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# United States Senate

COMMITTEE ON

HOMELAND SECURITY AND GOVERNMENTAL AFFAIRS

WASHINGTON, DC 20510-6250

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May 19, 2009

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The Subcommittee on Contracting Oversight has scheduled a hearing on June 4, 2009, on allegations of waste, fraud, and abuse in the award and management of contracts to provide security services at the U.S. Embassy in Kabul, Afghanistan. The hearing will examine the performance, billing, and labor practices of government contractors as well as the record of oversight by the United States Government.

To assist the Subcommittee in preparing for this hearing, please provide the following documents and information relating to Contract No. S-AQMPD-07-C0054:

1. The final contract and all amendments, modifications, or renewals;
2. All cure notices and responses to such cure notices;
3. All evaluations or audits of the contractor's performance conducted by government officials, the contractor, or third parties;
4. Communications relating to any contractor action or inaction that may have jeopardized the security of or increased the security risk to the U.S. Embassy in Kabul;
5. All waivers and/or denial of waivers for security clearance requirements of key contractor personnel;

6. Communications relating to questionable financial transactions;
7. Communications relating to the contractor's ability to provide COR/RSO approved, fully trained, and qualified relief personnel;
8. Communications relating to the contractor's ability to meet the contract requirements relating to number, deployment, training, security clearance, and language proficiency of guards and personnel;
9. Communications relating to the contractor's ability to meet contract requirements relating to armored vehicles, including requirements relating to import tax and registration;
10. Communications relating to the contractor's ability to meet contract requirements relating to clothing, ammunition, arms, and equipment, including requirements relating to import tax and registration;
11. Communications relating to the contractor's purchase of counterfeit goods;
12. Communications relating to the expiration of the contractor's ITAR license;
13. Communications relating to the contractor's performance of contract requirements that occurred while the contractor lacked the ITAR or any other required license;
14. Communications relating to violation of human trafficking laws, including procurement of commercial sex acts;
15. Communications relating to the contractor's compliance with U.S. Government requirements for effective insulation from foreign ownership, control or influence ("FOCI") and proxy agreements; and
16. Communications relating to contractor actions or inactions that indicate a lack of integrity or business ethics.

We request that you provide this information as soon as possible, but in no case later than **Tuesday, May 26, 2009**. If you determine that you will be unable to make a complete production by this date, please contact Subcommittee staff to discuss possible modifications to this schedule.

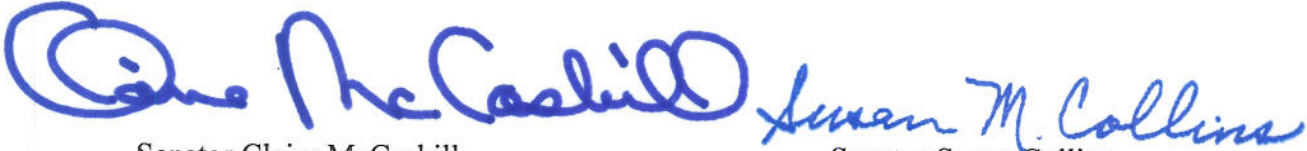
We also ask that you provide a briefing for Subcommittee staff on or before **Wednesday, May 27, 2009**. In addition to the issues detailed above, we ask that the briefing include information regarding: (1) escalations of force; (2) ongoing deficiencies or noncompliance.

The jurisdiction of the Subcommittee on Contracting Oversight is set forth in Senate Rule XXV clause 1(k); Senate Resolution 445 section 101 (108<sup>th</sup> Congress); and Senate Resolution 73 (111<sup>th</sup> Congress). An attachment to this letter provides additional information on how to respond to the Subcommittee's request.

G4S/ The Wackenhut Corporation, Wackenhut Services Inc.,  
ArmorGroup North America, Inc.  
May 19, 2009  
Page 3

Please contact Alan Kahn at (202) 224-3230 or Molly Wilkinson at (202) 228- 3141 with any questions and to schedule the requested briefing.

Sincerely,



Senator Claire McCaskill  
Chairman  
Subcommittee on Contracting Oversight

Senator Susan Collins  
Acting Ranking Member  
Subcommittee on Contracting Oversight

Enclosure .



## Responding to Document Requests from the Subcommittee on Contracting Oversight

In responding to the document request from the Subcommittee on Contracting Oversight, please apply the instructions and definitions set forth below.

