

Performance Work Statement
For
Technical Information Services(TIS)
Naval Research Laboratory

INTRODUCTION

The Naval Research Laboratory (NRL) is the Navy's corporate laboratory. NRL conducts a broadly based multidisciplinary program of scientific research and advanced technological development directed toward maritime applications of new and improved materials, techniques, equipment, systems, and ocean, atmospheric, and space sciences and related technologies. More information on the mission, location (including field activities), size, and area maps are available at the NRL Web site <http://www.nrl.navy.mil>.

This Performance Work Statement (PWS) is defined based on desired output of products and services, and "how to" procedures have been removed, when possible. Significant and continuous process improvements are desired. The requirement is subject to OMB Circular A-76 cost comparison, and therefore the term *Providing Activity (PA)* is used in lieu of *Contractor* and the term *award* is used in lieu of *contract* because the result of this comparison may be implementation of the government's Most Efficient Organization (MEO) or award of a contract. The intent is to provide the most efficient and effective approach to complete the requirements herein.

1.0. GENERAL

1.1. SCOPE OF WORK

1.1.1. The PA shall provide all management, personnel, equipment, tools, materials, supervision, and other items and services necessary to perform all Technical Information Services (TIS) as defined in this Performance Work Statement (PWS) except for those government-furnished equipment (GFE) and services specifically provided herein.

1.2. PA PERSONNEL

1.2.1. The PA shall provide an on-site manager who will be responsible for the performance of all work. The name of this person and an alternate, who will act in the absence of the manager, shall be designated in writing to the Contracting Officer and Contracting Officer Representative (COR) within 15 days after award.

1.2.1.1. The manager or designated alternate shall have full authority to act for the PA on all matters relating to daily operations in the performance of this award.

1.2.1.2. The manager or alternate shall be on-site during their duty hours (see paragraph 1.8) and during contingencies that require work beyond duty hours. The manager or alternate shall be available during their duty hours within one hour to meet on-site with the COR.

1.2.2. The PA shall provide a staffed on site TI service desk for on site customer support.

1.2.3. The PA personnel on site at NRL shall comply with the Requirements for On-Site Contractors available in full text at <http://heron.nrl.navy.mil/contracts/home.htm>

1.2.4. The PA shall provide qualified personnel that meet or exceed the requirements of Enclosure (1), MINIMUM PERSONNEL QUALIFICATIONS, for the performance of this PWS.

1.3. APPLICABLE DOCUMENTS

1.3.1. The PA shall comply with the latest versions of all laws, requirements, regulations, policies, instructions, and notes as listed in Enclosure (2), INSTRUCTIONS AND PUBLICATIONS, and with all applicable future requirements that may be issued covering the performance of the PWS.

1.3.2. Applicable documents are listed in Enclosure (2), INSTRUCTIONS AND PUBLICATIONS. The documents have been coded as mandatory (M) or advisory (A). The PA is obligated to follow those documents coded as mandatory and shall be guided by that coded advisory to the extent necessary to accomplish the requirements of this PWS. A copy of the listed publications and forms shall be furnished at the start of the first operational performance period and shall be maintained by the PA as changes are issued during the performance period of the award. Supplements or amendments to these mandatory publications may be issued during the life of the award, and it is the PA's responsibility to comply as updated. Compliance shall be according to the following paragraphs.

1.3.2.1. *Responsibility for Compliance.* All tasks set forth in the PWS are the responsibility of the PA except where the PWS explicitly makes the performance a government responsibility. It is recognized that in conjunction with many tasks set forth therein, reference is made to Department of Defense, Department of the Navy, Naval Research Laboratory, and other directives, regulations, manuals, pamphlets, instructions, and other guidance. It is also recognized that because such referenced documents have been written with a view toward performance by government personnel, they may contain language that indicates performance is to be by government personnel. Whenever such directives, regulations, manuals, pamphlets, instructions, and other guidance are referenced, the PA is to use such references as direction (coded mandatory) or guidance (coded advisory) as appropriate in the performance of the required duties set forth herein and in other sections of the PWS as if such references had been written toward performance by PA personnel.

1.3.2.2. *Conflicts.* Should there be a conflict between the PWS and references set forth therein, the PWS shall have precedence unless it is in conflict with any governing regulations and statutes. Should there be a conflict between or among two or more such references, those coded as mandatory by the PWS shall have precedence over those coded as advisory; between or among those similarly coded, those issued by a higher authority shall have control over those issued by a lower authority; and between or among

those issued at the same level of authority, those with a later date of issue shall have control over those with an earlier date of issue. Any duty set forth in such reference, which shall call for the exercise of non-delegable discretionary governmental authority, shall be subject to the final approval of the government official having such authority, notwithstanding that the PA may be required thereby to perform duties and render advice at a level below such final approval.

1.4. TRAINING

1.4.1. *Employee Training.* The PA shall be responsible for providing fully trained managerial, technical, and administrative employees to perform the PWS. The PA shall ensure that its employees stay current and proficient in their areas of responsibility and shall be responsible for all associated costs. As directed by the COR, the contractor shall be responsible for employees attending training courses provided by the government on equipment, systems, processes, safety, security, or other areas as requirements develop. These courses, directed by the COR, will be provided at no cost to the contractor.

1.5. MEETINGS

1.5.1. The on-site manager shall attend meetings with NRL customers as may be periodically scheduled. Meetings may be scheduled directly with the manager and the customer. The contractor manager may be required to meet at least weekly with the COR during the first month of the award. Meetings will be as often as necessary thereafter as determined by the COR. However, if the manager requests, a meeting will be held whenever a Contract Deficiency Report (CDR) is issued. Written minutes of all performance evaluation meetings shall be prepared by the COR and signed by the manager. Should the manager not concur with the minutes, the manager shall identify the specific disagreement(s) in writing to the Contracting Officer within 10 calendar days of receipt of the signed minutes.

1.6. QUALITY CONTROL

1.6.1. *Quality Control Plan.* The PA shall finalize the quality control procedures into a final Quality Control Plan within 30 days after award to ensure the requirements are provided as specified in Enclosure (3) PERFORMANCE REQUIREMENTS STANDARDS. The contractor shall submit the Quality Control Plan within 30 days to the COR. The COR will notify the contractor of acceptance or required modifications to the plan 15 days after receiving it from the contractor for review. The contractor shall make appropriate modifications (at no additional costs to the government) and obtain acceptance of the plan by the COR.

