

ORDER FOR SUPPLIES OR SERVICES (FINAL)										PAGE 1 OF 2	
1. CONTRACT NO. N00178-04-D-4067			2. DELIVERY ORDER NO. FY03		3. EFFECTIVE DATE 2009 Apr 10		4. PURCH REQUEST NO. N00253-08-NR-55415		5. PRIORITY Unrated		
6. ISSUED BY NUWC, KEYPORT DIVISION 610 Dowell Street Keyport WA 98345-7610			CODE N00253		7. ADMINISTERED BY DCMA SAN DIEGO 7675 DAGGET STREET, SUITE 200 SAN DIEGO CA 92111-2241			CODE S0514A		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)	
9. CONTRACTOR INDUS Technology, Inc 2243 San Diego Ave San Diego CA 92110			CODE IBGW9		FACILITY 159792662		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS X SMALL X SMALL DISADVANTAGED WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus OH 43218-2381			CODE HQ0339		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein.								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
<div style="text-align: right;"> <b>Jerry Loubek</b>              Director of Contract           </div>											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA  BY: /s/Monique A Klose				25. TOTAL	\$	
					04/10/2009 CONTRACTING/ORDERING OFFICER				26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN											
	INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: _____						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
f. TELEPHONE			g. E-MAIL ADDRESS		FINAL						
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				34. CHECK NUMBER		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.		
					FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON- TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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## GENERAL INFORMATION

CLINs 4000, 4001, 4010, and 6000 have been awarded in the amount of \$ Period of Performance is from 13 April 2009 through 12 April 2010. Transition period is from 13 April through 04 May 2009. Post Award Conference to be determined.

The following incremental funding has been provided:

CLIN	ACRN	SOW Paragraph	Funding Amount
400001	AE	2.3	\$
400002	AF	2.3	\$
400003	AB	2.5	\$
400004	AC	2.6	\$
400005	AA	2.9	\$
400006	AA	2.10	\$
400007	AH	2.11	\$
400008	AG	2.12	\$
400009	AH	2.12	\$
400010	AR	2.4	\$
400011	AN	2.8	\$
400012	AP	2.8	\$
400013	AQ	2.8	\$
400101	AD	2.15	\$
400102	AK	2.16	\$
400103	AJ	2.17	\$
400104	AJ	2.18	\$
400105	AM	2.18	\$
401001	AA	Transition	\$
600001	AE	2.3	\$
600002	AB	2.5	\$
600003	AC	2.6	\$
600004	AA	2.9	\$
600005	AA	2.10	\$
600006	AL	2.16	\$
600007	AJ	2.17	\$
600008	AN	2.8	\$

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	BASE YEAR Provide Technical and Administrative Support to the Hawaii Detachment (TBD)	1.0	Lot		
400001	SOW 2.3 (O&MN,N)				
400002	SOW 2.3 (O&MN,N)				
400003	SOW 2.5 (O&MN,N)				
400004	SOW 2.6 (O&MN,N)				
400005	SOW 2.7 (OTHER)				
400006	SOW 2.10 (OTHER)				
400007	SOW 2.11 (OTHER)				
400008	SOW 2.12 (O&MN,N)				
400009	SOW 2.12 (OTHER)				
400010	SOW 2.4 (FMS Case #JA-P-C AE)				
400011	SOW 2.8 (O&MN,N)				
400012	SOW 2.8 (SCN)				
400013	SOW 2.8 (SCN)				
4001	BASE YEAR Provide Technical and Administrative Support to the San Diego Detachment (TBD)	1.0	Lot		
400101	SOW 2.15 (O&MN,N)				
400102	SOW 2.16 (O&MN,N)				
400103	SOW 2.17 (O&MN,N)				
400104	SOW 2.18 (O&MN,N)				
400105	SOW 2.18 (O&MN,N)				
4002	Option Item	1.0	Lot		

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Provide Technical  
and  
Administrative  
Support to the  
Hawaii and San  
Diego Detachments  
as described in  
Attachment 07.  
(TBD)  
Option

4003 Option Item 1.0 Lot  
Provide Technical  
and  
Administrative  
Support to the  
Hawaii and San  
Diego Detachments  
as described in  
Attachment 07.  
(TBD)  
Option

4004 Option Item 1.0 Lot  
Provide Technical  
and  
Administrative  
Support to the  
Hawaii and San  
Diego Detachments  
as described in  
Attachment 07.  
(TBD)  
Option

4005 OPTION ITEM Four, 1.0 Lot  
Base Year (TBD)  
Option

4010 PHASE IN: In 1.0 Lot  
accordance with  
Appendix Four.  
(TBD)

401001 Transition  
(OTHER)

4100 OPTION YEAR ONE: 1.0 Lot  
Provide Technical  
and  
Administrative  
Support to the  
Hawaii Detachment  
(TBD)  
Option

4101 OPTION YEAR ONE: 1.0 Lot  
Provide Technical  
and  
Administrative  
Support to the  
San Diego  
Detachment (TBD)  
Option

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4102	Option Item Provide Technical and Administrative Support to the Hawaii and San Diego Detachments as described in Attachment 07. (TBD) Option	1.0 Lot
4103	Option Item Provide Technical and Administrative Support to the Hawaii and San Diego Detachments as described in Attachment 07. (TBD) Option	1.0 Lot
4104	Option Item Provide Technical and Administrative Support to the Hawaii and San Diego Detachments as described in Attachment 07. (TBD) Option	1.0 Lot
4105	OPTION ITEM Four, Option Year 1 (TBD) Option	1.0 Lot
4200	OPTION YEAR TWO: Provide Technical and Administrative Support to the Hawaii Detachment (TBD) Option	1.0 Lot
4201	OPTION YEAR TWO: Provide Technical and Administrative Support to the San Diego Detachment (TBD) Option	1.0 Lot
4202	Option Item Provide Technical and Administrative Support to the Hawaii and San	1.0 Lot

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Diego Detachments  
as described in  
Attachment 07.  
(TBD)  
Option

- |      |                                                                                                                                                                            |         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 4203 | Option Item<br>Provide Technical<br>and<br>Administrative<br>Support to the<br>Hawaii and San<br>Diego Detachments<br>as described in<br>Attachment 07.<br>(TBD)<br>Option | 1.0 Lot |
| 4204 | Option Item<br>Provide Technical<br>and<br>Administrative<br>Support to the<br>Hawaii and San<br>Diego Detachments<br>as described in<br>Attachment 07.<br>(TBD)<br>Option | 1.0 Lot |
| 4205 | OPTION ITEM Four,<br>Option Year 2<br>(TBD)<br>Option                                                                                                                      | 1.0 Lot |
| 4300 | OPTION YEAR<br>THREE:<br>Provide Technical<br>and<br>Administrative<br>Support to the<br>Hawaii Detachment<br>(TBD)<br>Option                                              | 1.0 Lot |
| 4301 | OPTION YEAR<br>THREE:<br>Provide Technical<br>and<br>Administrative<br>Support to the<br>San Diego<br>Detachment (TBD)<br>Option                                           | 1.0 Lot |
| 4302 | Option Item<br>Provide Technical<br>and<br>Administrative<br>Support to the<br>Hawaii and San<br>Diego Detachments<br>as described in<br>Attachment 07.<br>(TBD)           | 1.0 Lot |

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Option

4303	Option Item Provide Technical and Administrative Support to the Hawaii and San Diego Detachments as described in Attachment 07. (TBD) Option	1.0 Lot
4304	Option Item Provide Technical and Administrative Support to the Hawaii and San Diego Detachments as described in Attachment 07. (TBD) Option	1.0 Lot
4305	OPTION ITEM Four, Option Year 3 (TBD) Option	1.0 Lot
4400	OPTION YEAR FOUR: Provide Technical and Administrative Support to the Hawaii Detachment (TBD) Option	1.0 Lot
4401	OPTION YEAR FOUR: Provide Technical and Administrative Support to the San Diego Detachment (TBD) Option	1.0 Lot
4402	Option Item Provide Technical and Administrative Support to the Hawaii and San Diego Detachments as described in Attachment 07. (TBD) Option	1.0 Lot
4403	Option Item Provide Technical	1.0 Lot

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and  
Administrative  
Support to the  
Hawaii and San  
Diego Detachments  
as described in  
Attachment 07.  
(TBD)  
Option

4404 Option Item 1.0 Lot  
Provide Technical  
and  
Administrative  
Support to the  
Hawaii and San  
Diego Detachments  
as described in  
Attachment 07.  
(TBD)  
Option

4405 OPTION ITEM Four, 1.0 Lot  
Option Year 4  
(TBD)  
Option

For ODC Items:

Item	Supplies/Services Qty	Unit Est. Cost
6000	BASE YEAR ODC's Hawaii and San Diego Detachments (TBD)	1.0 Lot
600001	ODC SOW 2.3 (O&MN,N)	
600002	ODC SOW 2.5 (OPN)	
600003	ODC SOW 2.6 (O&MN,N)	
600004	ODC SOW 2.9 (OTHER)	
600005	ODC SOW 2.10 (OTHER)	
600006	ODC SOW 2.16 (O&MN,N)	
600007	ODC SOW 2.17 (O&MN,N)	
600008	ODC SOW 2.8 (O&MN,N)	
6100	OPTION YEAR ONE: ODCs Hawaii and San Diego Detachments (TBD)	1.0 Lot



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Option

6200    OPTION YEAR TWO:                    1.0 Lot  
          ODC's Hawaii and  
          San Diego  
          Attachments (TBD)  
          Option

6300    OPTION YEAR                            1.0 Lot  
          THREE:  
          ODC's Hawaii and  
          San Diego  
          Detachment (TBD)  
          Option

6400    OPTION YEAR                            1.0 Lot  
          FOUR:  
          ODC's Hawaii and  
          San Diego  
          Detachments (TBD)  
          Option

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **1.0 BACKGROUND**

#### **1.1 Hawaii/Guam Fleet Operational Assessment Division**

The Hawaii/Guam Fleet Operational Assessment Division, Code 24, supports the air, surface, submarine, Joint and Allied test, training and evaluation mission requirements in Hawaii, Guam, WESTPAC, the Pacific Rim and major Fleet home ports. Engineering and technical support functions include underwater tracking range equipment; underwater mobile targets; testing in support of science and technology; shipboard combat system testing; shipboard electronic system and sensor accuracy testing; Joint tactical network test and evaluation; Fleet synthetic training; Fleet platform, combat system and weapon performance assessment and tactical analysis; trusted agent support to Commander Operational Test and Evaluation Force (COMOPTEVFOR); magnetic signature reduction and range support; and other programs as assigned. The Division's primary operations are located aboard Ford Island in Pearl Harbor, HI. The Division also operates and maintains the Hawaii MK 30 Mod 1 and Mod 2 Target operating site at Barking Sands (Kauai), HI and NAVSEA test and evaluation programs at the Fleet Test and Evaluation Center (FTEC) at Kalaeloa including Shipboard Electronic Systems Evaluation Facility (SESEF) and Fleet Operational Readiness Accuracy Check Site (FORACS) at Nanakuli, and the Magnetic Silencing Facility (MSF) Degauss and Deperm facilities. The Division routinely supports operations in the Hawaiian operational area, Guam, Okinawa and the Navy's test ranges in the Bahamas and Southern California. The Division also performs administrative and program management support functions in support of engineering and technical operations. \_

