the criteria of ILR level 3. CAT III linguists shall be able to understand the essentials of all speech in a standard dialect and have broad enough vocabulary that he/she rarely has to ask for paraphrasing or explanation. CAT III linguists shall be able to follow accurately the essentials of conversations between educated native speakers, reasonably make and answer telephone calls, understand radio broadcasts, news stories similar to wire service reports, oral reports, some oral technical reports and public addresses on non-technical subjects. CAT III linguists shall be fluent in English. CAT III linguists shall be U.S.

citizens who either possess a TOP SECRET Security Clearance with access to Sensitive Compartmented Information (TS/SCI), or who, after prescribed counterintelligence screening, have been granted by the U.S. Government at a minimum, an interim TS clearance with interim access to SCI.

Linguist I

Minimum Training	All Linguist I personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Linguist I personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least four (4) years of related experience.
Minimum Education	At least High School or Equivalent.
Minimum Certifications	None

Performance Level: Must perform at level 3 in the required skill (listening, written, spoken) or as stipulated in the SOW.

Minimum Language Scores: Shall have a minimum language proficiency rating of 3/3, as measured by the Defense Language Proficiency Test (DLPT) or an equivalent client accepted test instrument, for all tasks required.

Qualifications Overview: Individuals in this category shall have the experience in language, cultural, linguistics, or related humanistic fields, combined with four years of accumulated transcription, translation, or other language-related experience. They shall have the linguist proficiency necessary to perform the assigned voice and/or graphic tasks with minimal supervision.

General Requirements: Generally characterized as individual's whose combined foreign language proficiency, target knowledge, and experience shall allow them to utilize all research tools and resources available, to the extent feasible, to perform assigned tasks in an efficient and effective manner. They shall have the linguistic proficiency and knowledge of the target language, talent, and skills necessary to identify essential elements of information from both voice and graphic materials. They shall work together with Linguist II personnel to compile and update working aids and databases and/or

provide guidance to junior personnel to accomplish these tasks. Performing Quality Control is not required at this level. Maintain a command of the target language as well as good verbal and written American English language capabilities (grammar, vocabulary, idioms, spelling). Provide gists, extracts, translations. Provide assistance to other contract and/or junior linguists.

Demonstrate professional, albeit entry-level, command of any other specific tasks required in SOW.

Linguist II

Minimum Training	<p>All Linguist II personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Linguist II personnel will complete the MEP Timekeeping Training Module.</p> <p>In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.</p>
Minimum Experience	At least seven (7) years of related experience.
Minimum Education	At least Associate's Degree or Equivalent.
Minimum Certifications	None

Performance Level: In addition to technical linguist requirements outlined in SOW, professionals at this level will also perform Quality Control activities through reviews of work by Linguist I personnel.

Minimum Language Scores: Shall have a minimum language proficiency rating of 3/3, as measured by the Defense Language Proficiency Test (DLPT) or an equivalent client accepted test instrument, for all tasks required.

Qualifications Overview: Individuals in this category shall have the experience in language, cultural, linguistics, or related humanistic fields, combined with seven years of accumulated transcription, translation, or other language-related experience. Linguist II personnel shall have the linguistic knowledge, diverse background, and skill set to perform the job requirements independently.

General Requirements: Generally characterized as individual's whose combined foreign language proficiency, target knowledge, and experience shall allow them to utilize all research tools and resources available, to the extent feasible, to perform assigned tasks in

and efficient and effective manner. They shall have the linguistic proficiency and knowledge of the target language, talent, and skills necessary to identify essential elements of information from both voice and graphic materials. They will identify areas in which additional research is required to support the target mission processing efforts. They shall work together with Linguist III personnel to compile and update working aids and databases and/or provide guidance to Linguist I personnel to accomplish these tasks.

Maintain a command of the target language as well as good verbal and written American English language capabilities (grammar, vocabulary, idioms, spelling). Provide gists, extracts, translations. Provide assistance to other contract and/or Linguist I personnel. Demonstrate professional, mid-career level, command of any other specific tasks required in SOW.

Linguist III

Minimum Training	All Linguist III personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Linguist III personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least ten (10) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	None

Performance Level: In addition to technical linguist requirements outlined in SOW, professionals at this level will also perform Final Quality Control activities through reviews of work by Linguist I and II personnel.

Minimum Language Scores: shall have a minimum language proficiency rating of 3/3, as measured by the Defense Language Proficiency Test (DLPT) or an equivalent client accepted test instrument, for all tasks required.

