

[redacted] Independent Contractor, OS&CI/[redacted] Chantilly, VA

(b)(3)

STATEMENT OF WORK

“Independent Contractor (Polygraph Examiner)” 11 Aug 2015

- 1. Services.** In support of the National Reconnaissance Office, Office of Security & Counterintelligence [redacted] (Sponsor); the Contractor shall conduct polygraph examinations, to include pretest, in-test and post-test interviews, in the support of the adjudication of clearances and accesses to national security information. The polygraph examinations will include initial examinations of contractors, military personnel, and U.S. Government employees holding Sponsor clearances and accesses, as well as periodic and aperiodic re-examinations of these personnel. The Sponsor will provide indoctrination to the Sponsor’s policies and practices prior to the conduct of any polygraph examinations on behalf of the Sponsor. This indoctrination will include authorization to conduct polygraphs, approved test techniques, elicitation policies, ICD-704 familiarization and forms.
- 2. Reports.** The Contractor shall provide to the Sponsor, a complete detailed written report, if reportable information is obtained, on each polygraph examination conducted unless otherwise specified by the Contracting Officer’s Technical Representative (COTR). In the case of non-reportable information, the Contractor shall complete all necessary paperwork or data entry for the type of case for retention in official Sponsor records. The Sponsor will provide instruction on report preparation, addressing format, terminology, abbreviations, and the use of proper grammar. The Contractor shall ensure the quality and coherence of reports.
- 3. Polygraph Charts.** The Contractor shall maintain clear, concise, and accurate polygraph chart recordings of the results of all polygraph examinations conducted. The Sponsor shall retain these recordings as appropriate. All charts shall be quality controlled per Sponsor regulations before a final call in the case.
- 4. Polygraph Session Recording.** The Contractor shall record each polygraph examination per Sponsor policy for accuracy and clarity. The recording shall be by cassette or on the Sponsor’s main in-house recording system. The Contractor shall not ask inappropriate questions outside the scope of polygraph coverage. The Contractor shall not ask questions concerning subject’s religious affiliation or political preference. If this information is volunteered and plays a relevant role in the result of the polygraph examination reflecting a possible personality or emotional disorder, it shall be noted in the polygraph report. Any recurrent, consistent problems or discrepancies in the conduct of polygraph examination such as chart recordings, report production and content, or mishandling of test subjects shall result in corrective action and/or termination.

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5. **Training.** Training to maintain federally required certification shall be the responsibility of the Contractor. The Contractor shall ensure that continuing education hours are completed and reported to the National Center for Credibility Assessment, providing the Sponsor a copy of accepted training. Sponsor will support the Contractor's attendance at locally provided courses which may serve to meet the federal requirements. Contractor shall bear any costs related to continuing education training.

6. **Travel.** The Contractor shall conduct polygraph examinations at temporary additional duty locations when assigned by the Sponsor. The Sponsor will reimburse the Contractor in accordance with the Joint Travel Regulations upon the Contractor's submission of appropriate expense accounting to the COTR.

7. **Reimbursement for Services.** The Contractor shall submit claims for reimbursement of services to the Budget & Plans Office, via the COTR no less than two weeks or more than four week intervals.

Task A. The Contractor shall conduct polygraph sessions in accordance with Sponsor policies and regulations, operating instructions, and as listed above. Examinations shall be conducted utilizing appropriate questions, consent forms, and Sponsor-unique forms. The Contractor shall record said polygraph interview in accordance with Sponsor policy, and submit written report of results from the interview or appropriate forms on non-reportable results of said interview.

Task B. The Contractor shall conduct limited polygraph sessions (no shows or no tests) in accordance with Sponsor policies and regulations, operating instructions, and as listed above. A "no show" is a scheduled polygraph session where the appropriate review of materials has been conducted, but the subject does not show for the scheduled examination. A "no test" is a scheduled polygraph session where the appropriate review of materials has been conducted, but in accordance with Sponsor policy, a determination has been made that the individual is not a suitable examinee for polygraph testing at that time.

Task C. The Contractor shall complete all required documentation in accordance with Sponsor policy.

Task D. The Contractor shall attend training, meetings, and operational briefings as required by the Sponsor.