#### **1.2 Southern California Fleet Operational Readiness Division**

The Southern California (SOCAL) Fleet Operational Readiness Division, Code 25, manages the air, surface, submarine, and combat system test and analysis, weapon evaluation, mobile target, tactical exercise analysis, magnetic signature reduction and range support programs assigned to the Department's Southern California and Washington (Ediz Hook) operations. Code 25 prepares, operates, maintains, and repairs underwater acoustic tracking instrumentation, mobile Anti-Submarine Warfare (ASW) targets MK 30, unmanned underwater vehicles and other ASW targets. They provide and conduct direct liaison with Southern California Offshore Range Extension (SCORE) and Fleet range users on matters dealing with underwater range scheduling, underwater tracking instrumentation, and technical support services for range/off-range operations. In addition they perform aircraft, surface ship and submarine shipboard electronic systems evaluation and radiated noise measurements, analysis, and reporting. They support the Department's ship test and analysis functions in Southern California. They operate and maintain the San Clemente Island Underwater Range (SCIUR), Fleet Operational Readiness and Accuracy Check Site (FORACS) I, Surface Ship Radiated Noise Measurement (SSRNM), and Shipboard Electronics Systems Evaluation Facility (SESEF) ship test ranges in the Southern California area and the Magnetic Silencing Facility (MSF) treatment and measurement facilities. Along with maintaining and developing all Keyport-owned real property facilities in the San Diego area.

#### **1.3 Pearl Harbor Torpedo Division**

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The Pearl Harbor Torpedo Division, Code 34 operates the MK 48 Torpedo Intermediate Maintenance Activity (IMA) located at West Loch, HI. The Division provides the Fleet interface and government oversight for the production of submarine launched heavyweight torpedoes. Division functions include being the Production Officer, performing quality assurance, performance of off line and on line testing, being responsible for hazardous material control, and performance of financial, supply and other support as necessary. The technical operations are performed by a contractor. The Division has ordnance related reporting responsibility to Naval Munitions Command, Detachment Pearl Harbor located at Naval Magazine Pearl Harbor, Ewa Beach, HI.

#### **1.4 Submarine C5I Support Branch**

The Submarine C5I Support Branch, Code 435, supports Pacific Fleet submarine waterfront in-service engineering (ISE), modernization, Fleet technical staffs and functions as the subject matter experts in Hawaii, San Diego, Bangor and Guam. Submarine waterfront ISE includes periscopes (as Periscope On Site Reps (POSR)), imaging and electronic warfare, external communication systems (ECS), local area network (LAN), combat system, sonar and other systems assigned by COMSUBPAC N4. The branch performs ECS and LAN grooms on deploying submarines in home-ported Pearl Harbor. The branch supports submarine modernization in the form of SHIPALTS by the program office for AN/BYG-1, ARCI, ISIS and other systems as assigned by the Program Office and TEMPALTs such as integrated augmentation display and alteration instructions as tasked by type commander. Serves as subject matter experts and will provide technical support to naval training, Joint and Allied forces on an as required basis for shipboard communication systems such as ATG MIDPAC and Army support craft. The Branch performs administrative and logistics functions in support of technical operations.

#### **1.5 Customer Advocate Group**

The Customer Advocate provides direct customer interface to Hawaii based Fleet commands such as COMPACFLT, COMSUBPAC and PMRF to assure work projects meet mission requirements. Primary support functions include administrative and program management tasks.

#### **1.6 Infrastructure Support Services**

In the Hawaii Region, there are shared infrastructure support services which support all local operations which include logistics supply support and information technology (IT). Oversight and technical direction of these services is provided by Hawaii and Keyport based personnel in the Operations Services Department, Code 10 and System Acceptance & Operational Readiness Department, Code 20.

### **2.0 DESCRIPTION OF SERVICES**

#### **2.1 Management**

The contractor shall ensure that all work meets performance objectives, standards or tolerances specified or included in applicable documents. In order to meet fleet requirements, work shall be performed within time limits specified; constraints present and schedule of customer's operations in accordance with operations schedules provided by the government.

Through participation in an Integrated Product Team (IPT) the contractor will receive information that

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the contractor may utilize in setting milestones and performance objectives relative to specific subtasks discussed in accordance with contract and task order statement of work.

Any effort undertaken by the Contractor pursuant to oral directions and instructions, other than in accordance with the provisions herein, shall be at the Contractor's risk and expense.

## **2.2 Naval Undersea Warfare Center Division Keyport Detachment Pacific (NUWCDP)**

### **2.3 Fleet Operations Support – (Ford Island)**

The contractor shall provide support to the Fleet Operations Support Branch in the areas of Underwater Tracking Range Equipment (UTRE) and training vehicles/shapes technical and inventory management; technical and inventory management support for associated test and support equipment; and associated administrative support. The contractor shall also provide equipment and material inventory support for the Fleet Test and Evaluation Branch, Fleet Test and Evaluation Center (FTEC), Magnetic Silencing Facility (MSF) and other Detachment projects. Technicians installing Pingers at the IMA are required to be explosive handling certified.

#### **2.3.1 Underwater Tracking Range Equipment**

The contractor shall provide technical support for all phases of the UTRE program: preparation, installation, removal, turnaround, repair, test, maintain, upgrades, modifications. The contractor shall generate associated documentation packages which include instrument operation, turnaround, test, defects, repair, and inventory. The contractor shall maintain and update UTRE procedures and other supporting documentation. The contractor shall update the Pinger database (Pinger 2000 data system (P2K)) for UTRE status, configuration and defects. \_

#### **2.3.2 Training Vehicles/Shapes**

The contractor shall provide technical support for training vehicles/shapes such as the Pre-settable Launch Vehicle (PLV), Recoverable Exercise Torpedo (REXTORP), and similar training shapes or vehicles. Technical support includes: preparation, turnaround, maintenance, and repair (shop and field). The contractor shall generate the associated documentation packages which include pre-op test, turnaround, post-op test, defects, repair, and inventory.

#### **2.3.3 Test and Support Equipment**

In accordance with manufacturer's recommendations and industry standards, the contractor shall perform preventive and minor corrective maintenance on test equipment. The contractor shall operate, maintain, service and perform minor repairs on service support equipment.

#### **2.3.4 Equipment and Material Inventory Management**

The contractor shall provide logistic support, equipment and material inventory management for UTRE. Equipment includes the following: training vehicles/shapes and test/support equipment. The contractor shall also provide equipment and material inventory support for the Fleet Test and Evaluation Branch, Fleet Test and Evaluation Center (FTEC), Magnetic Silencing Facility (MSF) and other Detachment

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projects. Support shall include the following:

**2.3.4.1** Receipt, inspection, tagging/labeling, storage, issue and ordering of equipment and materials.

**2.3.4.2** Maintain equipment and material inventories in associated databases: Pinger 2000 (P2K), Logistics Information System (LIS), MEASURE (Metrology Automated System for Uniform Recall and Reporting) Interactive Query (MIQ) database.

**2.3.4.3** Maintain shelf-life material by excessing expired and ordering new replacement material.

**2.3.4.4** Generate and maintain associated documentation, condition records, and shipping documentation.

**2.3.4.5** Material requisitions support to include procurement market research, Material Safety Data Sheet (MSDS) research, and inputting and tracking of requisitions in ILSMIS.

**2.3.4.6** Equipment calibration and preventative maintenance (PM): Maintain a calibration recall system/database and a PM recall system/database. Process equipment going to and from calibration facility.

**2.3.4.7** Hazardous Material/Waste (HAZMAT/HAZWASTE): Maintain HAZMAT/HAZWASTE documents to include inventory, tagging/labeling, storage, and MSDS binders. Process HAZWASTE for disposal in accordance w/ local and federal regulations.

**2.3.4.8** Packing and palletization of outgoing shipments.

**2.3.4.9** Processing for disposal excess/surveyed equipment/material and expired shelf-life material.

## **2.3.5 Fleet Operations Engineering and Technical Support**

Develop, fabricate, test, repair, modify, maintain, and provide related documentation packages and reports for equipment, systems, and components. This effort involves a broad range of equipment, systems, and components, of which typical examples include: training vehicles, automated battery chargers, Radio Frequency (RF) and satellite communications systems, satellite receivers/transmitters, underwater acoustic measuring systems, and mechanical launcher systems. Travel, field work, and ship riding may be required. Specific tasking will be identified by a Technical Instruction Letter. For estimating purposes, assume five (5) engineering or technician actions will occur per year, with each action comprised of up to 80 hours of effort.

## **2.3.6 Fleet Operations Administrative Support**

The contractor shall provide the following administrative support for the Fleet Operations Support Branch programs and projects which include UTRE, MK 30, Fleet Training Support, Office of Naval Research (ONR) support, and Engineering Agent (EA) support:

**2.3.6.1** Prepare and edit technical and administrative documents

**2.3.6.2** Receive, process, reproduce, distribute, route, file, and maintain unclassified and classified

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documentation

#### **2.3.6.3 Accept delivery of and distribute messages**

#### **2.3.6.4 Provide courier (mail) services**

#### **2.3.6.5 Maintain a visitor control log and security clearance file**

#### **2.3.6.6 Provide support for visitor escort and un-cleared visitor monitoring**

#### **2.3.6.7 Perform Defense Travel System travel authorization (orders) and voucher (claim) data entry for branch govt. personnel**

### **2.4 Fleet Test and Evaluation Center - (Kalaeloa, Barber's Point)**

The contractor shall provide technical support for the Fleet Test and Evaluation Center (FTEC). Primary programs supported by FTEC include the Shipboard Electronics Systems Evaluation Facility (SESEF), Tactical Network Analysis Center (TNAC), Cooperative Engagement Capability Land Base Test Site (LBTS), and the Fleet Operational Readiness and Accuracy Check Site (FORACS III). (Assume 100 hours of OT)

#### **2.4.1 Operations and Maintenance**

The contractor shall perform operation and maintenance of FTEC equipment which includes: Scheduling operations, support operations, conduct pre-op checks (including crypto loads), perform analysis, troubleshooting, data entry, and maintain equipment. Generate and distribute associated documentation: data, reports, messages, and maintenance logs. Travel and overtime may be required.

#### **2.4.2 Equipment Installation and Repair**

The contractor shall provide technical support for equipment removal, repair, replacement, reinstallation, retest/alignment, and recalibration. The contractor shall provide technical support for installation requirements interface with Fleet, ISEA, and Technical Design Agent (TDA). The contractor shall generate equipment reports and messages.

#### **2.4.3 Technical Proposals and Plans**

The contractor shall generate and brief technical information to FTEC customers and management. The contractor shall assist in the development, proposal preparation, presentation, planning, and managing of program initiatives.

#### **2.4.4 Cryptographic Material**

The contractor shall provide technical support to include handling, loading, storing, documenting, and destruction, of cryptographic material IAW applicable procedures described in Attachment 02.