Qualifications Overview: Individuals in this category shall have extensive experience in language, cultural, linguistics, or related humanistic fields, combined with ten years of accumulated transcription, translation, or other language-related experience. Their linguistic knowledge, diverse background, and expertise must be advanced to the level of quality control to include the entire spectrum of both voice and graphic processing. The individual must have demonstrated superior and professional competency in their previous assignments and positions.

General Requirements: Linguist III personnel are characterized as individuals who utilize all research tools and resources available maximizing their results of any assigned tasks and

performing them in an efficient and effective manner. They shall have the linguistic proficiency and related skills necessary to perform as the focal points for coordinating the organization of resources and information in support of the mission and operational requirements. They shall perform the assigned voice and/or graphic tasks as a final contractor authority on summaries, translations, and transcripts produced. They shall perform as mentors to those linguists having less experience, training and project knowledge and provide them with timely and appropriate feedback. They shall be able to identify the most feasible and suitable approaches for operational training.

Maintain a command of the target language as well as good verbal and written American English language capabilities (grammar, vocabulary, idioms, spelling). Provide gists, extracts, translations. Provide assistance to other contract and/or Linguist I and II personnel. Demonstrate professional, leadership level, command of any other specific tasks required in SOW.

Special Skills Linguist (SSL)

Minimum Training	All Special Skill Linguist (SSL) personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Special Skill Linguist (SSL) personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least five (5) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	The minimum certifications for an SSL will be determined by the customer requirements as defined in the Performance Work Statement (PWS) or Statement of Work (SOW). Credentials could include, but are not limited to, the following designations: Professional Engineer (PE), Medical Doctor (MD), Juris Doctor (JD), and a wide array of Philosophiæ Doctor (PhD) areas of study. For some client requirements, no professional certifications will be required.

A Special Skills Linguist (SSL) is defined as a language capable person possessing either: multiple language/dialect capabilities or a highly developed, unique and operationally relevant NON-LANGUAGE set of skills to meet multiple client requirements within niche and complex mission environments, including but not limited to the following:

- Native Language Research Analyst
- CI/HUMINT Operations
- Technical Counter Measures
- SIGINT Analyst Support

- Basic, Intermediate and Advanced Specified Contract Required Language [SCRL(s)] Dialect Course Instruction
- Linguist Screening Training and Operations
- All-Source Analyst Support
- Content Exploitation (DOMEX, DOCEX, SSE)
- Strategic Counter Intelligence Activities Support
- Intelligence Support to Information Operations
- Cultural Awareness and Operational Integration Training
- Scenario Development & Role-Player Support
- Cryptologist Linguist LET
- ASOT Trainers / Mission Support (Levels II, III)
- EMOTE (Emotional Response Modeling Programs)
- Open Source Analyst
- Global ISR Operations Support
- Global Academic / Instructional Military Platforms in support of COIN
- Mission Managers in support of Full-Spectrum INTEL Missions
- Mission support to Information Operations and Other Non-Kinetic Operations
- Identify, protect and assure secure handling of classified information, to include Special Access Programs (SAP)

- Brief senior leaders on threat assessments and reports.
- Develop intelligence briefings
- Operate specialized software programs and process data/establish databases
- Develop Targeting plans and packages in support of U.S. and Allied operations
- Ability to attend social events with the customer and support development of relationships across the International Community
- Ability to travel to other locations to provide direct support to deployed headquarters or operational elements where duty is performed under field conditions
- Travel to locations within the country of assignment including austere locations
- Provide cultural advice to military personnel and/or other contractors
- Humanitarian Activity
- Military Information Support Teams
- Support Special Operations Operational missions to include direct action operations in denied or hostile areas
- MEDCAP/VETCAP operations
- Key Leader Engagements
- Tactical/Technical Training of Foreign National Forces
- HUMINT Collection Operations
- Joint Planning and Assistance Team
- Establish and Supervise logistics and procurement support programs through Host Nation markets.
- Familiarity with and ability to conduct oneself in accordance with the local culture and customs.
- Operate a Government furnished vehicle in support of operations.

Site Manager I

Minimum Training	All Site Manager I personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Site Manager I personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least four (4) years of related experience.
Minimum Education	At least Associate's Degree or Equivalent.
Minimum Certifications	None

General Summary: In this position the employee provides operational, administrative, and management oversight to MEP linguist support operations. Although many of the duties and responsibilities are similar to the SM II position, it should be noted that SM I personnel are typically entry level site leadership. They will acquire mastery of the tasks below through on-the-job tutelage. Depending on the size and complexity of the task, the SM I may work under the oversight of a higher-level manager.