1.6.2. *Evaluation.* The government will evaluate the PA's performance under this award and will follow the methods of surveillance specified in Enclosure (3), PERFORMANCE REQUIREMENTS STANDARDS. Compliance will be determined using these standards and the established product deadlines and performance requirements identified in Enclosure (3). The COR will determine the contractor compliance. The quality of products

produced and services provided shall equal or exceed the quality standards listed. The absence of any requirement from the PERFORMANCE REQUIREMENTS STANDARDS shall not detract from its enforceability nor limit the rights or remedies of the government under any other provision of the award, including the clauses entitled "Inspection of Services" and "Default."

1.6.3. *Defective Performance.* If an observation indicates defective performance by the contractor, the COR will require the manager or alternate to initial the observation indicating acknowledgment of deficiency. The initialing of the observation does not necessarily constitute contractor concurrence with the observation, only acknowledgment that the contractor has been made aware of the defective performance.

1.7. PHYSICAL SECURITY

1.7.1. *Compliance.* The PA shall comply with all security regulations and directives as identified herein, as revised, and those subsequently issued. The contractor shall comply with DD Form 254, DoD *Contract Security Classification Specification*.

1.7.2. *Inventory of Classified Documents and Material.* Not later than 5 business days prior to the start of the first operational performance period or notification of the issuance of security clearances to required PA personnel, whichever occurs last, an inventory of all classified documents and materials shall be conducted. The contractor shall conduct this inventory of all classified documents and material jointly with the COR. The PA shall sign a receipt for all items on the inventory.

1.7.3. *Secure Areas.* At the close of each work period, government facilities, equipment, and materials shall be secured and checked in accordance with established NRL policies and procedures.

1.7.4. *Lock Combinations.* The PA shall follow NRLINST 5510.40D to ensure that no lock combinations are revealed to unauthorized persons. The PA shall notify the COR when lock combinations are changed or when personnel having access to the combinations no longer have a need to know such combinations. Further changes to combinations shall be made at all other times required by NRL instructions and directives. These procedures shall be included in the contractor's final Quality Control Plan.

1.8. HOURS OF OPERATION

1.8.1. *Flexitime Hours.* The PA shall perform work required under this award during flexitime hours in accordance with NRLINST 7400.2. The PA may establish the "normal" hours of operation for its employees within the parameters defined in NRLINST 7400.2. However, the TIS Service desk must be staffed on site between the hours of 8AM until 4:00PM each work day.

1.8.2. *Outside of PA's "Normal" Hours.* The PA may be required to support projects or other requirements outside of the "normal" duty hours.

1.9. CONSERVATION OF UTILITIES

1.9.1. The PA shall instruct employees in utilities conservation practices.

1.9.1.1. The Energy Policy Act (EPACT 1992) and Executive Order 12902 (Mar 94) mandates all federal facilities to reduce energy consumption from a FY85 baseline. The PA shall pursue an energy conservation program within its government-furnished facilities. As a minimum, the PA shall demonstrate a good faith effort is being made to reduce energy consumption.

1.9.1.2. The PA shall comply with all requests for conservation of utilities as deemed necessary by the Commanding Officer. Examples of such requests include conserving water during droughts and conserving electricity when requested by utility companies. In the event that these requests will inhibit the contractor's ability to meet any other requirement, the contractor shall immediately notify the COR for direction.

1.10. TRAVEL/FIELD ASSIGNMENTS

1.10.1. Field location assignments may be carried out onboard ships, aircraft, or at various remote locations as deemed necessary by job requirements. These assignments may require extended travel. Such assignments include but are not limited to the following: accompanying research personnel for photography, videography, or technical documentation support; staffing NRL exhibits; and attending press sheet inspections. In such cases, the PA is responsible for ensuring that appropriate safety regulations are followed as identified in Enclosure (2), INSTRUCTIONS AND PUBLICATIONS and that all personnel meet the physical requirements of identified positions as required by NRLINST 6110.1.

1.11. ENVIRONMENTAL CONTROL

1.11.1. *Compliance with Laws and Regulations.* The PA shall be knowledgeable of and comply with all applicable federal, state, and local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this award, the PA is required to comply as such laws come into effect. If there is an increase or decrease in cost as a result of the change, the contractor shall inform the Contracting Officer in accordance with FAR 52.243-7.

1.11.2. *Notification of Hazardous Material Spills.* If the PA spills or releases any substance contained in 40 CFR 302 (or other applicable environmental statutes or regulations) into the environment, the PA or its agent shall immediately report the incident to the NRL Safety Officer or NRL Guard Force if incident occurs after duty hours in accordance with NRL policies and instructions. The contractor shall also notify the COR as soon as possible after the incident.

1.11.3. *Material Storage and Use.* The PA shall follow manufacturer's guidelines and professional recommendations for control of humidity and temperature, cleanliness, and materials handling, including hazardous materials.

1.11.4. *Compliance.* The PA shall comply with all aspects of specific safety, occupational health, and environmental requirements. The PA shall identify all hazardous materials (HMs) under its control, provide Material Safety Data Sheets (MSDSs) for HMs, maintain an up-to-date inventory of HMs, and report use of HMs in accordance with NRL instructions.

1.12. SAFETY REQUIREMENTS

1.12.1. The PA shall comply with all the safety requirements, regulations, and directives as identified herein and as published by NRL for all activities related to the accomplishment of the work. The PA shall comply with federal and state Occupational Safety and Health Administration (OSHA) regulations and local NRL instructions on safety, occupational health, and management of hazardous materials.

1.12.2. The contractor shall develop and provide to the COR within 60 days after award, a safety plan for operation that details efforts to be made in protecting government facilities and equipment and providing a safe work environment for PA personnel.

1.12.3. The PA shall record and report promptly (within one hour) to designated representatives all available facts relating to each instance of damage to government equipment or injury to either PA or government personnel in accordance with NRL directives and policies. After PA's "normal" hours, all incidents shall be reported immediately to the NRL Security Office. The contractor shall also report all incidents to the COR as soon as possible.

1.12.4. In the event of an accident/mishap, the PA shall take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or equipment, and preserve evidence. The PA shall report accidents and mishaps to the NRL Safety Office immediately and provide them a written copy of the report within 24 hours. The contractor shall provide a copy of the written report to the COR. PA reporting is governed by all applicable NRL instructions and OPNAVINST 5100.23, Chapter 1, paragraph 0105c.

1.12.4.1. If the government elects to conduct an investigation of the accident/mishap, the PA shall cooperate fully and assist government personnel in the conduct of the investigation until the investigation is completed.