#### **2.4.5 Systems Engineering Support**

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The contractor shall provide systems engineering support. Support will include troubleshooting, studies, repairs, process development, process improvements, technical briefs/presentations, equipment installation, market research, and maintaining documentation.

#### **2.4.6 Qualifications and Training. (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

The contractor shall provide personnel that is or will be a certified Joint Interface Control Officer (JICO) and has attended or will attend the following courses; Air Defense System Integrator (ADSI) Combination Course and Cooperative Engagement Capability. Contracted personnel will attend other Government sponsored courses and training as necessary to attain/maintain qualifications to support Navy, Joint, and FMS requirements supported by FTEC. Contractor Personnel are required to be certified per the Hawaii FTEC and will maintain certification information per the Certification Manual maintained by the Government. Travel and training will be identified in a Technical Instruction Letter.

#### **2.4.7 Tactical Network Support**

The contractor shall support Joint Multi-TDL network (Navy, Joint, MDA, Coalition, FMS, etc) exercises, operations, and RDT&E missions. Travel and overtime may be required to support these requirements. Travel will be identified in a Technical Instruction Letter.

### **2.5 Magnetic Silencing Facility - (Pearl Harbor)**

The contractor shall provide technical support for operations and maintenance of the Measurement and Treatment Facility. Support shall include systems engineering support for troubleshooting, reverse engineering, operations coordination, technical studies/research, repairs, process development, process improvements, technical briefs/presentations, equipment installation, and market research. (Assume 40 hours of OT)

#### **2.5.1 Magnetic Treatment Facility**

**2.5.1.1** Provide technical support for the operation and maintenance of the mechanical, electrical, sensors, pier, communication, support equipment, weight handling, tools, and storage facilities.

**2.5.1.2** Perform minor repairs in support of the mechanical, electrical, electronics and treatment equipment. Schedule and coordinate with other government and commercial support activities to perform major repairs, including MILCON work. Provide assessments to the Government of quality, progress, and safety of the work.

**2.5.1.3** Update and maintain the equipment preventative maintenance database for both minor and major repairs and when new equipment is installed or replaced.

**2.5.1.4** Maintain inventory of treatment cables and assist in testing movement, preparation, shipment, and disposal.

**2.5.1.5** Maintain site equipment inventory for plant and minor property. Prepare documentation for equipment transfers. Maintain lists of all other test equipment, hand tools, consumables in the store

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room and office area. Monitor equipment calibration, identify those items with upcoming calibration requirement and draft documentation to submit to calibration process. Update records when calibration complete.

**2.5.1.6** Perform pre-operation staging and setup; verify treatment facility is ready to support scheduled operations; assist in treatment operations; and perform post-operation staging and clean up.

**2.5.1.7** Develop technical knowledge and expertise in the operation and maintenance of the treatment system upgrade planned in FY09-FY11 timeframe as part of the Treatment Facility MILCON. Training will consist of engineering drawing review, ISE provided documentation, equipment installation monitoring and on the job training. The contractor will need to maintain security clearance requirements and be ready to support SEAWOLF and VIRGINIA class systems for Alternate Compensatory Control Measures (ACCM) purposes.

**2.5.1.8** Provide technical support for operations at the treatment facility including but not limited to: Powerhouse retirement, diesel lay up, material testing, system upgrades; and troubleshooting, reverse engineering, repairing, and supporting sensor/cable replacement.

**2.5.1.9** Operate Material Handling Equipment (MHE), such as forklifts, to move material and equipment to and from warehouses, pier and/or staging areas.

**2.5.1.10** Perform hazardous material and hazardous waste handling, storage, control, and disposal in accordance with NUWCKPT 5090 Environmental and Natural Resources Program Manual. Maintain inventory of all hazardous material for the site including research for ordering, disposal of out of date material and interface with Region coordinators and State officials that visit the site. Maintain Material Safety Data Sheets (MSDS) for all hazmat.

**2.5.1.11** Maintain a visitor log. Support official and technical support visitors to the site. Describe equipment functionality and explain operational characteristics of the site. Assist technical support personnel with access to site buildings and equipment.

**2.5.1.12** Store classified material at the end of the day in an approved container. Set alarms and secure work areas. If intrusion is detected, notify QAE and contact Base Police. Provide information and support to security personnel and contact Navy Region Hawaii for site repairs (i.e., fences, buildings, etc.)

## **2.5.2 Measurement Facility**

**2.5.2.1** Provide technical support for measurement facility operations by monitoring ship movement schedules, determine the need to measure and analyze the ship's signature, perform data acquisition, perform analysis, update database, update watch list, draft message, and provide draft report. Provide weekly tech brief inputs on platforms ranged. Upload database information to program repository via SIPRNET on a monthly basis.

**2.5.2.2** Perform measurement system preventative maintenance on electrical, electronic, computer and mechanical systems. Maintain inventory of spare parts, coordinate replacement and prepare documentation for disposition of defective material for processing.



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**2.5.2.3** Perform measurement system upgrade including equipment removal/installation, troubleshooting, reverse engineering, repair and sensor/cable replacement.

**2.5.2.4** Update and maintain the equipment preventative maintenance database for both minor and major repairs and when new equipment is installed or replaced.

**2.5.2.5** Maintain site equipment inventory for plant and minor property. Prepare documentation for equipment transfers. Maintain lists of all other test equipment, hand tools, consumables in the store room and office area. Monitor equipment calibration, identify those items with upcoming calibration requirement and draft documentation to submit to calibration process. Update records when calibration complete.

**2.5.2.6** Develop technical knowledge and expertise in the operation and maintenance of the measurement system upgrade planned in FY09. Training will consist of engineering drawing review, ISE documentation, equipment installation monitoring and on the job training. The contractor will also need to maintain security clearance requirements and be ready to support SEAWOLF and VIRGINIA class systems.

**2.5.2.7** Perform hazardous material and hazardous waste handling, storage, control, and disposal in accordance with NUWCKPT 5090 Environmental and Natural Resources Program Manual. Maintain inventory of all hazardous material for the site including reordering, disposal of out of date material and interface with Region coordinators and State officials that visit the site. Maintain Material Safety Data Sheets (MSDS) for all hazmat.

**2.5.2.8** Maintain a visitor log. Support official and technical support visitors to the site. Describe equipment functionality and explain operational characteristics of the site. Assist technical support personnel with access to site buildings and equipment.

**2.5.2.9** Store classified material at the end of the day in an approved container. Secure range computer, SIPRNET and secure communication systems. Set alarms and secure work areas.

### **2.5.3 Shipboard Technical Support**

**2.5.3.1** Perform on board technical support for shipboard degaussing systems to include troubleshooting, training, minor repairs, system calibration, and determining setup and configuration of shipboard degaussing system for optimal magnetic signature reduction. Support will primarily be dockside but may require at sea personnel transfer to complete the tech assist.

**2.5.3.2** Perform distance support to deployed platforms via naval message, voice and/or secure chat on degaussing system troubleshooting, set up and repair.

**2.5.3.3** Shipboard technical support encompasses surface ships with onboard degaussing systems and SEAWOLF/VIRGINIA class submarines.

**2.5.4 Magnetic Treatment Operations (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

**2.5.4.1** The contractor shall provide a qualified Deperm Engineer based on education, experience, and

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formal training for SSN, SSBN, SEAWOLF and VIRGINIA class submarines.

**2.5.4.2** The contractor shall provide Deperm Engineering support for magnetic treatment operations including: preparation of equipment/supplies/facility, ship briefing/preparation, control room operations, system analysis and reporting.

## **2.5.5 Port Operations Technical Support**

**2.5.5.1** The contractor will provide technical support in Pearl Harbor for the operation, data collection, and maintenance of the underwater test equipment (i.e., Remotely Operated Vehicle, side scan sonar, acoustic measurement) for underwater surveys or ship measurement.

## **2.6 Waterfront Operations - (Pearl Harbor)**

The contractor shall support the Submarine C5I Support Branch which is responsible for Combat, Command & Control, Communications & Computer Intelligence (C5I) Pearl Harbor Waterfront support with Branch operations in Hawaii, San Diego, CA, Bremerton, WA, and Guam, with Temporary Duty Station (TDY) support required throughout the Pacific Rim. The contractor shall provide emergent technical support and system grooming to all installed shipboard and shore based C5I equipment. The contractor shall provide guidance and support for selected C5I and post equipment installation system check out. The contractor shall provide administrative and logistics support for the various C5I programs. The contracted support will primarily be in Hawaii but may require travel to support emergent shipboard repair actions. (Assume 870 hours of OT)

### **2.6.1 Imagery and Electronic Warfare Systems (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

The contractor shall provide operational and material readiness support for Periscope, Imaging and Electronic Warfare Systems onboard ship/submarines. The contractor shall troubleshoot, test, maintain, repair, install, remove, replace, upgrade, train, inspect and provide technical support for I&EW systems and interconnecting cabling connections. Systems supported are:

**2.6.1.1** Type-18 Periscope - Troubleshoot and repair the Electronics and Electrical (E&E) Adapter; periscope Eyepiece Box, video system, and head window and Automatic Direction Finder (ADF) antenna and other ancillary Type-18 Periscope equipment masts.

**2.6.1.2** Type-8 Periscope – Troubleshoot, Remove and Replace (R&R) the Extreme High Frequency (EHF) Low Data Rate (LDR) or Medium Data Rate (MDR) Antennas. Electronically troubleshoot the E&E adapter and ancillary Type-8 Equipment.

**2.6.1.3** Integrated Submarine Imaging System (ISIS) - Troubleshoot and repair.

**2.6.1.4** Cluster Swan Imaging System - Troubleshoot only.

**2.6.1.5** Night Owl periscope Imaging System - Troubleshoot and repair.

**2.6.1.6** AN/WLR-8 Electronic Warfare receiver - Troubleshoot and repair.

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**2.6.1.7** AN/BLQ-10 Electronic Warfare receiver - Troubleshoot and repair.

**2.6.1.8** Global Positioning System (GPS) receiver - Troubleshoot and repair.

**2.6.1.9** Submarine Surveillance Equipment Program (SSEP) - Test support

**2.6.1.10** Ship Checks, Pre-Installation Check Out (PICO) testing, System Operation Verification Test (SOVT) in support of submarine modernization and temporary alteration (TEMPALT) installation - Technical and Test support.

**2.6.2 Exterior Communication Systems (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

The contractor shall provide operational and material readiness support for Exterior Communication Systems (ECS) Systems onboard submarines and ships. The contractor shall troubleshoot, test, maintain, repair, install, remove, replace, upgrade, train, inspect and provide technical support for ECS systems and interconnecting cabling connections. Additionally, the contractor shall groom ECS systems in accordance with established NAVSEA Groom Procedures. Systems supported include but are not limited to:

**2.6.2.1** Extremely High Frequency (EHF) Communications Equipment – Troubleshoot and remove or repair.

**2.6.2.2** Ultra High Frequency (UHF) Equipment – Troubleshoot and remove or repair.

**2.6.2.3** High Frequency (HF) Equipment – Troubleshoot and remove or repair.

**2.6.2.4** Low Frequency (LF)/Very Low Frequency (VLF) Communications Equipment – Troubleshoot and remove or repair.

**2.6.2.5** Super High Frequency (SHF) Communications Equipment – Troubleshoot and repair.

**2.6.2.6** Battle Force Tactical Training (BFTT)/Multi-Unit Tactical Training Systems – Troubleshoot, Operate and Repair.