Essential Duties and Responsibilities: Respond and resolve to assigned linguists issues, provide and ensure accountability in MEPs databases. Ensure linguists are following MEP's time keeping procedures, communicate and work closely with higher-level management when applicable, ensure that all customer requests for additional support are completed and that the customer is aware, conduct daily meetings with the customers to ensure that expectations are properly managed and that all requirements are met, provide input to reports as appropriate, coordinate with the customer to support linguist's schedules and travels, ensure that linguists adhere to established customer regulations and standards of conduct, ensure that appropriate linguist health, morale, and welfare requirements are met, all other tasks and duties as assigned.

Site Manager II

Minimum Training	All Site Manager II personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Site Manager II personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least seven (7) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	None

General Summary: In this position the employee provides operational, administrative, and management oversight to MEP linguist support operations. The SM II is responsible for the training, mentorship, and oversight of any SM I personnel assigned to the SM II's area of responsibility. Depending on the size and complexity of the task, the SM II may work under the oversight of a higher-level manager.

Essential Duties and Responsibilities: Respond and resolve to assigned linguists issues, provide and ensure accountability in MEPs databases, ensure linguists are following MEPs time keeping procedures, communicate and work closely with higher level management when applicable, ensure that all customer requests for additional support are completed and that the customer is aware, conduct daily meetings with the customers to ensure that expectations are properly managed and that all requirements are met, provide input to reports as appropriate, coordinate with the customer to support linguist's schedules and travels, ensure that linguists adhere to established customer regulations and standards of conduct, ensure that appropriate linguist health, morale, and welfare requirements are met, all other tasks and duties as assigned.

Site Manager III

Minimum Training	All Site Manager III personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Site Manager III personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least ten (10) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	None

General Summary: The SM III directly manages any SM I / II located within their region of operations. Depending on the size and complexity of the task, the SM III may work under the oversight of a higher-level manager

Essential Duties and Responsibilities: Maintains 100% of accountability of all assigned staff and linguist personnel in MEP's database, Maintains 100% accountability of all equipment assigned to the region or to the individual region staff. Supervises, develops, trains, mentors and evaluates Site Managers. Establishes regional procedures for completion of timesheets on a weekly basis and time input to MEPs timekeeping system. Establishes rapport and maintains frequent personal contact with major command POCs within the region. Ensures timely completion of performance evaluations required. Oversees local national linguist payroll. Provides daily, weekly, and monthly, reports to the Theater Operations Manager. Coordinates with each principal staff director for their functional area requirements. Office Automation Support: Drafts and reviews correspondence, oversees the maintenance of files, and performs data automation functions on stand-alone systems and website database programs. Manages all leave requests, reports weekly leave forecasts, tracks all site

managers and linguists departing and arriving back from leave. Conducts in-processing briefing and orientation services to all newly assigned linguists. Manages all medical, dental, and vision plans as well as handles all insurance claims. Manages all files, plans, files, folders, and personal information. All other tasks and duties as assigned.

Project Manager I

Minimum Training	All Project Manager I personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Project Manager I personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least five (5) years of related experience.
Minimum Education	At least Associate's Degree or Equivalent.
Minimum Certifications	None

General Summary: The Project Manager I directly supports all theater staff members and provides staff directorates and staff actions to higher-level management assigned within the same area of responsibility (AOR) if applicable. Depending on the size and complexity of the task, the Project Manager I may work under the oversight of a higher-level manager.

Essential Duties and Responsibilities: Synchronize planning and execution of support and operational activities, integrate staff into a unified organization by conducting, planning, and coordinating staff actions, and develop guidance prior to tasking the theater. Coordinate staffing guidelines and task suspense dates and to render decisions on the Project Manager II's behalf based upon previously established guidelines and authorization. Understand program issues in sufficient detail and accurately articulate intent and guidance from higher-level management or the customer. Serve as the principal representative at the director level and serve for day-to-day staff coordination on project matters. Manage staff functions to include prioritization. Oversee and review relevant Project requirements, identify tasking, communicate the tasking to the appropriate directors, and establish a time for completion. Convene weekly staff meetings and distribute weekly reports. Synchronize staff procedures and processes to eliminate redundancies and unnecessary tasking / reporting. All other tasks and duties as assigned.