1.12.5. The PA shall include a clause in all subcontracts to require sub-contractor's to comply with the safety provisions of this award.

1.13. PA PHASE-IN

1.13.1. In order to ensure the smooth transition to PA performance, the PA, upon award, will be permitted to have personnel on the government premises, at no cost to the government, during the 30-day period prior to start date. PA personnel may observe the government's current performance of services included in this award in a manner that does not interfere with the normal conduct of government business. During this period, the PA should become familiar with the requirements in order to commence performance of the required services on the first day of the performance period.

1.14. PA PHASE-OUT

1.14.1. If there is a change in PA or if the operation reverts to in-house, the incumbent PA shall provide a 30-day familiarization to the government or the follow-on PA, whichever the case may be. During the phase-out familiarization period, the incumbent shall be fully responsible for operation of all services as defined in this PWS.

2.0. GOVERNMENT-FURNISHED FACILITIES, EQUIPMENT, AND SERVICES

2.1. GOVERNMENT- FURNISHED FACILITIES AND EQUIPMENT

2.1.1. *Facilities.* The government will provide to the contractor the office space and office furniture necessary for performance of this PWS from inventory currently available. No alterations to the permanent facilities shall be made by the contractor without specific written permission from the COR. The contractor shall return the facilities to the government in the same condition as received, except for normal wear and tear and COR approved changes. These facilities shall be used only for performance of this award.

2.1.1 1. *Building Maintenance.* For routine, non-emergency maintenance or repair, such as changing lights, fixing air conditioning, or fixing power to an outlet, the PA may notify the NRL Research and Development Services Division directly in accordance with NRLINST 4700.1. For all other non-routine, non-emergency, maintenance, repair, or construction that is requested to the interior and/or exterior of the contractor occupied facility, the contractor shall notify the COR in writing of the request. The request shall include details as to the location, nature, and scope of the deficiency and effect on work performance.

2.1.1.2. *Inspections.* The PA will accompany the inspector during building, fire, inspector general, precious metals, and safety inspections, as required by the inspector. The contractor shall provide all information, including, but not limited to, corrective actions taken to the COR within 5 workdays.

2.1.2. *Government-Furnished Equipment and Software.* The government will make available to the PA the equipment and software listed in Enclosure (4), GOVERNMENT-FURNISHED EQUIPMENT AND SOFTWARE.

2.1.2.1. *Equipment Inventory.* The contractor and the COR shall conduct a joint inventory of all government-furnished equipment listed in Enclosure (4), GOVERNMENT-FURNISHED EQUIPMENT AND SOFTWARE, within 10 calendar days of the start of the period of performance of the award and option periods, and not later than 10 calendar days before completion of the final award period. The contractor shall sign a receipt for all equipment provided by the government. The contractor and COR shall jointly determine the working order and condition of all equipment. Items of equipment missing or not in working order shall be recorded and the Contracting Officer notified in writing by the COR. The COR shall give disposition instructions for items beyond repair. The contractor and the COR shall certify their agreement as to the working order of the equipment.

2.1.2.2. *Disposition of Equipment.* When the contractor determines that the GFE is beyond economical repair, the GFE shall be certified by the COR as condition condemned and reported to the Property Administrator/Plant Clearance Officer for disposition. Upon completion of the award, all remaining government equipment will be reported to the Administrative Contracting Officer in accordance with FAR 45.6.

2.1.2.3. *Government Property.* All records, files, documents, and work papers provided by the government or generated in support of this award are government property and shall be maintained and disposed of per NRL regulations and policy. At the time of disposition, the PA shall box and label contents in accordance with applicable directives. The contractor shall turn these boxes over to the COR.

2.2. GOVERNMENT-FURNISHED SERVICES

2.2.1. *Utilities.* The government will furnish electricity, water, sewage, and heating for facilities provided.

2.2.2. *Postal.* The government will provide on-base mail distribution and United States Postal Service for, but limited to, official government mail required under terms of the PWS.

2.2.3. *Telephones.* The government will provide telephone service consisting of DSN (the Department of Defense telephone network), local, and long-distance service. Government telephones, fax machines, or other telecommunications devices shall be used only for official government business in accordance with NRLINST 2066.1C. The PA shall be responsible for all telephone charges associated with its employees' personal use of such government services.

2.2.4. *Custodial Services.* The government will provide basic custodial service.

2.2.5. *Refuse Collection.* The government will provide refuse service.

2.2.6. *Hazardous Waste Disposal.* The government will provide for the disposal of hazardous wastes generated by the PA in the performance of this award. The PA shall adhere to all regulations concerning working with, generating, and disposing of any hazardous materials.

2.2.7. *Real Property Maintenance.* The government will provide maintenance and repair of real property facilities.

2.2.8. *Base Operations Support.* The government will provide fire prevention and protection, inspection, and maintenance of government-furnished fire extinguishers and systems, pest control, and grounds maintenance.

2.2.9. *Security Force.* The government will provide general on-base security guard services.

2.2.10. *Information Technology (IT) Resources.* PA use of a government-provided financial management IT system – Laboratory Management Information System (LABMIS) and an internal work order control IT system will be limited to that required for the performance of tasks described in this PWS.

2.2.11. *Transportation.* PA shall provide all transportation unless otherwise described herein.

2.2.12. *Forms and Publications.* The government will provide forms and publications expressly required to perform the work in this PWS.

2.2.13. *Fabrication and Assembly of Exhibits.* The government will provide for the fabrication and assembly of exhibits. Resources outside of the TIS are used to fabricate and assemble exhibits. The PA shall provide the specifications and interface with the outside resource. The PA shall ensure the final product meets acceptable industry standards and are in accordance with the specifications.

2.2.14. *Shipment of Exhibits.* The government will provide for the shipment of exhibits, as necessary.

2.2.15. *Preventative Maintenance.* The government will provide for preventative maintenance for the GFE listed in Enclosure (4) as deemed necessary by the COR.

2.3. GOVERNMENT-FURNISHED SUPPLIES

2.3.1. The government will provide an approximate 30-day supply of materials to the PA in order to perform the tasks in this PWS for start-up of the award.

2.4. EQUIPMENT MAINTENANCE

2.4.1. The PA shall be responsible for operational maintenance of all GFE as specified below.

2.4.2. *Operational Maintenance.* The PA shall perform operational maintenance of GFE for the useful life of the equipment in accordance with the equipment users' manuals. This maintenance shall include but not be limited to cleaning, adjusting, ordinary lubrication and tightening of nuts and bolts, as recommended by the equipment manufacturer.