**2.6.2.7** Support Systems, Cryptographic and Ancillary Communications Equipment – Troubleshoot and remove or repair.

**2.6.2.8** Submarine Local Area Network (LAN) groom

**2.6.2.9** Submarine ECS groom.

**2.6.2.10** Other shipboard and shore based systems.

**2.6.3 Process Engineering Support (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

Contractor shall provide process-engineering and technical support for submarine combat system, fire

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control, sonar and other systems as it relates to SHIPALTs, AIT modernizations, and repair and maintenance. (Assume four 120 day installations per year). Support shall include the following efforts:

**2.6.3.1** Attend availability planning and pre-planning meetings as scheduled for US Pacific Fleet (PACFLT) submarines.

**2.6.3.2** Provide modernization technical support on scheduled unit and coordinate with maintenance/repair activities.

**2.6.3.3** Review and edit Memorandum of Agreement (MOAs) to include applicable work control, quality assurance and safety requirements.

**2.6.3.4** Perform shipboard technical support for Submarine installations including Pre-Installation Check Out (PICO) testing, equipment removal, assembly, packing, unpacking, installation, software installation in accordance with ship test plan, troubleshooting, System Operability Verification Testing (SOVT), repair and maintenance.

**2.6.3.5** Provide summary test reports noting tests satisfactorily completed, tests not completed, tests failed and any corrective actions taken. Draft installation completion messages.

**2.6.3.6** Provide timelines, work schedules, schedule updates and other installation planning tools as required to support installation planning and execution.

## **2.6.4 Administration and Logistics Support**

Provide logistic and administrative support for C5I programs. Typical work assignments include:

**2.6.4.1** Prepare and edit technical and administrative documentation. (Assume 50 documents per month.)

**2.6.4.2** Maintain inventory of equipment and supplies. (Assume 200 pieces of equipment and supplies.)

**2.6.4.3** Receive process, reproduce, distribute, route, file, & maintain unclassified and classified technical and administrative documentation. (Assume 500 documents per month.)

**2.6.4.4** Accept delivery of & distribute messages. (Assume 100 messages per month.)

**2.6.4.5** Maintain one visitor sign-in log and clearance book. (Assume 8 visitors per month.)

**2.6.4.6** Perform C5I, Periscope, and Modernization result data entry. (Assume 1,000 entries per month.)

**2.6.4.7** Perform Technical Support Database entry. (Assume 300 entries per month.)

**2.6.4.8** Perform data entry for Branch personnel for Defense Travel System authorizations and claims. (Assume eight travel documents per month.)

**2.6.4.9** Coordinate Supply Requisitions – Input and track requisitions to Industrial Logistics Support

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Management Information System (ILSMIS) and provide status.

#### **2.6.4.10 Maintain Material Safety Data Sheet (MSDS) binder for branch.**

**2.6.4.11** Perform data entry and coordination for Branch training requirements. Input data into Workforce Development System (WDS) and coordinate with Keyport Code 16 Human Resources personnel. Contact vendors/providers (e.g. American Red Cross) to research and set up Branch training. Provide training summaries.

### **2.6.5 Submarine Waterfront Technical Support**

Contractor shall provide submarine waterfront Subject Matter Expert (SME) on Fire Control, Sonar, Electromagnetic (e.g. Periscope, Electronic Warfare, Imaging) and/or Weapon systems to support emergent role expansion in Hawaii and/or San Diego, CA. For estimating purposes, assume one (1) technician will begin in OY1 and a second (2) technician will begin in OY3

### **2.7 Technical Analysis and Assessment Support - (Ford Island)**

The contractor shall provide technical analysis and program support for new and existing sonar, combat control and weapons systems on submarines and surface ships. Technical support shall consist of collection of data, performing analysis, and providing technical and consultative support for projects and program data. In addition, the contractor shall develop/revise and maintain data, and provide reports, recommendations, and related project documentation. Tasks shall support Trusted Agent responsibilities to Commander Operational Test and Evaluation Force (COMOPTEVFOR) and non-COMOPTEVFOR projects also involving data analysis and system evaluation.

#### **2.7.1 Test Data Analysis Support (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

Conduct analysis of project test data. Perform detailed event analysis (timelines, narratives, overall system performance descriptions). Generate and analyze system performance metrics for development of MOE/MOP measures. Compute specified MOEs/MOPs for comparison with thresholds, legacy system performance, etc. Provide reduced/analyzed test data in accordance with format and schedule identified via contractor in box. Generate analysis narratives of test observations and data results to support effectiveness and suitability evaluations. Generate necessary data tables, graphs, and charts to group and tabulate testing data to support system evaluation findings and conclusions. Coordinate with government analysis personnel to complete project requirements. Specific project and schedule will be identified via contractor in box. (Assume four projects each year.)

#### **2.7.2 Software support (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

Design, develop, test, debug, maintain, and update NUWCDP USW Analysis System software and analysis tools (to include existing PAS II, DART, DART II, and VISTA systems). Interface with platform (shipboard/aircraft) system developers to identify existing, updated, and new system data formats. Develop software to read data from platform organic data recording media, extract and format the data in preparation for use with the NUWC USW Analysis System. Provide software development to support maintenance and upgrades to the USW Analysis System and analysis tools. Prepare

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technical documentation providing detail of software development or modification to include user, operator, and program maintenance documentation. Specific development actions will be provided at IPT meetings. Assume 40 modifications/updates will be performed annually.

### **2.7.3 Technical support**

Assess project data collection and analysis requirements to ensure testing and analysis plans satisfy project goals and objectives. Provide recommendations in the technical analysis of USW subsystem performance for fire control, sonar, and weapons systems. Consideration of system technical aspects and performance characteristics including, but not limited to, the fidelity of data collection sources, environmental impacts and limitations, and identification of possible system performance discrepancies should be addressed during analysis. Provide support in the technical considerations of project documentation: program documents, test plans, and reports. Coordinate with the Project Lead to develop and finalize project submittals. Project proposals, submittals and estimates should include a comprehensive list of all data collection and analysis requirements. Provide response to Government's inquiries regarding specifics on technical issues associated with testing, data reduction and analysis methodologies. Devise/construct project test scenarios and target geometries to generate data required to ensure satisfactory resolution of test requirements. Generate interactive, annotated computer replays of all testing events for inclusion in final report (CD-ROM based report). Provide draft reports, or recommendations for, in format and structure consistent with Government reporting requirements. Provide support and recommendations during reviews of data analysis and report drafts. (Assume four (4) projects each year)

## **2.8 Combat Systems CSSQT and USW Test Administrative Support - (Ford Island)**

Using Quality Assurance Evaluator (QAE) provided information and references, provide support for program reporting requirements. Verify, prepare, distribute and maintain documentation and data in accordance with references. Provide ISO support for process flows.

### **2.8.1 CSSQT/USW Reports**

Using government provided rough drafts, provide CSSQT/USW reporting support. Provide draft copy of all reports to the QAE prior to finalization. Reproduce and distribute final reports and/or associated documentation in accordance with QAE provided distribution list.

### **2.8.2 Program Documentation**

Using references, receive, verify/edit, revise/reproduce, maintain, and distribute USW and ASW CSSQT test data, and program technical documentation. The documentation consists of messages, work requests, correspondence, test procedures, test plans, and reports. Documentation will be provided electronically or to the contractor's inbox. For workload planning, assume 30 manuals and reports, 50 correspondence and messages, and 100 other items will be processed on an annual basis. Using references in Appendix 2, update the Code 242 Division Test Operations Schedule in Outlook. Specific information for the schedule will be provided electronically or in the contractor's in-box.

### **2.8.3 ISO Support**

Using government furnished information, prepare and document process flow for Weapon System

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Program Review (WSPR), Test and Evaluation System Program Review (TESPR), Test Objectives (TO), and System Engineering Council (SEC) in ISO 9000 format. Specific information will be provided electronically or in the contractor's inbox. Provide a draft copy to the QAE for review prior to finalization.

#### **2.8.4 Briefing/Presentation Support**

Using government furnished information including rough and/or final drafts, review, revise, update and prepare brief packages, presentation materials, program briefings, handouts, viewgraphs, and related materials. Prepare the weekly Division Tech Brief Inputs based on information provided by the QAE. Develop other briefings for new initiatives and/or proposals based on research of Government requirements. Provide presentation storyboards, supporting scripts and drafts, and prepare and/or compile finished products. Provide draft copies of all briefing materials to the QAE for review prior to finalization. Reproduction and distribution requirements will be identified by the QAE.

#### **2.8.5 Inventory Support**

Maintain an inventory of CSSQT and ASW equipment in accordance with reference. The list includes National Stock Number (NSN), nomenclature, manufacture's name, model number, serial number, description, and status, in contractor's format. Provide a semi annual CSSQT and ASW Test Equipment Inventory Listing to QAE.

#### **2.8.6 CSSQT Admin Support**

In accordance with applicable references and during ship test operations, provide services and functions associated with the operation of the administrative services for Pearl Harbor CSSQT Facility. Work specifics will be provided via the contractor's in basket or by electronic notification. Typical work assignments include:

**2.8.6.1** Provide visitor control for Bldg 171 from 0700-1530. Includes validating security clearance letters, assigning Visitor pass/badge, maintaining sign in/out log for building 171, notifying host of arrival and escorting visitor to host's desk or internal building location, as needed.

**2.8.6.2** Maintain a log, current list, and file of visitor clearances.

**2.8.6.3** Maintain a travel log for Branch Personnel.

**2.8.6.4** Using government-provided data and rough drafts, provide typing and editing of technical and administrative documentation.

**2.8.6.5** Copy, scan, reduce, fax, bind, route, file, distribute, archive, shred, and dispose of applicable technical and administrative documents.

### **2.9 Administrative Office Services - (Ford Island)**

Contractor personnel supporting this task must be proficient in the use of Microsoft Office Suite applications (MS Word, MS Excel, MS PowerPoint, MS Outlook), MS Access, MS Project, MS Visio, MS Front Page, MS Publisher, and Photoshop or similar. The Contractor will be utilizing the

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following business systems: Industrial Logistics Support Management Information System (ILSMIS), Keyport Automated Supply System (KASS), Standard Labor Data Collection & Distribution Application (SLDCADA), Corporate Asset System (CAS), Personnel Directory System (PDS), Executive Business Information System (EBIS), Defense Travel System (DTS), Common Message Processor (CMP), Naval Regional Enterprise Messaging System (NREMS), Defense Message System (DMS), Electronic Key Management System (EKMS), Navy and Marine Corp Intranet (NMCI) and Joint Personnel Adjudication System (JPAS).

