TECHNICAL EXHIBIT 6
Work Authorization Order (WAO)
Standard Operating Procedure (SOP)

1. Purpose:

The purpose of this Standard Operating Procedure (SOP) is to outline the procedures and requirements associated with processing a Work Authorization Order (WAO) for the Mission Test Support Services (MTSS) Contract.

2. Definition of a WAO:

WAO Definition as stated in the current MTSS Contract C.5.2.2:

Work Authorization Orders. From time to time, we will issue to you a Work Authorization Order (WAO). A WAO would be used for two (2) basic categories of work: (1) development/modification of USAYPG's hardware and software systems or studies, or (2) support of an existing civilian workforce. You may be asked to perform a particular task or produce a particular product other than the day to day mission operations (specific tasking). It may be continuous in nature (e.g. providing a person with particular skills to perform a continuing requirement) or a one-time specific purpose (e.g. designing and building an item of instrumentation, or fabrication of items or products, or develop databases or developing a specified computer program, or modify existing software requirements, or doing a study). You may be required to develop cost estimates, schedules, and formal plans with milestones for approval by us before proceeding with execution of a WAO. Each WAO will specify the product required, a process if applicable, milestones, and any related administrative requirements.

3. Appropriate and Inappropriate Uses of WAOs:

A. WAOs are appropriate to use in situations where the user has a specific requirement that is within the scope of the contract but outside the contractor's day to day operations. If the requested work is outside of the scope of the contract, it cannot be authorized on a WAO. Examples of Work Efforts Appropriate for WAOs:

- Special Studies
- Instrumentation interfaces (How to Interface with the RT and Radar and have them talking to each other)
- Preparing Real Time Systems to migrate from an antiquated system
- Test Director Assistance
- Development/modification of a hardware/software system
- Perform Instrumentation Studies
- Support of Full Operation of a particular contract function

B. WAO's are not appropriate for:

- work that is part of the day to day mission of the contractor
- the sole purpose of obligating funding
- extending the life of funding

4. Information Required on a WAO:

A sample WAO is included in Appendix A.

a. WAO Number
b. Modification Number
c. Requester's Information
d. WAO Title
e. Type of Request
   - Support
   - Expansion
   - Full Function
   - Limited Service or Product
f. Description of Service
g. Deliverables and Schedule
h. Benefit to Government
i. Impact if Not Approved
j. Specifications
k. GFE
l. Required Documents
m. Duration
n. Classification
o. Other
p. ICGE

5. Routing Procedures and Responsibilities:

Requestor

Supervisor

COR Office

Contractor

Budget Office

6. **Funding of WAO's:**

Obligation/Deobligation of Funds

7. **Changes in Scope of WAO:**

8. **Oversight Responsibilities and Review Process:**

Initiator

Contractor

Resource Management

9. **Procedures for Closing out a WAO:**

Mission (Test) Support Services Contract, W9124R-13-C-XXXX

Work Authorization Order (WAO)

WAO# *Assigned By the COR* **MODIFICATION #** *Assigned By the COR*

Requesting Organization _____Date _____

POC _____ E-Mail _____ Phone _____ Fax ___

_____

WAO Title _____

1. This is a request for: ☐Support ☐ Expansion ☐ Full Functional ☐ Limited Service or product

2. Description of Service: *Provide a short **(title)** and briefly describe the service or product. Example 1: **(Suppport Gunners)***

   Assume support responsibilities for Artillery Testing IAW paragraph C.5.7 of the Range Support.

   *Service Contract, Example 2: **(KTM-R)** Design and build interface Unit for KTM*

   remote operation.