2.4.3. *GFE Service/Repair.* The PA shall maintain a copy of all service/repair work on GFE during the performance period and the contractor shall turn over these documents to the COR upon completion of the last performance period.

2.4.4. *System Calibration.* The PA shall perform system calibration of all printing equipment and workstations to ensure correct color reproduction and printing accuracy. The PA shall follow manufacturer procedures for system setup and calibration.

3.0. PA-FURNISHED ITEMS AND SERVICES

3.1. PROVISION, QUALITY, AND PURCHASE OF PA-FURNISHED ITEMS

3.1.1. The PA shall provide all supplies, equipment, and materials used by the PA in the performance of this award unless identified elsewhere in this PWS. These supplies and materials shall be of a quality that meets or exceeds the recognized technical information service standards of the commercial industries. Any purchase made by the contractor above \$2,500.00 shall be approved by the COR prior to purchase.

3.2. PROVISION OF PA-FURNISHED ITEMS UPON COMPLETION OF AWARD

3.2.1. Upon completion or termination of the award, the PA shall provide an approximate 30-day supply of materials and supplies for use of the successor PA in order to provide for a smooth transition.

4.0. ADMINISTRATIVE SERVICES

4.1. PROVISION OF ADMINISTRATIVE SERVICES

4.1.1. The PA shall be responsible for all administrative services and support necessary to provide the tasks of this PWS.

4.2. REPORTS DATA

4.2.1. The contractor shall provide all required technical information (TI) services, reports, plans, and other correspondence at the time, frequency, and in the number of copies indicated on the Contract Data Requirements List, DD 1423 (CDRLs). The contractor shall maintain these records on file for the life of this award. The contractor shall make these records available for inspection upon request from the COR.

4.3. WORK ORDER CONTROL

4.3.1. *Work Order Submission.* Customers will submit work requests directly to the on site TI Service Desk. The Service Desk will serve as the centralized point of delivery and pick up by customers. Utilizing the TIS published rates, the PA will provide a price estimate to the customer within one workday for the proposed work.

4.3.2. *Work Order Tracking.* Most of the TIS operate as a *Service Cost Center*. Specifically, the service cost center currently includes the following functional areas identified in this PWS: Publication Services under 5.1; Visual Information Services under 5.2; Multimedia under 5.4; and Imaging Services under 5.8. Costs for services include various other costs associated with other NRL costs. Rates/prices for TIS services/products are established each year for the various functions/tasks/products in order to recoup from the customer the costs for the services/products. The COR will establish the TIS rates for services and publish them to the NRL community on an annual basis. Costs for services rendered are charged directly against customers' job order numbers. The PA shall input all relevant work request data and assign the work a unique number within the NRL LABMIS. Minimally, the work request data must include customer name, organization code, job order number, job specifications, date received, security classification, cost estimates, materials received, estimated completion date, and person assigned responsibility for the job. Contractors are given accounts on the TIS portion of LABMIS at the request of the COR. The LABMIS resides on a cluster of Compaq AlphaServer 8400s running OpenVMS, and data are input via a dumb terminal or a PC running terminal emulation software. The data in this system are used to validate the customer job order numbers, and with this system, the PA or customer can track costs incurred to date. The government will furnish required production data forms or computer software and provide instruction for required data entries. Additionally, the PA shall maintain a database within the work area in order to ascertain, at any time, production status and job progress as may be requested by the COR or the customer.

4.3.3. *Work Order Processing/Scheduling.* The PA shall coordinate as necessary with the customer to develop and prepare the product(s). The PA shall assign all work order completion times/dates in accordance with the schedule agreed upon between the PA and the customer.

4.3.4. *Complaints.* Any customer complaints shall be forwarded to the manager upon receipt. The contractor shall provide a copy to the COR within 3-work days including any actual or proposed resolution.

4.4. SECURITY

4.4.1. *Classified Materials Handling.* PA employees may handle only those classified materials for which a corresponding level of clearance has been duly issued (up to the SECRET level in accordance with DD 254). The manager shall ensure that all PA employees are aware of the special clearances necessary for handling classified material. If PA employees are asked to handle classified materials for which they are not suitably cleared; they will defer such handling and refer the requestor to the manager. The PA shall ensure that all classified products, including interim production materials, bear classification markings required by the information security directives. The PA shall comply with established information systems and information security procedures including NRL policies when using any IT equipment, reproduction, or printing equipment.

4.4.2. *Classified Material Storage.* When the PA is unable to complete and return classified material within the workday, the PA shall properly store the material in a government-furnished secured container.

4.4.3. *Building Security.* The PA shall perform end-of-day security checks of all PA on-site work areas ensuring the areas are secure as required by NRL security policies.

4.5. ADDITIONAL RESOURCES

4.5.1 *Integrating Additional Resources.* The PA may make requests to update and integrate additional resources into existing systems and configuration to enhance performance under this award. When submitting any requests, the PA shall provide complete system specifications, including make/model data and configuration plans. If the contractor requests updates or additional resources, the COR will determine whether recommended systems and/or components shall be integrated into existing government resources. All software will be properly licensed for use on government systems.

4.6. INFORMATION TECHNOLOGY SERVICES

4.6.1. *Computer Systems and Software.* The PA shall provide computer support necessary to provide state-of-the-art performance that may include hardware and software installation and upgrades, troubleshooting, system configuration and design, and maintenance of databases. The PA shall have knowledge of conversion of files, compatibility issues, color calibration issues, and custom image sizes.

4.6.2. *Local Area Network and Webpage.* The PA shall be the local area network (LAN) administrator for TIS and shall provide support for end users by installing hardware/software upgrades; providing general troubleshooting and problem solving; creating, implementing, and documenting data backup; and other functions to provide for an effective LAN. Currently, the LAN consists of a Novell network operating on a Dell Power Edge 2300 system. The PA shall maintain the Technical Information Services Webpage, which provides general information about Technical Information Services at

NRL. All information and design changes to be included on the webpage must first be approved by the COR prior to placing on the webpage.

4.7. PROCEDURES AND GUIDELINES

4.7.1. *Standard Procedures and Guidelines.* The PA shall develop new and/or maintain existing standard operating procedures and guidelines for users and customers to produce visual products.