**2.9.1 Lead Administrative Services Technical Subject Matter Expert (SME) (This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

**2.9.1.1** The Offeror shall propose personnel that will serve as a technical subject matter expert (SME) on the processes and procedures pertaining to the administrative services supported by this task. He/she will be assigned to one of the positions on this task as a lead subject matter expert (SME) to provide guidance on administrative office functions/services matters.

**2.9.1.2** The Lead SME will participate in LEAN projects involving administrative processes supported by this task order.

**2.9.1.3** The Lead SME is responsible for developing, updating/maintaining, and training contractor personnel on desk procedures for each contracted position on this task.

**2.9.1.4** The Lead SME will develop/document procedures addressing interface of administrative-type processes performed in other sub tasks, and train contractor personnel on such procedures. This may require the Lead SME to travel to remote sites, located on Oahu.

**2.9.2 General Documentation Maintenance**

**2.9.2.1** Information may be provided or may require retrieval, data mining, and extraction from archival systems. The type of data may include financial, personnel, programmatic, or project information that is unclassified, controlled unclassified (CUI), for official use only (FOUO), non-critical/non-sensitive (CONFIDENTIAL), or critical/non-sensitive (SECRET).

**2.9.3 Documentation Preparation**

**2.9.3.1** Prepare general correspondence (memos, letters, naval messages, email), technical papers, manuals and publications (including tables, graphs, charts, metrics, photos, drawings, schematics, videos) instructions, and reports; entering data onto forms and logs, which may be of paper, analog-recorded or digital/electronic media; proofreading documents to ensure proper format is utilized; ensuring typographical and grammatical accuracy; ensuring conformance with procedural instructions (including classification markings, labels); determining that all necessary background material is attached to the file; preparing review/approval signature routing form; routing and tracking document for review/approval signature.

**2.9.3.2** All documents and media shall be prepared in accordance with: NUWCDIVKPT 5216, Correspondence Manual; ANSI Z39.18-1995, American National Standard for Information Sciences – Scientific and Technical Reports – Organization, Preparation, and Production; MIL-STD-38784,



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Standard Practice for Manuals, Technical: General Style and Format Requirements; Government Printing Office Style Manual; SECNAV M-5510.36, DON Information Security Program (ISP) Manual; FOA 5210-01-01G, Code 24 External Documentation Control; FOA 5210-02-01I, Code 24 Internal Documentation Control; FOA 5216-01A, Code 24 Official Correspondence and Naval Message Procedures; FOA 5216-02K, Authorized Signature for Code 24 Official Correspondence and Naval Messages.

## **2.9.4 Documentation Distribution and Maintenance**

**2.9.4.1** Copy, scan, reduce, fax, bind, route, file, distribute, archive, shred, and dispose of applicable documents.

**2.9.4.2** Prepare outgoing CLASSIFIED and UNCLASSIFIED mail for USPS first class, certified, express mail, bulk/consolidated mail, and guard mail handling, in accordance with OPNAVINST 5218.7B, Navy Official Mail Management Instruction; SECNAVINST 5216, Navy Correspondence Manual; and SECNAV M-5510.36, DON Information Security Program Manual; KPT 5218-01 Mail Handling Procedures and Guidelines; KPT 5510.1, Information Security Program Manual. Maintain classified mail logs and follow-up on mail receipt confirmation.

**2.9.4.3** Distribute correspondence and publications, based on subject matter or distribution list or tree stamp, routing slip, or incoming correspondence transmittal form. Includes making photocopies or electronic scanned copies, or CD/DVD-ROM media back-up copies for archiving purposes.

**2.9.4.4** Maintain an accountable documentation control system in accordance with SECNAV M-5210.2, DON SSIC Manual, NUWCDIVKPT 5216, Correspondence Manual.

## **2.9.5 Defense Messaging System (DMS) Services**

**2.9.5.1** Prepare and process Outgoing Navy Messages in accordance with NTP 3, Naval Telecommunications Users Manual using Defense Message System (DMS) preparation software, Common Message Processor (CMP) and the Naval Regional Enterprise Messaging System (NREMS), to transmit messages. Coordinate message documentation corrections with message originator/reviewer (s). Contractor personnel processing messages through DMS are required to complete EKMS account holder training, administered by the Hawaii Detachment EKMS Manager (Code 241).

**2.9.5.2** Maintain an accountable message archiving system of all outgoing messages.

**2.9.5.3** Coordinate the resolution of NREMS system availability programs with Naval Computer Telecommunications Area Master Station (NCTAMS) Pacific and/or the Keyport Code 19 NREMS administrators as needed.

## **2.9.6 Travel Order Support**

**2.9.6.1** From travel information provided by the Government, utilize the Defense Travel System (DTS) to book travel, enter orders, and forward to Government official for approval; prepare travel order amendments, retrieve orders; enter travel claim.

**2.9.6.2** Assist individuals in preparing documentation (i.e., official DOD Travel passport (maroon

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colored), DD 1056, Authorization to Apply for a “No Fee” Passport).

## **2.9.7 Visitor Support**

### **2.9.7.1 Incoming visitors**

**2.9.7.1.1** Coordinate visit requests from official visitors to the Hawaii Detachment sites. Provide location maps and directions. Advise visitor of special and local regional base security notification requirements. Notify Hawaii point of contact/host of impending visit and provide visitor information.

**2.9.7.1.2** Prepare Visitor Base Access Letters, obtain authorization signature, and forward letter to Naval Base Pass & ID Office.

**2.9.7.1.3** Prepare and post parking stall assignments and welcome signs for visitors.

**2.9.7.1.4** Provide visitor control for headquarters Bldg 167 from 0700-1530. Includes validating security clearance letters, assigning Visitor pass/badge, maintaining sign in/out log for building 167, notifying host of arrival and escorting visitor to host’s desk or internal building location, as needed.

**2.9.7.1.5** Maintain a log, current list, and file of visitor clearances.

### **2.9.7.2 Government Personnel Visit Requests**

**2.9.7.2.1** Prepare visit requests for government personnel traveling to external government commands or contractor facilities. Requests shall be processed via the Joint Personnel Adjudication System (JPAS) unless the visited activity requires use of visit request form OPNAV 5521/27, per SECNAV M-5510.30, DON Personal Security Program Manual.

**2.9.7.2.2** Maintain a file for all outgoing visit clearances sent to external government commands and contractor facilities.

## **2.9.8 General Office Administration**

**2.9.8.1** Process incoming general telephone calls. Answer call with proper command greeting and attendant identification (i.e., caller is speaking to contracted personnel). Forward call to intended receiver or take a message, if necessary. Written phone message should be delivered to the intended receiver, or acting designee, with the appropriate urgency.

**2.9.8.2** Receive and post current Bulletin Board information as required.

**2.9.8.3** For common office printers, copiers, and fax machines, replace toner cartridges and/or call for services as required.

**2.9.8.4** Perform appropriate work space maintenance where tasks are performed to ensure a safe working environment. Report facility service requirement (i.e., non-working lights, office electrical power deficiency, and work area safety hazard) to the building supervisor or QAE.

## **2.9.9 Program Financial Management Support**

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### **2.9.9.1 Financial Tracking**

**2.9.9.1.1** Collect information, update databases, and reconcile committed, obligated, and expended transactions to maintain a financial “checkbook” status of project funds under Code 24. Validate data inputs, correct input errors, and generate supporting detail reports. Archive reports and work paper documents.

**2.9.9.1.2** Maintain supporting documentation reports for research and reconciliation purposes, such as: Funds Tracking report, Work Request/Project Order report, travel report, material/equipment/contract purchases report, training report, shipping report, expenditure data report, and payroll labor reports.

**2.9.9.1.3** Perform work in accordance with KPT 7400-01, Timekeeping Manual Procedures and NUWCDP MIS Desk Procedures.

### **2.9.9.2 Timekeeping/SLDCADA Support.**

**2.9.9.2.1** Process SLDCADA inputs.

**2.9.9.2.2** Maintain timekeeping documents (leave requests, military leave orders, etc.) and reports according to document retention regulations. Advise supervisors and employees of missing documents.

**2.9.9.2.3** Process and maintain documentation files for labor timecard corrections, labor cost transfers, special leave records, and outgoing correspondence forwarded to the Keyport Timekeeping Office. \_

## **2.10 Logistics Supply Support - (Ford Island)**

### **2.10.1 Logistics Movement and Courier Support Services**

**2.10.1.1** Provide pick-up and delivery services of mail, guard mail, correspondence and documentation (CLASSIFIED and UNCLASSIFIED), small packages and equipment between operating sites on Oahu (i.e., Ford Island, SUBASE Pearl Harbor, MSF Hospital Point and Waipio Point, SUBTORPIMA West Loch, Fleet Technical Evaluation Center (FTEC) Barbers Point, NAVMAG Lualualei). May require hand carry of CLASSIFIED packages between Oahu operating sites and Kauai Operating Site at PMRF Barking Sands. Transport classified mail in accordance with SECNAV M-5510.36, DON Information Security Program Manual; KPT 5510.1, Information Security Program Manual.

**2.10.1.2** Provide mail courier support for pick-up and delivery of official mail to/from the FISC Pearl Harbor Mail Center (PHMC), Bldg. 476, Naval Supply Center, Pearl Harbor.

**2.10.1.3** Provide package pick-up from local vendors on Oahu to support Supply operations.

**2.10.1.4** Transport HAZMAT or HAZWASTE materials between Oahu operating sites, via public highways. Contractor personnel operating official vehicles, transporting such goods shall meet the U.S. Dept. of Transportation Federal Motor Carrier Safety Regulations, 49 Code of Federal Regulations, Chapter I, Part 177, Carriage By Public Highway; USA PATRIOT Act of 2001; State of Hawaii Department of Transportation regulations pertaining to the same; the City and County of Honolulu Commercial Drivers License Manual; and the City and County of Honolulu Motor Vehicle Operator

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Licensing requirements regarding the operation of vehicles within the City and County of Honolulu. The contractor shall ensure compliance with all applicable laws and regulations pertaining to transportation handling of HAZMAT/HAZWASTE under the contractor's cognizance.

**2.10.1.5** Operate Material Handling Equipment (MHE), such as forklifts, to load/un-load freight or large shipments to/from transport vehicles/trailers and warehouses or staging areas.