3. Deliverables & Schedule: *List and describe the products you require the contractor to provide and the dates you require them to be delivered (Execution Plan). This can include proposed schedules, outlines, draft documents, final documents, events, hardware, software, and any services required. (Attach additional sheets, if necessary).*

4. Benefit to Government: *Government/division can continue to meet requirements for testing requirements.*

5. Impact if not approved: *These positions are mission essential. We are tasked with an extensive testing schedule and under staffed. The long hours present a safety concern. These positions are needed, if we are expected to meet the customer's testing requirements.*

6. Specifications: *Include all definable requirements here. Attach additional documentation as required. Specify hardware and software requirements. Specify acceptable quality levels for written products.*

7. GFE: *Government Furnished Equipment – Identify what you will provide, including tools and equipment. For products, indentify what parts, materials and services will be provided by government (if applicable).*

8. Required Documents: *Specify the documentation including regulations, SOP's, Test Plans, TOPs, and any other documentation that must be used by the contractor.*

9. Duration: *Required Delivery Date of expected duration of services.*

10. Classification: *Indicate the classification of work to be performed. The classification guide should be referenced in paragraph 6 above.*

11. Other: *Provide Independent Government Cost Estimate and additional information as required to fully document the requirement.*

12. Funds Certified: Jono/Subjono: _____*(Test FACS #)*_____DATE: _____

REQUESTOR: _*Signature of Requestor*_____DATE: _____

SUPERVISOR: _*Signature of Responsible Supervisor*_____DATE: _____

COR: _____DATE: _____

CONTRACTOR ESTIMATE: _____DATE: _____

REQUESTER ACCEPTANCE OF ESTIMATE: _____ DATE: _____

ADVANCE TECHNOLOGY: _____ DATE: _____

COMMODITY DIRECTOR: _*Signature of Responsible Supervisor*_____ DATE: _____

RESOURCE MANAGEMENT: _____ DATE: _____

COMMANDER YUMA TEST CENTER: _____ DATE: _____

CONTRACTING OFFICER: _____ DATE: _____

COR LEAD: _____ DATE: _____

_____

CONTRACTOR ACCEPTANCE: _____DATE: _____

BUDGET: _____1142#_____ DATE: _____

SAMPLE IGCE

Subject: IGCE for XXX Division Engineer Request

The goal is to hire one fully functional Test Director; however, in recognition that the goal may not be attainable. Two 1940 labor hour cost estimates one for a fully trained/experienced applicant, and another for someone straight out of college (to be trained on site), is included.

Option: Engineer VI (DTS costs of $55,837 + Direct cost of $76,732 – a first of $132,569).

1. Total DTS Costs = are detailed below:
   a. Advertising costs = $5,000
   b. Bring 3 applicants to YPG for an interview ($2,000 each x 3 individuals = $6,000).
   c. Provide a 30-day temporary relocation allowance ($106 per day x 30 days = $3,180).
   d. Household goods move ($7,000).
   e. Realtor fees for house sale (7% x $150,000 home = $10,500)
   f. In processing and familiarization training ($46.00 per hour x 162 hours = $7,549).
   g. During the 11 months after familiarization is complete, 20% of the Engineer's time (356 hours x $46.60 per hour = $16,608 is considered overhead in nature, and thus charged to DTS.

2. Total Direct Costs = are detailed below:
   a. Cell phone lease ($40 per month = $480)
   b. Vehicle lease ($600 registration + $900 insurance + $7.600 lease charge = $9,100)
   c. Vehicle fuel (12 months x $60 per month = $720)
   d. During the remaining 11 months, 80% of the Engineers time (1425 hours x $46.60 per hour = $66,432) is charged to tests.

Option: Engineer 1 (DTS costs of $39,647 + Direct cost of $32,076 = a first year of $71,723).

1. Total DTS Costs = are detailed below:
   a. Advertising costs = $1,000
   b. Bring 3 applicants to YPG for an interview ($2,000 each x 3 individuals = $6,000).
   c. In processing and familiarization training ($27.99 per hour x 162 hours = $4,534).
   e. During the next 5 months after familiarization is complete, 100% of the Engineer's time (810 hours x $27.99 per hour = $22,672) is charged to DTS to attain certification.
   f. During the next 6 months 20% of the Engineer's time (194 hours x $27.99 per hour = $5,441) is considered overhead and charged to DTS.

3. Total Direct Costs = are detailed below:
   a. Cell phone lease ($40 per month = $480)
   b. Vehicle lease ($600 registration + $900 insurance + $7.600 lease charge = $9,100)
   c. Vehicle fuel (12 months x $60 per month = $720)
   d. During the last 6 months, 80% of the Engineers time (778 hours x $27.99 per hour = $21,776) is charged to tests.