5.0. SPECIFIC TASKS

5.1. PUBLICATION SERVICES

5.1.1. *General.* The PA shall provide a full range of publication services for technical and non-technical publications in accordance with NRLINST 5600.2 and the *NRL Format Guide*. The PA shall release for publication only after all required approvals are received. Cost estimating and work control are key components of the service provided to customers in publications. Consideration of total pages in a work product, as well as the numbers of tables and equations, are factors in providing cost estimates. The PA shall provide written estimates in accordance with PWS 4.3 and include the timeframe to complete. Once the customer approves the initial estimate and submits the job, the PA shall accomplish the work order tracking in accordance with PWS 4.3.2. This initial estimate shall not be exceeded without prior approval of the customer and availability of additional funds.

5.1.2. *Document Editing.* The PA shall edit all documents as requested. The PA shall perform a copy edit and/or a content edit, as well as a review of the security markings/distribution limitations.

5.1.2.1. *Security Markings/Distribution Limitation Review.* The PA shall ensure that all documents carry suitable security classification markings and an appropriate distribution statement. The PA shall ensure that all documents are properly routed for necessary approvals.

5.1.2.2. *Copyright Release.* The PA shall ensure that the customer has obtained copyright releases for any material included in an NRL publication for which such authorization is required.

5.1.2.3. *Document Numbering.* The PA shall assign a unique identifying number to NRL publications. These numbers shall follow established NRL numbering systems.

5.1.2.4. *Web Site Preparation.* The PA shall prepare publications for posting to a NRL web site as required.

5.1.3. *Copy Edit.* The PA shall perform a copy edit that includes checking the document for proper grammar and language usage; checking capitalization, spelling, and compounding; standardizing the use of numerals; editing equations, illustrations, tables, and other exhibits for agreement with the text; compiling and checking front and back matter; and otherwise ensuring that the document complies with the *NRL Format Guide* and other applicable publication guides.

5.1.4. *Content Edit.* The PA shall perform a content edit that includes re-working, re-writing, and re-editing as necessary for proper organization, logical arrangement, coherence, and completeness. For each formal document edited, the PA shall confer with the author(s) or designee(s) to discuss the editing changes, resolve questions, and clarify ambiguities. If major restructuring or substantive technical changes are made to the document after it has been approved, it shall be re-routed for approval.

5.1.5. *Special Purpose Publications Preparation.* The PA shall prepare special publications that require extensive planning and overall coordination; soliciting input from sources both at and external to NRL; standardizing text; writing new text; designing artwork; coordinating graphics from multiple authors, platforms, and programs; and addressing and resolving security aspects of the publication. For example, *The NRL Review*, one of the special purpose publications, is published annually. The Government will review abstracts of technical articles/papers and make recommendations to the NRL Commanding Officer and NRL Director of Research for inclusion into *The NRL Review*. Once the articles are selected, the PA will be notified and shall coordinate with the authors to receive a full article in the proper format and will perform the efforts described in this paragraph to ensure timely publication of *The NRL Review*.

5.1.6. *Writing.* The PA shall write new text as required. Text may be a partial technical report of handwritten results from experiments of scientists and engineers, a summary of complex technical material rewritten in layman's language for a less technical audience, the result of a dialogue or interview with scientists and engineers, and specifications for publications.

5.1.7. *Desktop Publishing/Printing Preparation and Coordination for Internally Published Documents.* The PA shall produce printer-ready text and combine the text with any design, and original or customer-provided graphics and photographs into layouts that are published in a variety of printed materials and electronic media. Artwork and other materials to be printed shall be prepared to meet all pre-press requirements. The PA shall prepare a digital file of the document (including text, tables, and linked illustrations) that can be electronically transmitted to the printer or that can be used to print out a printer-ready copy. The PA shall provide a high-quality printer's dummy that illustrates the formatting, font specifications, and artwork. The PA shall prepare specifications for each job to be printed. The PA shall prepare all appropriate forms and comply with all government regulations on printing. The PA shall interface with the printer to prepare and forward all documents submitted for printing, whether the printer is the Defense Automated Printing Service (DAPS), the Government Printing Office (GPO), or a commercial printer via GPO.

5.1.7.1. *Editing and Desktop Publishing for Externally Published Documents.* The PA shall edit and perform desktop publishing tasks for documents that are to be published externally in professional journals according to the journal specifications. The PA shall return these documents to the author to coordinate the publishing with the professional journals.

5.1.8. *Inspections/Distribution.* Before sending to print, the PA shall assure all approvals have been obtained. The PA shall perform proof and press sheet inspections to achieve high print quality. When the publications are delivered to NRL, if printer errors are noted, the PA shall document them and report the discrepancy to the appropriate printing office. The PA shall prepare necessary distribution documentation, which may include labels, and then send same to the mailroom for distribution. The PA shall return the printer-ready originals to the author(s) when the publication is distributed.

5.1.9. *Document Storage.* The PA shall maintain a file for each completed document that shall contain an archival copy of the document; the digital version of the document, if available; original artwork, if requested; approved distribution list; and all official paperwork related to publication of the document. Such a file shall be maintained for each research document for 3 years from the date of its initial publication. At the end of the 3-year period, the archival file shall be returned to the author/originating code. For NRL corporate documents, files are maintained indefinitely and will not be destroyed without prior approval of the COR.

5.1.10. *Reproduction.* The PA shall provide for the following as required:

5.1.10.1. *Black and White (B&W) Copy Work.* The PA shall be responsible for reproducing jobs on a high-speed B&W copier. The PA shall be responsible for completing reproduction jobs on a B&W copier in accordance with customer's request.

5.1.10.2. *Color Printing/Copy Work.* The PA shall operate a digital color printer/copier that can produce copies from disk as well as off the glass. The PA shall be responsible for completing color printing/copy work in accordance with the customer's request.

5.1.11. *Binding.* As requested by the customer, the PA shall provide a variety of binding/finishing services appropriate to type and scope of material. This includes but is not limited to three-hole punch, GBC binding, stapling, and folding. The customer and PA decide on the binding most appropriate for the publication.

5.2. VISUAL INFORMATION SERVICES

5.2.1. *General.* The PA shall provide visual information services. Graphics products and services shall be in accordance with accepted industry standards, other applicable directives, guidelines, and regulations. Visual information products shall include both hand-prepared and computer-generated products. Computer-generated products must be suitable for incorporation into video, CD-ROM, and other multimedia products. The PA shall ensure that correct proportions for all requested formats are provided. Cost

estimating and work control are key components of the visual information service provided to customers. Consideration of time/labor as well as materials are factors in providing cost estimates. The PA shall provide written estimates in accordance with PWS 4.3 and include the timeframe to complete. Once the customer approves the initial estimate and submits the job, the PA shall accomplish the work order tracking in accordance with PWS 4.3.2. This initial estimate shall not be exceeded without prior approval of the customer and availability of additional funds.