## **2.10.2 Outbound Shipment and Transportation Coordination Support**

**2.10.2.1** Process outgoing shipping requests through Keyport Automated Supply/Shipping System (KASS). Pack outgoing non-hazardous materials and equipment for shipment via USPS domestic mail, FEDEX and other small package shipping contracts, freight forwarding services, trucking via flatbed, and containerized boxes. Items are prepared and packed for shipment in accordance with: proper packaging (ESD), DOD 4140.01-M-1, Compliance for Defense Packaging; Phytosanitary Requirements for Wood Packaging Material (WPM); NAVSUP PUB 503, Preservation Packaging & Packing of Military Supplies & Equipment, Vol. 2 with Change 1; NAVSUP PUB 504, Preparation of Freight for Airlift Transportation; NAVSUP PUB 505, Preparing Hazardous Material for Military Air Shipments (a.k.a. Air Force Joint Manual); NAVSUP P700-CNP, Common Naval Packaging (CNP); NAVSUP P-485, Naval Supply Procedures Vol. III, Ashore Supply; APVG-BLB-53, Dept. of Army, U.S. Army Garrison, Hawaii, Standard Operating Procedures, Common Use Land Transportation (CULT); MIL-STD-129N, Military Standard Marking for Shipment and Storage; MIL-STD 1320C (Navy) Truck loading of Ammunitions and Explosives; DON Certificate of Equivalency, NA-05-502A, MK 30 MOD 1 Target; DON Certificate of Equivalency, NA-05-525F, MK 30 MOD 2 EDM TUV Packaged in Extended Container Assembly; DOD 4500.9R-Pt.II, Defense Transportation Regulation, Cargo Movement; International Air Transport Association (IATA) Dangerous Goods Regulations; International Maritime Dangerous Goods (IMDG) Code Vol. 1 & Vol. 2); Emergency Response Guidebook (current year); APVG-GLB-53, Department of the Army, U.S. Army Garrison, Hawaii, Standard Operating Procedures, Common Use Land Transportation (CULT); Code of Federal Regulations Pt. 49; KPT 5510.1, Information Security Program Manual; KPT 4600-01, Transportation of Material; Military Surface Deployment and Distribution Command (SDDC) Electronic Transportation Acquisition (ETA) System, on-line directives for Freight/Cargo. Where specific guidelines do not address shipping requirements, commercial industry standards will be followed.

**2.10.2.2** Research pricing for shipments from servicing freight forwarding companies and provides estimates to the Keyport Transportation Officer Agent. Guidelines are provided at the Electronic Transportation Acquisition (ETA) web-site.

**2.10.2.3** Schedule U.S. Army Common Use Land Transportation (CULT) truck for shipping requests requiring flatbed trailer movements between sites on Oahu, per Dept. of Army, U.S. Army Garrison, Hawaii, Standard Operating Procedures, Common Use Land Transportation (CULT) (APVG-GLB-53). Schedule blocking and bracing services through local FISC/DLA. Perform vehicle inspection, placarding, packing, dunnage, and prepare and sign documents for transportation. Coordinates barge shipment requirements for Hawaii operations. Schedule inter-island barge shipments between Oahu and Kauai.

**2.10.2.4** Track and expedite inbound and outbound material movements using KASS and ILSMIS.

## **2.10.3 Inbound Shipment Support**

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**2.10.3.1** Receiving (Tailgating) Process. Process receipt of shipments dropped off by carrier, courier, USPS, or vendor, in accordance with Code 24 Supply Standard Operating Procedures. Involves verifying proper delivery address on freight bill or manifest; matching packages to the freight bill/manifest; noting discrepancies; refusing shipment if external damages are noted; documenting discrepant shipment and notifying the buyer and receipt control of rejected shipment

**2.10.3.2** Receipt inspection. Unpack material from boxes; inspect material against receipt documents (i.e., packing slip, invoice, DD1348, DD1149, shipping manifest) for correct identification, quantity, material condition, and proper packaging (ESD) in accordance with Code 24 Supply Standard Operating Procedures.

**2.10.3.2.1** For items requiring QA inspection, forward items to Code 24 Material QA Inspector, in accordance with Code 24 Supply Standard Operating Procedures.

**2.10.3.2.2** For personal property requiring accountability in the ILSMIS/Corporate Asset System (CAS) module, forward material to the Code 24 Property Officer for processing.

**2.10.3.3** Stage material for delivery to end user. Notify end user of availability for pick-up.

**2.10.3.4** Forward material and receipt documents to end user; obtain signatures authenticating receipt and acceptance; and submit signed documents to Receipt Control for input in ILSMIS, in accordance with Code 24 Supply Standard Operating Procedures.

## **2.10.4 Warehouse Storeroom Management**

**2.10.4.1** Coordinate assigned storage spaces in warehouses and storage bunkers on Oahu.

**2.10.4.2** Maintain access and key control for assigned areas.

**2.10.4.3** Maintain area housekeeping to meet zone safety requirements (i.e., aisles are clear, fire extinguisher in “good” condition, HAZMAT in proper containers, warning signs properly posted)

## **2.10.5 Wood Preservation Packaging Material (WPM) Program Support**

**2.10.5.1** Perform WPM Site Custodian responsibilities, in accordance with DOD 4140.01-M-1, Compliance for Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM). Maintain inventory and supporting documentation of lumber received, used, and on-hand. Report inventory to DOD centralized Web site and Code 24 WPM Auditor.

## **2.10.6 Property/Equipment Management Support**

**2.10.6.1** Maintain Minor Property and Plant Property Account records in accordance with current Keyport Instructions; Code 24 Supply Standard Operating Procedures. Affix property numbers to designated equipment. Implement property management controls through use of stickers, bar codes, and inventory custody control cards.

**2.10.6.2** Assist in conduct of Triennial Physical Inventory. Gather scanned inventory data. Perform reconciliation of physical counts against inventory database. Record information of “found” inventory.

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Research “not found” equipment to determine disposition.

**2.10.6.3** Perform research of discrepancies and report findings to the Property Manager.

**2.10.6.4** Process equipment, determined to be excess or obsolete, for recycling, reutilization, or turn-in to Defense Reutilization Material Office (DRMO) in accordance with KPT 11016-02, Information Technology (IT) – Related Equipment - Reutilization and Disposal; KPT 11016-04, Non-Information Technology (IT) – Related Equipment - Reutilization and Disposal; KPT 11016-05, Recycling of Scrap Government Resources; Code 24 Supply Standard Operating Procedures; Navy Region Hawaii (CNRH) Guide to Recycling; COMNAVREGHIINST 5090.3\_, Recycling Program For Navy Region Hawaii; and DLA INST DOD 4160.21M, DRMO Turn-in Hawaii. Prepare turn-in documentation for authorization signature. Perform all handling preparation of equipment, documentation for audit visibility and technical research required prior to transfer for reutilization or disposal.

**2.10.6.5** Conduct annual Minor and Plant Property equipment inventory adjustments to the Corporate Asset System (CAS) Database, or applicable ILSMIS Module, due to gains, losses from the above actions.

**2.10.7 Vehicle and Material Handling Equipment Management Support**

**2.10.7.1** Maintain custody of vehicle keys. Maintain and assign vehicles to requestors. Maintain vehicle mileage logs.

**2.10.7.2** Perform vehicle and forklift safety check inspections according to checklists prior to daily use. Guidelines are provided in KPT 11240-01, Implementing Policies and Regulations for Management of Government-Owned/Leased Automotive, Weight Handling, Construction, and Allied Equipment; KPT 11240-02, Material Handling Equipment For Naval Shore Establishments.

**2.10.7.3** Schedule vehicles for maintenance when notification is received.

**2.10.7.4** Keep vehicles clean and fueled.

**2.10.8 HAZMAT/HAZWASTE Handling Support**

**2.10.8.1** Provide hazardous material (HAZMAT) and hazardous waste (HAZWASTE) handling, documentation, inventory, storage, control, and disposal in accordance with OPNAVINST 5090.1, Environmental and Natural Resources Program Manual; KPT 5090-03-01, Hazardous Material Procedures, and Waste Accumulation Point Standard Operating Procedures.

**2.10.8.2** Inspect, label, handle, and store hazardous materials. Maintain an inventory and associated Material Safety Data Sheets (MSDS). Provide technical support and guidance to personnel in implementing hazardous material and waste program requirements.

**2.10.8.3** Establish, label, operate, and inspect waste accumulation point sites. Prepare, document, and coordinate waste disposal. Contractor is required to complete the following HAZMAT and HAZWASTE training.

**2.10.8.4** Hazardous Waste Generation and Handling Training

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A Technical Instruction Letter will be issued for the following:

a. Initial: Introduction to Hazardous Waste Generation and Handling. This 24 hour course, sponsored by the Navy Civil Engineer Corp Officers' School (CECOS), provides information needed by personnel who generate hazardous waste to perform their duties safely and in compliance with legal and Navy policy standards. The Resource Conservation and Recovery Act (RCRA) regulation 40 CFR 262 establishes standards for HW generators.

b. Annually thereafter: RCRA Hazardous Waste Review. Hazardous Waste Annual Refresher, sponsored by the Navy Civil Engineer Corp Officers' School (CECOS), is an 8 hour course that provides hazardous waste workers with updated regulatory and technical information needed to perform their duties safely and in compliance with legal and Navy policy requirements.

#### **2.10.8.5 Waste Accumulation Point Training**

A Technical Instruction Letter will be issued for the following:

a. Initial: Waste Accumulation Point Coordinator Training. This 4 hour initial training on hazardous waste storage, handling, and management requirements to safely manage HW generated, is sponsored by Navy Region Hawaii.

b. Annually thereafter: Waste Accumulation Point Coordinator Refresher Training. This 2 hour refresher training on hazardous waste storage, handling, and management requirements to safely manage HW generated, is sponsored by Navy Region Hawaii.

#### **2.10.9 Fire Safety Support**

**2.10.9.1** Provide technical support in implementing fire prevention and safety program requirements in accordance with KPT 5100.2-11, Fire Warden Program, and NAVSTAPEARLINST 11320.1, Naval Station Pearl Harbor Fire Regulations. Conduct walk-through inspection of working areas. Identify and notify Safety Program Coordinator of fire safety issues where there is a potential danger to human life or damage to government property. Examples of fire safety issues are blocked fire exits, aisles, fire alarms, and electrical panels and pressurized gas cylinders are not secured in upright position, etc.

**2.10.9.2** Perform monthly inspections of fire extinguishers, lighted exit signs, and emergency lights to verify operational condition. Document verification on extinguisher tags. Handle, store, and inventory fire extinguishers. Coordinate replacement and disposal of unusable extinguishers.

#### **2.10.10 General Information**

**2.10.10.1** Contractor personnel supporting this task order may operate Government motor vehicles for the purpose of transporting HAZMAT/HAZWASTE and non-HAZMAT materials; and, therefore, must meet the following qualifications:

State of Hawaii vehicle operator's license for GVWR 15,000 or less.

State of Hawaii Commercial Drivers License C/H (CDL) for transporting HAZMAT/HAZWASTE on public highways.

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## Current Forklift Operator's Permit

**2.10.10.2** Contractor personnel supporting this task order must be proficient in the use of Microsoft Office Suite applications: MS Word, MS Excel, and MS Outlook.

**2.10.10.3** Contractor personnel will be utilizing the following business systems:

Industrial Logistics Support Management Information System (ILSMIS)

Keyport Automated Supply System (KASS)

Corporate Asset System (CAS)

Navy and Marine Corp Information (NMCI)

US Bank Powertrack

## **2.11 Information Technology Support - (Ford Island)**

The contractor shall provide technical personnel to support the Detachment's Pearl Harbor facility (Ford Island, SUBASE, Naval Station). Detachment operations on Kauai will be supported on an as needed basis directed by TI letter.