Project Manager II

Minimum Training	All Project Manager II personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Project Manager II personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least ten (10) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	A Project Management Professional (PMP) candidate

General Summary: The Project Manager II's primary representative involving Project and operational level matters requiring staff-to-staff coordination as required. The Project Manager II's responsibilities do not supersede or replace essential daily or routine staff-to-staff coordination or requirements. Depending on the size and complexity of the task, the Project Manager II may work under the oversight of a higher-level manager.

Essential Duties and Responsibilities: Manage staff functions to include task prioritization. Oversee and review relevant Project requirements, identify taskings, communicate the taskings to the appropriate staff director/s, and establish a suspense time / date for completing the action. Maintain regular contact with the higher-level management or the Program Management Office (PMO). Oversee competing priorities/tasks and resolve competing issues either through direct interaction with PMO and theater staffs. Convene weekly staff meetings with principal theater staff to initiate, coordinate, or conclude staff actions, assign taskings/suspense dates, and/or QC. Distribute to theater staffs weekly report of higher-level management or customer's priorities, theater priorities/outstanding actions, and progress on each. Notify and keep the theater executive element abreast of significant Project decisions, issues, or unexpected and unforeseen requirements. Promote continuity of staff personnel and unity of managerial control of actions and personnel. Promote the Management Team's awareness and responsiveness to objectives, priorities, and critical

tasks among staffs (PMO and Theater HQ). Assume responsibility for overseeing and monitoring delegated authority. Ensure timely resolution of outstanding staff and

operational actions involving higher-level decisions. Synchronize staff procedures and processes to eliminate redundancies and unnecessary tasking/reporting. Synchronize PMO staff and theater staff procedures and processes to ensure maximum Program functionality and integration. Establish standardized format for requesting PMO staff support, tasking documentation, and results reporting. Establish decision memoranda process and guidelines to streamline the decision making process. Establish formalized funding procedures and processes to ensure rapid funding decisions/actions. Establish methodology for information flow, decision requests, and staff recommendations from staff to Director and answers/feedback from Director to staff. Provide the necessary functionality and responsibility to coordinate staff directorates and staff actions. The purpose of this position is to provide unity of effort, economy of scale, continuity of operations, resource conservation, and effective staff coordination in support of the deployed Management staff's wartime mission. Synchronize planning and execution of support and operational activities. Integrate staff into a unified staff organization. Specifically, will conduct planning, coordinate staff actions, and develop guidance prior to tasking the theater. In addition, will adhere to this formalized Staff Action Control Policy and ensure that theater requirements, considerations, and staff comments are integrated into the overall Program planning/staffing products. Coordination on priorities and objectives to establish staffing guidelines and task suspense dates and to render decisions based upon previously established guidelines and authorization. Understands Project issues in sufficient detail that he can accurately articulate the intent and guidance of higher-level management or the customer. Acts as the principal representative for day-to-day staff coordination on Project matters. Initiates required staff-to-staff actions at principal Director level/s and oversees their timely resolution.

Project Manager III

Minimum Training	All Project Manager III personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Project Manager III personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least fifteen (15) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	A Project Management Professional (PMP) candidate

General Summary: The Project Manager III manages and leads a theater staff, and linguists to provide linguists support services to a deployed force as designated under one of the Unified Combatant Commands (COCOM). The Project Manager III executes, directs, and guides, the program and ensures compliance with appropriate policies, procedures, and regulations.

Essential Job Duties and Responsibilities: Serve as the senior MEP manager in theater and serve as the senior representative for all business and contract-related activities. Ensure unity of effort, economy of scale, continuity of operations, resource conservation, and effective staff action, manage the fill rate of the various delivery orders and other contracts in the respective theater. Maintain customer satisfaction through efficient and effective communication, responsiveness, and quality management of the assignment process.

Maintain 100% accountability of all program employees under your charge in LEAD, oversee the local national linguist program, maintain 100% accountability of equipment, supervise and develop assigned personnel, establish relationships across the MEP staff to resolve issues and concerns, ensure accurate timekeeping in MEPs timekeeping systems, manage the performance evaluation program, adhere to and promote all MEP and program policies and procedures, provide for the overall morale, welfare, and safety of assigned personnel, maintain and document an active QA program focused on implementing out processed and procedures.

Program Manager I

Minimum Training	All Program Manager I personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Program Manager I personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least ten (10) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	A Project Management Professional (PMP) candidate

General Summary: This position will primarily focus on all personnel & operational readiness and accountability issues associated with a respective program AOR. Depending on the size and complexity of the task, the Program Manager I may work under the oversight of a higher-level Program Manager.