5.2.2. Procedures and Guidelines. The PA shall develop standard operating procedures and guidelines for users and customers in order to produce visual products.

5.2.3. Archival Files. The PA shall maintain a complete backup file of all images created that allows additions, changes, corrections, modifications, and rapid updates. The PA shall use a number system to track images. The PA will periodically review the backup files and make recommendations for disposal. The contractor shall dispose backup files in accordance with procedures only upon approval of the COR.

5.2.4. Enhancing Customer-Prepared Files. The PA shall accept and process customer-prepared computer-generated files. These files may be delivered by hand (on various storage media) or electronically via network file transfer. The PA shall provide advice and consultation regarding their site-installed graphics software to ensure compatibility and transfer efficiency. The PA shall enhance graphics, authorized logos, or custom artwork. The PA shall visually review all customer-created products for media defects and correct when possible prior to processing and delivery with customer approval.

5.2.5. Presentation Graphics. The PA shall produce projection transparencies (viewgraphs), or 35-mm slides, PowerPoint presentations, and hard copy (paper) materials for handout use in briefings and seminars, using draft copy or existing masters. Finished products must be free of defects and true to color or color-corrected as required by the customer. The PA shall scan and manipulate graphics, create viewgraph design and compositing, and provide graphic colorization and enhancement. The PA shall provide pre-press digital capture image manipulation to include but not be limited to color correction, separation, cropping, and sizing. The PA shall provide CD-ROM production, including design covers, labels and inserts; write pre-masters for publication and multimedia CDs; and write archival CDs. The PA shall provide 8-1/2 × 11-in., black and white (B&W), color, and paper copies, as required, of projection visuals.

5.2.6. Electronic Copy. The PA shall provide to the customer, when requested, electronic copy of the products generated for work requests in customer-specified, compatible file format.

5.2.7. Posters. The PA shall provide print ready typography, illustrations, and photographic work for reproduction including high-resolution, large-format color digital printing. The PA shall design, layout, construct, letter, and produce original posters including but not limited to lettering, illustration, or master artwork. The PA shall produce sizes including but not limited to full-size or scaled-down, B&W, or color printer-ready master for each poster

prepared, and shall produce copies in color or B&W in requested format. The PA shall laminate and trim posters when requested.

5.2.8. *Framing/Matte Cutting Services.* The PA shall cut mattes for photographs and artwork to the size and in the color designated on the work request. This may include more than one opening per matte, labels, double mattes, and acrylic plastic cut to size. The PA shall mount prints, artwork, and mattes in frame. Signatures may be required on matte prior to framing. The PA shall provide nameplates and engraving.

5.2.9. *Cover Design.* The PA shall design and create artwork and text masters to produce covers for official booklets, pamphlets, reports, fliers, CD-ROMs, and videotapes.

5.2.10. *Sign Maker Lettering.* The PA shall create vinyl lettering for posters, banners, and labels using appropriate styles and colors.

5.2.11. *Certificates.* The PA shall design and produce certificates for required events. The PA shall create original artwork and letter names as directed.

5.2.12. *Mounting Services.* The PA shall mount viewgraphs. The PA shall ensure that all mounted negatives and transparencies are free of defects. The PA shall dry-mount photographic prints, scientific drawings, maps, etc., on illustration board or Foamcore-type board. Items to be mounted shall be cut to size, trimmed, and laid out in a format as directed.

5.2.13. *Electronic Photographic Prints and Transparencies.* The PA shall process full-color or B&W, 8 × 10- in. images prepared on a computer and output to a printer (300 dpi or higher) having the capability to process continuous tone, near-photographic quality prints. The PA shall process full-color, overhead projection materials prepared on a computer in 8 × 10-in. format and output to a printer (300 dpi or higher).

5.2.14. *Wide-Format Color Prints.* The PA shall provide wide-format color prints on paper or on translucent material suitable for permanent backlit displays.

5.2.15. *Laminating Services.* The PA shall provide laminating services as requested.

5.2.16. *CD-ROM Duplication.* The PA shall provide CD-ROM duplication services including identifying information.

5.3. EXHIBITS

5.3.1. *Exhibit Services.* The PA shall provide design, layout, development, coordination of fabrication, assembly, maintenance and staffing for the NRL Exhibit Program. The Exhibit Program consists of exhibits designed and fabricated for the purpose of deployment to various sites, technical seminars/shows as well as stationary displays designed and fabricated for on site. Work revolving around the Exhibit Program may include new designs and fabrication, modifications and maintenance/repair. The PA shall provide

visual information advice and assistance related to available products and services to enable the customer to make informed decisions about their exhibit/display in regards to display options, time required and costs. Customer service may include artwork, camera ready text, photographs, brochures, signs/posters, mounting, editing, videotape or CD-ROM production, shipping and handling of exhibits and materials, enrollment, fees, and paperwork associated with booth or exhibit space and actual travel to staff the exhibit. The PA shall work with the customer to write captions for exhibits and displays and other written material/brochures and the like, as required. All approvals must be obtained prior to both design and release of new exhibits and associated materials. Included in the Exhibit Program are historical displays which may require research working with the NRL Historian and Archivist in order to develop accurate depictions of NRL and Navy history.

5.3.2. *Planning.* The PA shall develop a schedule of exhibitions to attend each fiscal year, determine development requirements to satisfy the schedule, and coordinate long-distance exhibitions. The contractor shall provide this schedule to the COR for coordination and approval. This planning may include negotiating with societies for new agreements and maintaining existing agreements for booth space. The PA shall establish agreements with DOD installations and museums for the display of NRL exhibits, either on a temporary or permanent loan basis. Any agreements will be provided to the COR for approval and signature by the appropriate government official. The PA will update the exhibit information on the webpage including schedules for exhibits planned and links to the conference/symposia website.

5.3.3. *Support.* The PA shall provide exhibit support to NRL personnel to develop exhibits or for NRL participation at an exhibition. This support may include developing fliers, brochures, and other detailed information and handouts. The PA shall develop and direct multimedia programs for use in exhibits. The PA shall ensure that the exhibits are maintained with current information. The PA shall ensure that the equipment used in exhibits meets the technological requirements of NRL scientists and engineers. The PA shall ensure that all program requirements are met; this involves multimedia production and exhibits development. The PA may be NRL's informational representative at shows and be capable of general discussions in regards to the research displayed on the exhibit. The PA shall follow up all requests for information about NRL requested at a conference/symposia. The PA shall ensure that all traveling displays and static displays are in good working order and ready the exhibits for shipping which may include packaging. The PA shall maintain the NRL Exhibits in the Exhibit Room or other exhibit and display areas with current information and in good condition for use by NRL employees and outside organizations. The PA shall ensure that NRL has up-to-date institutional video or CD-ROM programs that show the current NRL structure and research programs. The PA shall contact researchers to find live demonstrations for use in the exhibit booth and support high tech briefings, symposia, and technology transfer shows.