### **2.11.1 General IT Operational Support (RDT&E Network)**

**2.11.1.1** A receive only pager will be required for the provider technician for obtaining trouble calls at the Pearl Harbor facility. The pager shall be supplied by the Contractor.

**2.11.1.2** Provide and maintain systems configuration documentation of specified Hawaii based RDT&E computer systems.

**2.11.1.3** Provide technical support to Defense Message System (DMS) including NREMS.

**2.11.1.4** Provide legacy Workstation and Server support until transitioned to NMCI (e.g. SIPRNET).

**2.11.1.5** Provide RDT&E Network Related Help Desk support for customer trouble calls including installation, troubleshooting, password reset, preventative and corrective maintenance repair of systems, network cabling (CAT 5/6, Fiber Optic, Thin-wire) and ancillary network equipment (i.e., Routers, switches, wide area connections, etc.)

**2.11.1.6** Provide desktop and peripheral support with software updates, latest virus protection, install information assurance vulnerability alerts (IAVA), bulletins and technical advisories, maintain inventories and logs, operating system service pack updates, system driver updates and perform scans of computer systems.

**2.11.1.7** Provide assistance in the disposition of excess computer related equipment such as hard drive removal, disk wipe or other tasks. Provide assistance in Tri-annual inventory for all of RDT&E computer related items.



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**2.11.1.8** Provide installation and testing of new application equipment that provides physical and logical interface between the disparate transmission media (includes but not limited to computers, routers, switches, hubs, etc).

**2.11.1.9** Provide assistance for facilities layout/liaison services for IT related issues with the Facilities Coordinator for movement of equipment/personnel within the Detachment's facilities.

**2.11.1.10** Provide documentation for shipment services of material/equipment.

**2.11.1.11** Provide customer support via the network, the telephone, or personal on-site visits as part of problem resolution.

**2.11.1.12** Provide support work that may also include life cycle support planning, draft presentation materials, Tech Brief input, charts and metrics, draft technical documentation of procedures, and ad-hoc verbal presentations/training sessions to user groups.

**2.11.1.13** Provide administrative (accounts, login, etc.) and security (folders, files, etc) support for customers.

**2.11.1.14** Provide analysis and resolution of hardware/software interface and interoperability problems as necessary for continued system operation.

**2.11.1.15** Monitor consumable requirements and prepare documentation to order replacements. Hazardous material should be disposed of in accordance with material handling documentation.

## **2.11.2 VTC and Audio Conference Technical Support**

**2.11.2.1** Provide liaison with NUWC DIV KPT Code 19 for installation, upgrade, troubleshooting, maintenance and life cycle support of Video Teleconference (VTC) and audio conference systems.

**2.11.2.2** Provide support for unclassified and classified VTC configuration and troubleshooting as required by end user.

**2.11.2.3** Provide support for scheduling and coordination of Detachment VTC systems.

## **2.11.3 NMCI Move, Add and Change (MAC) Process Support**

Detachment office automation is provided by the Navy Marine Corps Intranet (NMCI) for unclassified (NIPRNET) and classified (SIPRNET) management information systems. There are approximately 250 NMCI computer systems installed at Detachment operations in Pearl Harbor, West Loch, Kauai and at remote facilities. Processing, coordination, tracking, and reporting of MACs are requirements to maintain efficient operations. It is projected that this task will be required beginning in OY2.

**2.11.3.1** Maintain inventory of installed NMCI NIPRNET and SIPRNET systems.

**2.11.3.2** Process, coordinate and track MAC requests through the local and Keyport processes. Assist end user in the preparation of MAC request and identify the applicable CLIN to satisfy the need. Monitor requests to assure management review process is followed for all required approvals.

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**2.11.3.3** Interface and coordinate with NMCI on hardware and software installations with the end user.

**2.11.3.4** Monitor NMCI CLIN updates and changes and provide most current ordering information.

**2.11.3.5** Provide reports on changes in CLINs, open requests, open issues, MACs completed to date.

**2.11.3.6** Provide assistance in planning major system upgrades, improvements and replacements.

## **2.12 MK 48 Torpedo Intermediate Maintenance Activity Support - (Ewa Beach)**

The contractor shall provide support to the Pearl Harbor Torpedo Division (Code 34) located aboard the Naval Munitions Command, Ewa Beach, HI with administrative, information technology and environmental/hazardous material support.

### **2.12.1 IMA Operations Information Technology Support**

Provide technical support for hardware and software systems installed in the facility.

**2.12.1.1** Provide technical support to NREMS.

**2.12.1.2** Provide legacy Workstation and Server support until transitioned to NMCI (e.g. SIPRNET).

**2.12.1.3** Provide analysis and resolution of hardware/software interface and interoperability problems as necessary for continued system operation.

**2.12.1.4** Monitor consumable requirements and prepare documentation to order replacements. Hazardous material should be disposed of in accordance with material handling documentation.

**2.12.1.5** Provide technical support to torpedo program application software such as Technical Data System (TDS), Shop Process Automation System (SPAS), Automated Process Control System (APCS), Torpedo Information Logistics Database System (TILDS), Retail Ordnance Logistics Management System (ROLMS) and other process related software.

**2.12.1.6** Monitor system status for approximately 100 computer systems installed in the facility. Prepare documentation to support movement, addition and removal of systems to support IMA operations.

**2.12.1.7** Provide technical interface with NMCI on system troubleshooting, repair and replacement.

**2.12.1.8** Provide training to IMA contractor personnel on system operation, applications software and network services.

**2.12.1.9** Maintain equipment installed in IMA conference and training rooms including presentation, projection, display and audio and VTC equipment.

### **2.12.2 IMA Operations Administrative Support: (Option item – Attachment 07)**

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The contractor shall provide the following administrative support for the Pearl Harbor Torpedo Division.

**2.12.2.1** Prepare and edit technical and administrative documents and instructions.

**2.12.2.2** Receive, process, reproduce, distribute, route, file, and maintain unclassified and classified documentation

**2.12.2.3** Accept delivery of and distribute messages

**2.12.2.4** Provide courier (mail) services

**2.12.2.5** Perform Defense Travel System travel authorization (orders) and voucher (claim) data entry for Division govt. personnel

**2.12.3 IMA Facility Support (Option item – Attachment 07)**

Perform tracking, monitoring and coordination of IMA facility.

**2.12.3.1** Provide monthly tracking, maintenance and testing of installed CAT 3 overhead cranes.

**2.12.3.2** Provide liaison and coordination with NAVFAC and various Regional activities in support of facility maintenance and repair.

**2.12.3.3** Maintain logs, locks and keys associate with the Lock Out/Tag Out System.

**2.12.3.4** Perform monthly testing and routine maintenance of the security/access control system.

**2.12.3.5** Monitor facility operations to identify energy conservation issues in accordance with power and natural resource conservation guidelines.

**2.12.3.6** Schedule monthly, quarterly and annual testing and maintenance of stand-by generators with NAVFAC.

**2.12.3.7** Coordinate with NAVFAC and contractor maintenance personnel for facility repair work orders and Region personnel for State and Federal inspections.

**2.12.3.8** Perform research for facility repair and maintenance projects. Provide information for review.

**2.12.3.9** Assist in troubleshooting facilities (e.g. ventilation) and associate support equipment related problems.

**2.12.3.10** Schedule, coordinate, monitor and maintain records of all Hot Work required within the ordnance facility.

**2.12.3.11** Maintain custody of vehicle keys. Maintain and assign vehicles to requestors. Maintain vehicle mileage logs.

**2.12.3.12** Perform vehicle safety check inspections according to checklists prior to daily use.

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Guidelines are provided in KPT 11240-01, Implementing Policies and Regulations for Management of Government-Owned/Leased Automotive, Weight Handling, Construction, and Allied Equipment; KPT 11240-02, Material Handling Equipment For Naval Shore Establishments.

**2.12.3.13** Schedule vehicles for maintenance when notification is received.

**2.12.3.14** Keep vehicles clean and fueled.

## **2.13 Hawaii Detachment Infrastructure Support**

### **2.13.1 Detachment Environment Coordinator Support: (Attachment 7)**

**(Option item** –The contractor will be provided 30 days notice prior to option exercise. Assume July 1, 2009 start date.)

The Detachment Environmental Coordinator, located at Ford Island, functions as an on-site liaison of Keyport's Environmental Office, and is responsible for coordinating with Navy Region Hawaii Environmental Departments for environmental issues that may affect the Detachment. Navy Region Hawaii Environmental will coordinate with State and local agencies. The Detachment Environmental Coordinator is a government employee supported by the contractor effort. This effort will include routine visits to various Detachment locations on Oahu and Kauai to perform on-site reviews of compliance with environmental requirements. Findings of these on-site reviews will be reported to the Environmental Coordinator in a draft report.

Examples of environmental programs include, but are not limited to: environmental management system, hazardous materials storage and hazardous waste handling and disposal. Contractor personnel must be proficient in using Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) and Microsoft Visio programs.

2.13.1.1 Review operations compliance with environmental program directives. Includes; follow up on corrections for notice of deficiencies, performing periodic reviews of compliance with hazardous materials and hazardous waste accumulation point storage requirements.

2.13.1.2 Schedule personnel training. Monitors and schedules training sessions to conform to regulatory requirements; identifies availability of external training resources and advises personnel; maintains training certification records to satisfy program requirements.

2.13.1.3 Coordinate collection of information for environmental data calls, and assessments providing draft results for review. Includes; following environmental directives to evaluate environmental aspects and impacts of new or changes to activities and processes.

Reporting Requirements (where format is not provided, Contractor format is acceptable):  
Yearly,

- Notices, training aids, draft reports – assume 18
- Environmental Management System (EMS) and Environmental Quality Assessment reviews - assume 4
- Data Call submissions or assessment drafting - assume 4
- Support Environmental Coordinator on drill events - assume 4

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## 2.13.2 Detachment Industrial Safety Coordinator Support: ( Attachment 7)

**(Option item** –The contractor will be provided 30 days notice prior to option exercise. Assume July 1, 2009 start date.)

The Detachment Industrial Safety Coordinator, located at Ford Island, functions as an on-site extension of Keyport's Safety Office, and is responsible for coordinating Navy Occupational Safety and Health requirements for the Detachment personnel with the Naval Health Clinic Hawaii, Navy Region Hawaii Safety Departments, State of Hawaii, and other local agencies. The Detachment Industrial Safety Coordinator is a government employee supported by the contractor effort. This effort will include routine visits to various Detachment locations on Oahu to perform on-site assessments of compliance with industrial safety requirements. Note: Kauai Operations Site and the MK 48 IMA have separate Safety Point of Contacts and may coordinate their site-specific requirements directly with Keyport's Safety Office, host command support services providers, and other local governmental agencies. Examples of safety programs include, but are not limited to: Zone Inspections; Mishap Investigation, Treatment of Injury or Disease, and Reporting; Personnel Protective Program; Respiratory Protection Program; Ergonomics Program; Hearing Conservation Program; Occupational Health Personnel & Workplace Monitoring; Personnel Medical Surveillance Programs; Industrial Hygiene Survey; Fall Protection; Control and Use of WHE/MHE; and Compressed Gas Cylinders. Contractor personnel must be knowledgeable of the Navy Occupational Safety and Health program; must be proficient in using Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) and Microsoft Visio programs.

