

Subcontract Work Order (SWO) Procedure
Labor-Hour/Time and Material Subcontract

- I. New Requests
 - a. The JPL Technical Manager or Alternate will submit a new request to the Subcontractor with the following information:
 - i. Job Classification
 - ii. Estimated period of performance
 - iii. Statement of Work to include general job duties
 - iv. Security clearance requirements
 - v. Safety requirements as applicable
 - vi. Citizenship eligibility
 - vii. Any additional requirements that may apply
 - b. The Subcontractor shall submit resumes for qualified candidates within three (3) business days of the initial request and shall coordinate candidate interviews with the JPL Technical Manager.
 - c. Upon the JPL Technical Manager's request, the Subcontractor shall provide a proposal to include the desired candidate's direct labor rate, JPL bill rate, and resume.
 - d. If accepted, the JPL Technical Manager or JPL Alternate will submit an approved JPL Source Selection Memo (Form 7171) to the JPL Subcontracts Manager (SCM) to initiate onboarding.
 - e. The Subcontractor shall extend a contingent offer, and shall begin the screening process as stated in the Subcontract.
- II. Issuing a SWO
 - a. The SCM will review all submitted documentation including the selected candidate's resume, the proposed direct & bill rates, and the approved Source Selection Memo.
 - b. The SCM will issue a draft SWO after receipt of all documentation, and confirmation that the candidate has passed the screening process.
 - c. The Subcontractor shall utilize the draft SWO to generate the selected candidate's JPL-ID.
 - d. The SCM will route the final SWO for signature after the selected candidate's JPL-ID is fully approved.
 - e. No work shall begin until the SCM and Subcontractor have fully executed the SWO.
- III. Modifications
 - a. Upon the request and internal approval by the JPL Technical Manager, JPL Alternate, or Cognizant Organization, the SCM will submit modifications for the following reasons:
 - i. Overtime Authorization
 - ii. Other Direct Cost (ODC) Authorization
 - iii. Period of Performance Changes
 - iv. Training or Conference Authorization
 - v. JPL Org Updates, including updated Technical Manager or Alternate
 - vi. Annual rate adjustments pursuant to the terms of the Subcontract
 - vii. Any additional requests on behalf of the cognizant JPL Technical Manager or JPL Alternate, as approved by the JPL Subcontracts Manager.
- IV. SWO Completion

- a. When a SWO ends, the Subcontractor shall assist JPL in retrieving any JPL materials or resources provided to the leased worker, including but not limited to: laptops, RSA tokens, JPL badges, cellphones.

V. JPL Will

- a. Provide Subcontractor Work Authorization Memos (SWAM) noting the appropriate project/task each leased worker is authorized to charge to. Reference Exhibit 13.

VI. Authority of JPL Representatives

- a. The JPL Subcontracts Manager is the only JPL Contact authorized to provide approvals for any requests, via a signed SWO.