5.3.4. *Other Support.* The PA shall design, develop, maintain and update display cases, directory boards and static displays in the executive areas of NRL. These display cases may include award, historical and technical displays, as applicable. This includes providing

the design, layout, photos, frames, matte selection, acquiring any approvals; and installing the displays at various local government sites. The PA shall help researchers develop material and technical information for poster sessions at technical meetings.

5.3.5. *Shipment.* The PA shall prepare exhibits, displays, equipment and materials for exhibits for shipment to local and remote locations.. The PA shall ensure shipment through the appropriate government channels and in accordance with NRL INST 4600.1 (as revised). When the PA is present at the exhibit, they may be required to provide minor repair, cleaning, modifications and adjustments during the setup of the exhibit. Where the PA is not required to be present at the exhibit, the PA shall enclose appropriate instructions for assembling the exhibit, disassembling the exhibit, and packing instructions.

5.4. MULTIMEDIA

5.4.1. *General.* The PA shall develop and create multimedia productions yielding a variety of end-user products. Typically these products include advanced on-screen or projected presentations (three-beam, LCD, or other projectors), self-standing information kiosks, and original CD-ROM productions. These products require extensive client coordination and media transfer planning to prepare the desired product for use on the desired platform with the required output peripheral(s). Projects incorporate several content elements, including video footage, nonlinear digital editing, static and animated images in two- or three-dimensional (2- or 3-D), stylized textual elements, sound, backgrounds, transitions, and sometimes interactive elements. The PA shall provide advanced authoring and scripting processes, computer technology resources, and creative design talent to forge products that convey the intended result to a target audience. Multimedia products incorporate animation and other screen effects, such as dissolves, builds, and transforms. Cost estimating and work control are key components of the multimedia service provided to customers. Consideration of time/labor as well as materials are factors in providing cost estimates. The PA shall provide written estimates in accordance with PWS 4.3 and include the timeframe to complete. Once the customer approves the initial estimate and submits the job, the PA shall accomplish the work order tracking in accordance with PWS 4.3.2. This initial estimate shall not be exceeded without prior approval of the customer and the availability of additional funds.

5.4.2. *Multimedia Consultation Services.* The PA shall provide consultation services directly to customers, as required, during all stages of planning, preparation, and production of multimedia products.

5.5. PHOTOGRAPHIC LIBRARY

5.5.1. *General.* The PA shall be responsible for supporting a digital and Web-based photographic library. The PA shall be responsible for digitizing new images as they are submitted and for transferring digitally captured image files to the digital database. The PA shall digitize images at low resolution for Web users and at high resolution for archival purposes. The PA shall retrieve high-resolution files as requested. The PA shall assign a

unique file number to each image; this number shall be included on each reprint. The PA shall maintain currently existing storage of more than 326,000 original negatives and photographic images.

5.6. AUDITORIUM AND CONFERENCE FACILITIES

5.6.1. *General.* The PA shall provide operational support for NRL-D.C. auditoriums, conference facilities, and meeting rooms, as requested. Currently, there are eleven of these facilities. As NRL goes through a modernization, this number may change. The PA shall schedule use of the facilities, consult with meeting sponsors to plan and layout spaces, and specify audio/visual and computer equipment required. Equipment will be provided through GFE or from the customer. The PA shall set up and test presentation equipment and train the presenter and/or assist with the operation of the equipment. When requested, the PA will support a “dry run” or rehearsal of the customer. The PA shall respond immediately and rapidly to correct any equipment failures. The PA shall operate audio/visual equipment and provide photographic documentation if and when required. The PA shall provide advice on audio/visual equipment to the NRL research community and lend available equipment as needed.

5.6.2. *Scheduling.* The PA shall schedule use of designated auditoriums at the NRL-DC site and act as liaison with other NRL divisions to coordinate user needs. The PA shall supply advance copies of the NRL auditorium schedule to appropriate personnel so that rooms can be cleaned and additional accommodations supplied as necessary.

5.6.2.1. *Unlocking/Locking Areas.* The PA shall unlock daily the Exhibit Room in building 222 and other reserved areas prior to scheduled activities. These areas shall be locked at the end of the day. The PA shall retain keys for these designated facilities.

5.6.2.2. *Schedule Updating.* The PA shall update the NRL auditorium schedule on the webpage and coordinate changes with appropriate offices.

5.6.3. *Auditorium Upgrades.* The PA shall make recommendations for facility upgrades. These upgrades range from physical changes to hardware acquisition. Maintaining these types of facilities will involve keeping abreast of the latest presentation technologies. The contractor shall submit recommendations to the COR.

5.7. VIDEO TELECONFERENCING

5.7.1. *General.* The PA shall provide operational support for NRL’s video teleconferencing systems. (Currently, these systems are located in buildings 43 and 226 and contain VTEL systems). The PA shall schedule use of the video teleconferencing center and multipoint control system as assigned. Teleconferencing use is “growing” at NRL. The PA shall set up video teleconferencing meetings and train the users to operate the system/s. This includes set up and testing with sites which operational systems and communication systems may be initially unknown. The PA shall schedule and set up multipoint

teleconferencing events that use NRL's services. The PA shall respond rapidly to correct any video teleconferencing problems.

5.8. IMAGING SERVICES

5.8.1. *General.* The PA shall provide imaging services to include studio; location; copy; aerial; and research, development, test, and evaluation (RDT&E) photography; still camera, digital camera, motion picture, and video documentation; high-speed film; video editing and duplication; photo film processing/ printing services, and digital imaging services. Any classified photo must be processed at an accredited facility or in house and inventoried in accordance with PWS 1.7.2. Cost estimating and work control are key components of the imaging service provided to customers. Consideration of time/labor as well as materials are factors in providing cost estimates. The PA shall provide written estimates in accordance with PWS 4.3 and include the timeframe to complete. Once the customer approves the initial estimate and submits the job, the PA shall accomplish the work order tracking in accordance with PWS 4.3.2. This initial estimate shall not be exceeded without prior approval of the customer and availability of additional funds.