Essential Duties and Responsibilities: Assume primary responsibility for day-to-day operation functions and program initiatives as directed, provide for daily leadership, mentoring, and guidance to subordinate operations personnel, serve as the primary liaison with the Pre-Deployment Processing Center (PDPC) and CONUS Replacement Center (CRC), track linguist and issues and ensure a high-quality pre-deployment program. Work closely with the counterparts in theater operations and across the theater staff in order to ensure accountability of personnel and proper application of policies and procedures. Stay abreast of issues and be prepared to serve as the primary program POC in the absence of higher-level management, advise on priority operations and accountability issues that require resolution, ensure the professional and timely conduct of the Next Of Kin (NOK) notification operations in coordination with the DD of OCONUS HR, provide for program level QA and QC of MEPs databases. Build and maintain productive working relationships with all MEP staff, Manage and track to resolution security-related issues for all linguists and staff, and track program level tasks and projects per the weekly program coordination meeting.

Program Manager II

Minimum Training	All Program Manager II personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Program Manager II personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least fifteen (15) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	Holds Project Management Professional (PMP) credential

General Summary: The Program Manager II will focus on ongoing and short term program issues and requirements and will assume primary responsibility for developing cost proposals and monitoring the execution of delivery orders and contracts. Depending on the size and complexity of the task, the Program Manager II may work under the oversight of a Program Manager III and may have the assistance of a Program Manager I.

Essential Duties and Responsibilities: Assume primary responsibility for all day-to-day operational functions and planning initiatives as directed. Assume primary responsibility for planning and providing oversight to delivery orders and contracts as directed. Interview and recommend personnel for hiring, identify risks and plan responses, monitor and control expenditures by regularly assessing planned versus actual expenditures, prepare, and disseminate reports to include Contract Deliverables Requirements List (CDRL) and past performance. Assume primary responsibility for monitoring the program overhead budget and awards program, provide updates to higher-level management on all efforts verbally and in writing, to include via PowerPoint, establish, maintain, and update desktop procedures detailing the roles and responsibilities of the Program Manager II. Coordinate across the PMO and corporate staffs to achieve objectives and resolve issues. Travel to the CONUS and OCONUS locations to coordinate with the program and customer personnel and representatives. Develop, review, and disseminates SOPS as directed and required, and attend meetings, monitor, subcontractors, and speak for the Program as required.

Program Manager III

Minimum Training	All Program Manager III personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Program Manager III personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least twenty (20) years of related experience.
Minimum Education	At least Master's Degree or Equivalent.
Minimum Certifications	Holds Project Management Professional (PMP) credential

General Summary: The Program Manager III will primarily focus on all personnel and operational readiness issues associated with the respective program / AOR. The Program Manager III will track and facilitate all upgrades and downgrades for linguist categories.

They will also follow and disseminate policy and procedures in the course of daily operations. The Program Manager III is the Point of Contact for the VP, Operations when handling outstanding linguist issues within their respective AOR.

Essential Duties and Responsibilities: Will work closely with Theater Operations counterparts to accurately account for all Staff. Work to facilitate and resolve deployed employee requests to relocate or transition to another job. Establish, maintain, and update operations manual, detailing the roles and responsibilities of the Program Manager III. Work closely with Finance, Human Resources, Accounting Manager, and Security Personnel to ensure issues are known and resolved. Maintain the ability to cover operational positions in forward deployed AORs from time-to-time. Provide operational input to reports as appropriate. All other tasks and duties as assigned.

Functional Specialist I

Minimum Training	All Functional Specialist I personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Functional Specialist I personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least four (4) years of related experience.
Minimum Education	At least Associate's Degree or Equivalent.
Minimum Certifications	None

General Summary: The Functional Specialist I position provides specific functional support within the Human Resources, Logistics, Operations, or Security organization in support of MEP's global-linguist operations. The essential duties and responsibility are unique to each section, but the Functional Specialist I will provide entry-level support. Depending on the functional need of the task, the Functional Specialist I may work under the oversight of a higher-level Functional Specialist or other assigned higher-level task management.

Functional Specialist II

Minimum Training	All Functional Specialist II personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Functional Specialist II personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least seven (7) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	None

General Summary: The Functional Specialist II position provides specific functional support within the Human Resources, Logistics, Operations, or Security organization in support of MEP's global-linguist operations. The essential duties and responsibility are unique to each section, but the Functional Specialist II will provide mid-career level support. Depending on the functional need of the task, the Functional Specialist II may work under the oversight of a Functional Specialist III or other assigned higher-level task management.

