Statement of Work (SOW)
Supplemental Requirements (AFRL/PZL)
28 Jan 2026

The following paragraphs are also considered be a part of the SOW/PWS requirements and the Contractor is responsible for compliance to the same extent as the rest of the SOW/PWS.

1. Implementation of Disclosure of Information:
   In order to comply with DFARS 252.204-7000, Disclosure of Information, the following copies of the information to be released are required at least 50 days prior to the scheduled release date:
   a. One (1) copy(ies) to: XXX, Contracting Officer
   b. One (1) copy(ies) to: XXX, Program Manager

2. Key Positions and Minimum Qualifications:
   a. Contractor personnel holding the position titles and having the qualifications listed below are considered essential to the work being performed under this contract:

Key Positions: (list by job title)	Minimum Qualifications: (list minimum qualifications in terms of education and/or experience)
XXX	XXXXXXXXX
XXX	XXXXXXXXX
XXX	XXXXXXXXX

   b. The Contractor shall notify the Contracting Officer before the departure of any individual in a key position and identify the proposed substitution. Any proposed personnel substitution that does not meet the minimum qualification requirements described above requires the prior written approval of the Contracting Officer.

3. Packaging and Marking:
   a. All hardware deliverable contract items shall be packaged in accordance with established commercial practices.
   b. When special delivery and/or handling instructions are required, all boxes and/or crates must contain the following statement in plain sight and in bold letters:
   INSTRUCTION TO RECEIVING OFFICE – DO NOT OPEN; CONTENTS ARE SENSITIVE TO DAMAGE WHEN IMPROPERLY OPENED OR HANDLED. CONTACT THE RESPONSIBLE TECHNICAL PROJECT OFFICER IMMEDIATELY UPON RECEIPT. CONTACT INFORMATION: XXX (insert POC's name and contact information).

4. Program Manager:
The Government Program Manager for this effort is XXX (insert name and contact information).

5. Program Focal Points:
The individuals listed below are identified as focal points for this contract.
Principal Investigator: XXX
Technical Contract Manager: XXX
Alternate: XXX

6. Contracting Monitor (CM) for Top Secret (TS) Sensitive Compartmented Information (SCI) Security Administration:

The Government CM for TS//SCI Security Administration on behalf on the Contracting Officer for this effort is XXX (insert name and contact information). Additionally, refer to the contract specific DD Form 254 and the SCI addendum for further security guidance, requirements and information.

7. Implementation of Patent Rights Clause:
   a. Interim or Final Invention Reports 1) listing the subject invention(s) and stating that all subject inventions have been disclosed, or 2) stating that there are no such inventions, shall be sent to both the Administrative Contracting Officer at the address located on the face page of the contract award and to AFRL/PZL Patent Reporting at afmclo.jaz@us.af.mil within the timeframes specified in the Patent Rights clause of this contract.
   b. Contractors shall use DD Form 882, *Report of Inventions and Subcontracts*, to submit these reports. The DD Form 882 shall also be used for the notification of an award of any subcontract(s) for experimental, developmental, or research work which contain a "Patent Rights" clause.
   c. All other notifications required by the contract shall also be sent to the individuals in paragraph a. This provision also constitutes the request for the following information for any subject invention for which the Contractor has retained ownership: (1) the filing date, (2) the serial number and title, (3) a copy of the patent application, and (4) the patent number and issue date. Submittal shall be to AFRL/PZL Patent Reporting at afmclo.jaz@us.af.mil.

8. Information Regarding Non-U.S. Citizens Assigned to this Project:
   a. Contractor employees requiring access to USAF bases, AFRL facilities, and/or access to U.S. Government Information Technology (IT) networks in connection with the work on this contract must be U.S. citizens. For the purpose of base and network access, possession of a permanent resident card ("Green Card") does not equate to U.S. citizenship. This requirement does not apply to foreign nationals approved by the U.S. Department of Defense or U.S. Department of State under international personnel exchange agreements with foreign governments. It also does not apply to dual citizens who possess U.S. citizenship, to include Naturalized citizens. Any waivers to this requirement must be granted in writing by the Contracting Officer prior to providing access. Specific format for a waiver request will be provided upon request to the Contracting Officer. The above requirements are in addition to any other contract requirements related to obtaining a Common Access Card (CAC).
   b. For purposes of paragraph a above, if an IT network/system does not require AFRL to endorse a Contractor's application to said network/system in order to gain access, the organization operating the IT network/system is responsible for controlling access to its system. If an IT network/system requires a U.S. Government sponsor to endorse the application in order for access to the IT network/system, AFRL will only endorse the following types of applications, consistent with the requirements above:
      i. Contractor employees who are U.S. citizens performing work under this contract.
      ii. Contractor employees who are non-U.S. citizens and who have been granted a waiver.

      Any additional access restrictions established by the IT network/system owner apply.

9. Comprehensive Small Business Subcontracting Plan:
The comprehensive small business subcontracting plan dated XXX (insert date) is hereby incorporated into the contract by reference.