### Instructions

1. In complying with the request, you should produce all responsive documents in your possession, custody, or control.
2. Documents responsive to the request should not be destroyed, modified, removed, transferred, or otherwise made inaccessible to the Subcommittee.
3. In the event that any entity, organization, or individual denoted in the request has been, or is currently, known by any other name than that herein denoted, the request should be read also to include them under that alternative identification.
4. Each document produced should be produced in a form that renders the document capable of being copied.
5. When you produce documents, you should identify the paragraph or clause in the Subcommittee's request to which the documents respond.
6. Documents produced in response to this request should be produced together with copies of file labels, dividers, or identifying markers with which they were associated when this request was issued. To the extent that documents were not stored with file labels, dividers, or identifying markers, they should be organized into separate folders by subject matter prior to production.
7. Each folder and box should be numbered, and a description of the contents of each folder and box, including the paragraph or clause of the request to which the documents are responsive, should be provided in an accompanying index.
8. It is not a proper basis to refuse to produce a document that any other person or entity also possesses a non-identical or identical copy of the same document.
9. If any of the requested information is available in machine-readable or electronic form (such as on a computer server, hard drive, CD, DVD, memory stick, or computer backup tape), you should consult with Subcommittee staff to determine the appropriate format in which to produce the information. Documents produced in electronic format should be organized, identified, and indexed electronically in a manner comparable to the organizational structure called for in (6) and (7) above. Documents produced in an electronic format should also be produced in a searchable format.

10. In the event that a responsive document is withheld on any basis, you should provide the following information concerning the document: (a) the reason the document is not being produced; (b) the type of document; (c) the general subject matter; (d) the date, author, and addressee; and (e) the relationship of the author and addressee to each other.
11. If any document responsive to this request was, but no longer is, in your possession, custody, or control, you should identify the document (stating its date, author, subject and recipients) and explain the circumstances by which the document ceased to be in your possession, custody, or control.
12. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, you should produce all documents which would be responsive as if the date or other descriptive detail were correct.
13. This request is continuing in nature and applies to any newly discovered document. Any document not produced because it has not been located or discovered by the return date should be produced immediately upon location or discovery subsequent thereto.
14. All documents should be bates-stamped sequentially and produced sequentially.
15. Two sets of documents should be delivered, one set to the majority staff and one set to the minority staff. The majority set should be delivered to the majority staff in Room 613b of the Hart Senate Office Building, and the minority set should be delivered to the minority staff in Room 442 of the Hart Senate Office Building. You should consult with Committee staff regarding the method of delivery prior to sending any materials.
16. Upon completion of the document production, you should submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control which reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Subcommittee or identified in a privilege log provided to the Subcommittee.



## Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, interoffice and intra-office communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone calls, meetings or other communications, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto). The term also means any graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, voice mails, microfiche, microfilm, videotape, recordings and motion pictures), electronic and mechanical records or representations of any kind (including, without limitation, tapes, cassettes, disks, computer server files, computer hard drive files, CDs, DVDs, memory sticks, and recordings), and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “documents in your possession, custody, or control” means (a) documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, or representatives acting on your behalf; (b) documents that you have a legal right to obtain, that you have a right to copy, or to which you have access; and (c) documents that you have placed in the temporary possession, custody, or control of any third party.
3. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether face-to-face, in a meeting, by telephone, mail, telexes, discussions, releases, personal delivery, or otherwise.
4. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of the request any information which might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neuter genders.

5. The terms "person" or "persons" means natural persons, firms, partnerships, associations, corporations, subsidiaries, divisions, departments, joint ventures, proprietorships, syndicates, or other legal, business or government entities, and all subsidiaries, affiliates, divisions, departments, branches, and other units thereof.
6. The terms "referring" or "relating," with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject.

## CERTIFICATION

I, (*insert name*), am the (*insert title*) of (*Company name*) (“the Company”), and have served in this position for (*number of years*) years. I am authorized by the Company to provide this certification to the U.S. Senate, Committee on Homeland Security and Governmental Affairs, Subcommittee on Contracting Oversight regarding the Company’s production of documents responsive to the Subcommittee’s document request letter of (*insert date*).

I hereby certify that the Company has conducted a diligent search of all files and places under its custody and control, including computer servers and other electronic storage media, which reasonably could contain documents responsive to one or more of the enumerated requests in the Committee’s document request letter. I certify that as of the date listed below, the Company has produced to the Subcommittee, in accordance with the instructions and definitions provided by the Subcommittee with the document request letter, all documents located during the search that are responsive to one or more of the enumerated requests.

Under the pains and penalties of perjury, I attest that the foregoing is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