Functional Specialist III

Minimum Training	All Functional Specialist III personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Functional Specialist III personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least ten (10) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	A Certified Associate in Project Management (CAPM) candidate or comparable credential within professional area

General Summary: The Functional Specialist III position assists and reports directly to their respective Project Manager in support of MEP's global-linguist operations. The essential duties and responsibility are unique to each section, but the Functional Specialist III will provide leadership level support.

Deployment Specialist I

Minimum Training	All Deployment Specialist I personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Deployment Specialist I personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least four (4) years of related experience.
Minimum Education	At least Associate's Degree or Equivalent.
Minimum Certifications	None

General Summary: This position serves as the primary point of contact for all candidates during their time at the MEP Pre-Deployment Processing Center (PDPC) or CONUS Replacement Center (CRC).

Essential Job Duties and Responsibilities: Supervises the execution of implied of tasks over multiple departments and organizations. Leads candidates through the Pre-Deployment Process. Performs welcome brief on Sunday to included distribution and completion of necessary information. Distributes Training Completion Certificates, flights, and medical packets. Prepare Travel and Expense Reports (TER) for all candidates. Responsible for all candidate tracking, movement, and accountability. Responsible for intake of position applicants upon arrival to the PDPC/CRC. Delivers candidates to Medical/Dental Coordinator. Deliver candidates to MEP Security Team for completion of SF86 / SF85P. Delivers Candidates to scheduled Written Language Testing. Synchronize information flow between multiple individuals and departments.

Deployment Specialist II

Minimum Training	All Deployment Specialist II personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Deployment Specialist II personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least seven (7) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	None

General Summary: Assists employees, both linguists and staff, who are processing through pre-deployment and the CONUS Replacement Center prior to being sent to overseas assignments working with the U.S military.

Essential Job Duties and Responsibilities: Explains the processing procedures and assist with completion of various documents associated with processing. Guides personnel through medical screening and immunizations, sets up appointments for personnel needing further medical or dental treatment/evaluations. Transports personnel to and from appointments, check cashing, post office and numerous other places to help the departing members before movement. Assists MEP personnel during the issue of military clothing and equipment at Central Issue Facility, to include assembling, packing and tracking all equipment that was and was not issued for accountability. Fills out expense reports and arranges transportation, both ground and air to get the personnel to their designated locations overseas. Assists employees, both linguists and staff, who are processing through the CONUS Replacement Center upon returning from overseas assignments. Responsible for ensuring personnel have all of their military equipment prior to turning it in to the Central Issue Facility (CIF). Arranges transportation, both ground and air, to get the individuals home or to other designated locations. Transports the linguists or staff to the main office for final expense reports and if needed, sets up an appointment for debriefing with the Military Intelligence representative on base. Responsible for the holdover personnel at our contract Hotel, holds daily formations and keeps the employees up to date concerning their deployment status.

Deployment Specialist III

Minimum Training	All Deployment Specialist III personnel will have completed MEP's mandatory annual training requirements commensurate with their level of responsibility as determined by the MEP Human Resources and Compliance departments. All Deployment Specialist III personnel will complete the MEP Timekeeping Training Module. In addition to the requirements listed above, all OCONUS personnel will complete Theater Specific Individual Readiness Training (TSIRT) and Cultural Indoctrination Course.
Minimum Experience	At least ten (10) years of related experience.
Minimum Education	At least Bachelor's Degree or Equivalent.
Minimum Certifications	A Certified Associate in Project Management (CAPM) candidate or comparable credential within professional area of expertise.

General Summary: Will assist in overseeing the pre-deployment process from the PDPC or CRC for MEP employees deploying or completing other required pre-employment processing. This pre-screening would include a written language test, a medical examination, security background screening (to potentially include a counter-intelligence interview), and

Applicable training.

Essential Job Duties and Responsibilities: The Deployment Specialist III will assist in ensuring that the pre-deployment schedule is adhered to and that candidates are properly vetted and screened prior to reporting for further assignment. Responsible for monitoring tracking, preparing and delivering figures pertaining to the fulfillment of contract requirements and that the pre-deployment processing center is operating at the most efficient level possible. Assist in oversight of all functions of the PDPC Tracks, prepares and delivers figures pertaining to the fulfillment of contract requirements. Assist in ensuring that PDPC/CRC is operating at most efficient level possible.

The Service Contract Act (SCA)

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 00CORP: Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.