

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. <b>0002</b>		3. EFFECTIVE DATE <b>00 APR 17</b>	4. REQUISITION/PURCHASE REQ. NO. <b>52-6315-00</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>CONTRACTING OFFICER NAVAL RESEARCH LABORATORY ATTN: CODE WASHINGTON DC 20375-5326</b>		CODE	7. ADMINISTERED BY (If other than Item 6) <b>TO ALL OFFERORS</b>	
CODE		FACILITY CODE		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)  <b>TO ALL OFFERORS</b>	<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. <b>N00173-00-R-MA01</b>
	<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) <b>00 MAR 03</b>
	<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.
	<input type="checkbox"/>	10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of the amendment is to delete page 1 of Enclosure (1) Personnel Qualifications in its entirety and replace it with the attached page 1, Enclosure (1) Personnel Qualifications-Revised.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR  <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED

**PERSONNEL QUALIFICATIONS-*Revised***

Personnel shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

**Project Manager**

**Education/Experience:**

A high school graduate with post-high school vocational courses in administration.

At least 3 years of experience in administrative/office management including organizational planning, goal setting and accomplishment, planning work schedules, and interfacing effectively with peers and higher authority. Federal administrative experience is desired. Shall have at least 1 year of experience in computer applications (e.g., Internet, local area networks, e-mail, word processing, spreadsheets, database).

Experience in supervising personnel who perform a wide variety of administrative functions.

**Mail and Messenger Personnel**

**Education/Experience:**

A high school graduate or possess a GED, or have at least 6 months experience working in a mail room, file room, or performing general office/clerical duties.

Ability to effectively communicate orally with peers, higher authority, and customers.

Ability to lift items up to 70 pounds

Possess a valid state or District of Columbia driver's license.

**Lead Mail and Messenger Personnel**

**Education/Experience:**

A high school graduate or possess a GED.

Ability to lead and provide guidance to others on the processes and procedures of an office, work unit, or organization.

Ability to effectively communicate orally and in writing with peers, higher authority, and customers.

Knowledge of correspondence procedures.

At least 1 year of experience working in a mailroom environment.

Experience in using personal computers.

Ability to lift items up to 70 pounds.

Possess a valid state or District of Columbia driver's license.