5.8.2. *Studio Photography.* The PA shall provide studio photography to include but not be limited to portraits, official military service records photography, passport and visa photography, tabletop photography, and macro and large-item photography.

5.8.2.1. *Portrait Photography.* The PA shall perform portrait photography to include but not be limited to formal, group shots, and awards.

5.8.2.2. *Official Military Service Records Photography.* The PA shall perform official military service records photography as outlined in NAVMILPERSCOMINST 1131.1A and Interlaboratory Memo dated 11 July 1991(as revised).

5.8.2.3. *Passport and Visa Photography.* The PA shall provide instant passport and visa photography for official government use only.

5.8.2.4. *Table Top Photography.* The PA shall perform tabletop photography to include but not be limited to photographing small objects with appropriate lighting and background.

5.8.2.5. *Macro Photography.* The PA shall perform macro photography to include but not be limited to the photography of very small objects. Extremely small objects may require use of a microscope for magnification effects.

5.8.3. *Location Photography.* The PA shall perform location photography to include but not be limited to emergency photography, shipboard and aerial photography, large-item and macro photography, tented photography, awards and group photography, retirements and other ceremonies, newsworthy photography and commercial and product photography. Location photography may require the use of a large-format camera to correct image perspective.

5.8.3.1. *Field Assignments.* The PA may be required to provide field location photography related to Navy mission requirements which may entail work beyond duty hours for extended periods in various types of weather.

5.8.3.2. *Photography of Parts and Equipment.* The PA shall perform location photographic techniques to produce a shadowless photograph. The PA shall provide photography of equipment, components, and multiphase equipment assembly for exhibits, technical publications, and project documentation.

5.8.3.3. *Emergency Photography.* The PA shall perform emergency photography including but not limited to accidents, fires, law enforcement investigations, disaster or major mishaps, and news or public relations events that cannot be recaptured or rescheduled.

5.8.3.4. *Aerial and Shipboard Photography and Videography.* The PA shall be responsible for aerial and shipboard photography and videography. Requesting activity will provide platform.

5.8.3.5. *RDT&E Photography.* The PA shall photographically document various ongoing NRL scientific projects both on-site or at designated field locations. This may include a collection of experimental data as well as conventional photo documentation. Assignments may require the photographer to wear protective clothing, and require the use of other-than-normal photographic materials to include but not be limited to special cameras, lenses, and infrared or ultraviolet sensitive films.

5.8.4. *Digital Photography.* The PA shall provide digital photography. If requested, PA shall provide the customer with digital files.

5.8.5. *Digital Scanning.* The PA shall provide digital scans of both photographic film and prints.

5.8.6. *Digital Manipulation.* The PA shall provide post-capture digital image manipulation to include but not be limited to color correction, cropping, and resizing.

5.8.7. *Copy Photography.* The PA shall provide copy photography. The PA shall return copyrighted material to the customer to obtain copyright permission. The PA shall provide copy photography products in formats as requested.

5.8.8. *Photo Finishing Services.* The PA shall provide photo finishing services. The PA shall screen all negatives before printing to eliminate personal use negatives, duplicate negatives, or negatives that degrade the DON or NRL corporate image. The contractor shall provide such negatives to the COR for any action and final disposition. The PA shall provide photo finishing products services in accordance with the work request.

5.8.8.1. *Control Strips.* The PA shall process and plot control strips on the mini-lab system on a daily basis in accordance with and to meet manufacturer's specifications. The PA

shall mix photographic chemicals necessary to maintain proper chemical balance in mini-lab system.

5.8.9. *Custom Photographic Products.* The PA shall provide photographic products. Photographic products are identified as finished products delivered to and accepted by the government to include but not be limited to B&W or color negatives, B&W or color prints, and/or B&W or color positive transparencies. The PA shall ensure that photographic products are free of all defects obtained during printing and processing operations.

5.8.9.1. *Color and Black and White Custom Photographic Services.* The PA shall provide for processing film, internegatives, prints, and transparencies in various formats and sizes.

5.8.10. *Special Effects and Specialized Photography.* The PA shall provide special effects and specialized photography using unusual or special techniques. Services may include one or more special-effects devices.

5.8.10.1. *High-Speed Motion Picture Photography.* The PA shall perform high-speed motion picture photography.

5.8.10.2. *Tracking Photography.* The PA shall provide tracking photography to capture images of moving objects on the fly. This may include using high-speed and video cameras to provide full frame imaging or setting up and operating multiple cameras to provide required tracking results.

5.8.11. *Video Services.* The PA shall provide video services to include but not be limited to live recording and transmission of events, meetings, and symposia at NRL laboratories, offices, and off-site facilities. This may include development of video productions, script development and directing the video. The PA shall provide video documentation of NRL events and research and development requests; the planning and production of video programs, which includes but is not limited to camera(s), audio, and lighting setup; video camera, recorder, and related equipment operations; and additional studio or location setup and breakdown as required for the particular production. Specific guidance may also be provided at the production location. The PA shall provide still photographic support simultaneously with video support, if required.

5.8.11.1. *Video Recording.* The PA shall setup, test, and operate single/multicamera VHS, SVHS, and BetaSP and recording equipment. The PA shall setup, test, and operate required audio equipment to support the video-recording project. The PA shall direct live events recording and switching.

5.8.11.2. *Video Duplication.* The PA shall produce videotape duplication services as requested. This may include 1/2-in. VHS, 1/2-in. SVHS, 8-mm tapes, Beta Cam, and PAL format videotapes. The PA shall return any work order that cannot be completed due to potential copyright infringement with the accompanying material to the COR for final disposition. The PA shall label all duplications with identifying information. Label information shall include but not be limited to program title, date, and runtime.

5.8.11.3. *Video Editing.* The PA shall edit, rearrange video clips, cut-in graphic or still images, add stock footage, provide titles, text, sound and voice over when these features are needed to tell the research story.

5.8.11.4. *Digital Video Editing.* The PA shall produce a wide range of high-quality digital video products including but not limited to VHS or Beta video tapes, quick-time digital movies, and digital data files for multimedia use. The PA shall use a digital nonlinear editing system (e.g., AVID) to digitize video footage, edit programs, create titles and special effects, add digital graphics and pictures, edit or add voice-over, sound effects, and background music. The PA shall perform all video production tasks to support the digital editing system, including but not limited to logging video footage, computer system administration, data and video archival storage, video digitizing, software updating, and tape labeling.