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10. Operation Security (OPSEC):

a. Operations Security (OPSEC) must be an integral part of our daily activities. As we maintain security on our future technologies that are vital to national interest, we must recognize and prepare for the threat poised against our technology. Department of Defense policies mandate a high degree of security throughout the acquisition process. However, heightened security awareness and threat-based countermeasures are particularly essential during the research and development phase when our technology is most vulnerable to espionage, sabotage, or exploitation. It is the obligation of each employee or persons involved on this contract be constantly aware of and strictly adhere to security requirements designed to protect sensitive unclassified and other information and resources produced by acquisition, research and development, and technological security efforts outlined in this SOW. The contractor shall ensure employees receive training and follow appropriate Operations Security (OPSEC) measures during the performance of the contract.

b. This program mandates that contractor and subcontractor personnel maintain OPSEC posture by training all contract personnel involved in this effort. The contractor must ensure that employees complete Level I OPSEC training within 30 calendar days of joining the project team. Additionally, employees are required to complete annual OPSEC awareness training. Training can be provided by the company or accessed online here: https://securityawareness.usalearning.gov/opsec/index.htm

c. Contractor employees during the performance of this effort may be required to have access to Critical Technology Elements (CTE), Enabling technologies, Critical Program Information (CPI) or other potential sensitive information. Contractor employees will be required to protect this information from disclosure to unauthorized personnel and companies. If a disclosure occurs, the contractor shall notify the Government program and security office within 24 hours of any security incidents involving the loss, compromise, or suspected compromise of CTE/CPI. The notification must be made through secure means (encrypted email, secure email, or secure/encrypted call) appropriate to the level of the information involved. Following notification to the government program or security office, the contractor shall assist with all inquiry and investigation reports, and, if applicable, participate in a damage assessment

11. Science and Technology (S&T) Protection (AFRLI 61-113):
The requirements below are in accordance with Air Force Research Laboratory Instruction (AFRLI) 61-113, *"S&T Protection for the Air Force Research Laboratory" and only required when there is a S&T plan called out in one of the following documents SOW, PWS, DD form 254 or is requested by the Requirements Owner*.

a. S&T Protection Plan Requirement: The contractor is required to follow the S&T Protection Plan, or a comparable document (i.e. Program Protection Plan, Program Specific Protection

Plan), which will be provided by the Government program or security office under a separate cover. This adherence must be maintained throughout the execution of this project effort. If applicable, the contractor shall integrate any prior planning related to the baseline system or related research, technology or program and contribute feedback for future updates to the plan. Additionally, the contractor shall develop a comprehensive Protection Implementation document detailing how they will adhere to the S&T Protection Plan through submission of the Protection Implementation Plan CDRL A00X. This document must outline the training and equipping of all employees, subcontractors, vendors and other relevant personnel to ensure compliance with the plan. The contractor is also responsible for providing regular updates and keeping the program office informed of progress and any changes as the project or program advances. The contractor shall promptly inform the Government program office and security of any non-compliances within the S&T Protection Plan.

i. Also, as applicable, the contractor shall also provide a detailed plan on how they intend to address and rectify these security or requirement gaps with a detailed timeline. These documents shall be sent through secure means. Coordination with the Government program or security office must occur prior to sending information via mail or digitally.

12. Risk Identification and Security Countermeasures (RISC) :
The requirements below are in accordance with Air Force Research Laboratory Instruction (AFRLI) 61-113, *"S&T Protection for the Air Force Research Laboratory" and required by AFRL/CC.*

a. Security RISC Review:

i. Initial/Annual/New Research and Related (R&R) Senior/Key Person Profile: In accordance with CDRL A00X, the Contractor shall provide R&R Senior/Key Person Profile Worksheet(s) throughout the lifecycle of this effort as follows: 1) an initial report of all Senior/Key Personnel at the time of award; 2) an annual report of all Senior/Key Personnel providing support; and 3) ad hoc report when any new Senior/Key Personnel join the contract. Contractor shall obtain coordination from the Government on all ad hoc R&R Senior/Key Person Profile Worksheet(s) prior to the covered employee(s) receiving access to S&T information.

ii. If, at any time, during performance of this award, the contractor/subcontractor learns that its Senior/Key Research Personnel are or are believed to be participants in a Foreign Government Talent Program or have Foreign Components with a strategic competitor or country with a history of targeting U.S. technology for unauthorized transfer, the contractor shall notify the Contracting Officer no later than 5 business days from the date at this information became known.

iii. In the event a security risk is identified, and the Government determines the security risk exceeds the acceptable threshold, the Contracting Officer will promptly notify the Contractor of the Government's recommended course of action, which may include full or partial termination of award. The Government will provide as much information/rationale as OPSEC measures allow for. In the event the

Contractor wishes to challenge the Government's decision, fundamental research awards will follow the OSD R&E Memorandum dated 6 Jun 2023. All other awards follow the Ombudsman procedures in DAFFARS 5352.201-9101.

iv. Contractor shall flow down this requirement to all subcontractors involved in the performance of research under this effort.