2.13.2.1 Maintain and ensure Detachment directives comply with Navy, State, and other local government agency industrial and environmental safety directives. This includes scheduling personnel for medical surveillance exams; follow-up on corrective actions for Notice of Deficiencies; preparing and updating Emergency Action Plans for work areas and buildings; updating official bulletin boards and posting areas with latest notices, posters, and instructions; preparing briefing materials (i.e., viewgraph presentations, audio-visual media) to communicate program information; and scheduling annual Industrial Hygiene Surveys; assisting Detachment employees in documenting workplace safety hazards.

2.13.2.2 Coordinate and monitor issuance and replenishment of Personal Protective Equipment. Includes maintaining an accountable inventory of PPE; providing the Detachment Safety Coordinator with a periodic report of PPE usage; preparing requisitions to replenish PPE inventory for the Detachment Safety Coordinator approval.

2.13.2.3 Schedule personnel training. Monitors and schedules training sessions to conform to regulatory requirements; identifies availability of external training resources and advises personnel; maintains training certification records to satisfy program requirements.

2.13.2.4 Provide workplace design layout to prevent injury to personnel and damage to equipment.

2.13.2.5 Coordinate collection of information for safety data calls, perform assessment, and draft results for review. Prepare report in final format.

Reporting Requirements (where format is not provided, Contractor format is acceptable): Daily

- Directives, SOP, manual reviews and revisions, publications, posters, notices, training aids, assume 40
- Safety assessments, assume 16
- PPE inventory, assume 50 actions
- Data Call submissions, assume 12
- Drill monitoring events, assume 4

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### **2.13.3 Detachment Security Coordinator Support: (Attachment 7)**

**(Option item)** –The contractor will be provided 30 days notice prior to option exercise. Assume July 1, 2009 start date.)

The Detachment Security Coordinator (DSC) functions as an on-site representative of Keyport's Security Officer and is responsible for monitoring security programs to ensure all security requirements are implemented. The DSC, a government employee, shall be supported by the following level of contractor effort. Security Support (Deliverables shall be provided to the DSC or appropriate Division personnel): Contractor personnel must be knowledgeable of Navy Security program requirements; must be proficient in using Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) programs.

2.13.3.1 Monitor and assess Detachment compliance with Navy and Command security directives utilizing a security compliance checklist provided by the NUWCDIVKPT Command Security Office. . This will include routine visits to various Detachment locations on Oahu to perform on-site assessments of security compliance.

2.13.3.2 Maintain and ensure security references applicable to Detachment operations, as identified by the DSC, are available to include security classification guides. Review and assess new directives, SOPs, and manuals and provide recommendations for changes/updates to local implementing documents. Prepare changes/updates for DSC and review.

2.13.3.3 Coordinate and schedule counterintelligence and country-specific briefs.

2.13.3.4 Coordinate information for security related data calls and prepare in final format.

Reporting Requirements (where format is not provided, Contractor format is acceptable): Daily

- Security assessments, assume 12
- Directives, SOP, and manual reviews and revisions, assume 12
- Data Call submissions, assume 20
- Drill monitoring events, assume 4

### **2.13.4 Detachment Weight Handling Equipment Coordinator Support: (Attachment 7)**

**(Option item)** –The contractor will be provided 30 days notice prior to option exercise. Assume July 1, 2009 start date.)

The Detachment Weight Handling Equipment (WHE) Coordinator, located at Ford Island, functions as an on-site extension of Keyport's WHEProgram Manager, and responsible for coordinating Navy WHE operational requirements for the Detachment personnel with the Navy Safety and WHETechnical Authorities. The Detachment WHE Coordinator is a government employee supported by the contractor effort. This effort will include routine visits to various Detachment locations on Oahu and Kauai. Program coordination functions are required to provide inventory, service status, review

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training and qualification, and associated documentation of the WHE program in support of the daily WHE operations and maintenance at the Detachment sites. The contractor shall provide trained and qualified personnel to perform the following tasks.

2.13.4.1 Management Review and Program Policy Support. Assist management and WHE Program Manager with WHE inventory (current and planned upgrades/replacements) and WHE program self assessment at each site. Update records and prepare draft Command correspondence for review as required. Prepare disposition documentation to transfer and dispose of WHE. Assist sites in the acquisition of compliant material of lifting gear used in conjunction with WHE in accordance with requirements defined by NUWCKPT 8020.5-01, NAVFAC P-307 and OP-5.

2.13.4.2 Inspection, Repair, and Maintenance Support. Coordinate the periodic and emergency inspection, repair and maintenance, testing and certification of WHE per established directives and guidance at each site. Tag out inactive equipment and reactivate equipment to support operational requirements as required.

2.13.4.3 Program Inspection and Audit Support. Coordinate with site managers and WHE Program Manager for internal and external audits. External audit conducted annually at each site. Requires coordination, escort and support with NAVFAC Navy Crane Center and NAVFAC service providers during audits. Coordinate visit clearances for external auditors and service providers. Internal audits will be coordinated with site managers and/or WHE Program Manager and include participating in refresher training and qualification, inventory and certification verification. Work with site managers and WHE Program Manager documenting audit results, developing and executing corrective actions for findings.

Reporting Requirements (where format is not provided, Contractor format is acceptable): Daily

- Annual Crane Inspection – Once per year
- Refresher training sessions – 4 per year
- Inventory – 2 times per year
- Periodic Inspection, Repair and Maintenance – 25 items 2 times per year

For estimating purposes, assume 0.25 work year effort.

## **2.14 SAN DIEGO REGION**

### **2.15 Equipment and Material Inventory Management: (North Island)**

The contractor shall provide technical support for the equipment and material inventory management for all programs (e.g. MK 30, SESEF, MSF, WSAT) administered by NUWC Detachment San Diego. Contractor shall use Logistics Information System (LIS) Users Guide, NUWCSITESD TM 93-003, Storeroom Standard Operating Procedures in support of Material Inventory task. The contractor shall:

**2.15.1** Provide typical storeroom functions, e.g., inspect, tag/label, store, issue, transportation, research

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material and equipment and generate Material Service Requests (MSR).

**2.15.2** Maintain equipment and material inventories in associated following databases, but not limited to: Pinger, Logistics Information System (LIS), Supply Logistics System (SLS), ILSMIS (Integrated Logistics Management Information System), Consolidated Equipment Database.

**2.15.3** Maintain shelf-life material and records.

**2.15.4** Generate and maintain associated documentation: condition code and shipping records. Material requisitions support includes research, material safety data sheet (MSDS) research, and obtaining vendor quotes. Prepare documents for HAZMAT shipments.

**2.15.5** Provide equipment calibration process support, e.g., maintaining calibration recall system and processing documentation and equipment going to and from calibration facility.

**2.15.6** Provide calibration services to equipment. This includes pick up and delivery. Ability for one day turnaround for special requirements. Services traceable to the METCAL standard. The contractor shall have the ability to conduct on-site calibrations. The calibration laboratory facility should be located within San Diego County.

**2.15.7** Maintain all Hazardous Material/Waste (HAZMAT/HAZWASTE) processes: e.g, inventory, tagging/labeling, storage, MSDS binder, HAZWASTE documents. The contractor shall maintain a HAZWASTE accumulation site(s) and process HAZWASTE for disposal in accordance w/ local and federal regulations.

**2.15.8** Pack, crate and palletize outgoing shipments. This includes processing shipping documents, assist in expediting and locating shipments, entering data into KASS, and researching of carriers. Shipments may extend beyond NUWC Det San Diego material and equipment.

**2.15.9** Process for disposal excess/surveyed equipment/material and expired shelf-life material.

**2.15.10** Track precious metals

**2.15.11** Conduct inventory surveys as required by government representative. This would include, but not limited to triennial, cycle count, and physical inventory.

**2.15.12** Transport equipment and/or materials, whether storeroom originated or otherwise, between government designated locations. For example, equipment from San Clemente barge being delivered to/from storeroom facility.

## **2.16 Fleet Test and Evaluation Center - (Point Loma)**

The contractor shall provide technical support for Fleet Test and Evaluation Center (FTEC) located on Naval Base Point Loma, San Diego, CA and Ediz Hook, WA. The FTEC government site lead is responsible for overall technical oversight of the FTEC testing. Current programs/projects supported by FTEC include the Shipboard Electronics Systems Evaluation Facility (SESEF) and Shipboard Hawklink Simulator. Short term testing for other projects is periodically supported for customers such as SPAWAR. New capabilities or improved capabilities will be added to FTEC as they are provided



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by the Navy. Technical support includes scheduling and conduct of test operations and maintenance of FTEC equipment. (Ediz Hook support is limited to equipment installation, troubleshooting, and corrective maintenance only. Maintenance Actions at Ediz Hook will be provided by a TI Letter.) (Assume 300 hours of OT)

**2.16.1** Conduct operations and equipment maintenance: schedule operations, support operations, conduct pre-op checks (include crypto loads), perform analysis, data entry, and maintain equipment IAW planned maintenance schedule. Generate and distribute associated documentation: data, reports, maintenance logs, etc. Provide technical support to Fleet participants during test.  
**(This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

**2.16.2** Equipment installation and repair: The contractor shall provide technical support for equipment removal, repair, replacement, reinstallation, retest/alignment, and calibration. The contractor shall provide technical support for installation requirements including interface with the fleet, In-Service Engineering (ISE), Technical Design Agent (TDA), and other activities.

**2.16.3** The contractor shall generate associated messages and reports. Prepare test results, analyze data, and perform data entry of test results into the FTEC/SESEF databases.

**2.16.4** The contractor shall prepare material unclassified and classified (up to secret) for transmittal to other activities. This includes proper wrapping and documentation.

**2.16.5** The contractor shall assist with generation and briefing of (as scheduled) technical information to FTEC customers and management. The contractor shall assist in developing, proposing, presenting, planning, and managing program initiatives.

**2.16.6** The contractor shall provide technical support to include handling, loading, storing, documenting, and destruction, of cryptographic material IAW applicable procedures.

**2.16.7** The contractor shall provide systems technical support. Support will include troubleshooting, studies, repairs, process development/improvements, technical briefs/presentations, and market research.

**2.16.8** Additional Hawklink support: The FTEC Hawklink system simulates the shipboard data-link system to evaluate aircraft data-link operability and performance. The contractor shall provide technical support for aircraft data-link confidence tests. In addition to tasking described above in support of Hawklink testing the contractor shall:

**2.16.8.1** Perform bi-weekly visits to HSL/HSM squadrons to determine testing opportunities, assist in maintenance/testing planning, and provide trip report to government leads.

**2.16.8.2** Process data (post-test) and perform analysis.

**2.16.8.3** Generate a monthly summary report.

## **2.17 Magnetic Silencing Facility (MSF) - (Point Loma)**

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The contractor shall provide technical support for Magnetic Measurements, Magnetic Treatment and Shipboard Technical Assistance. Support is primarily for MSF San Diego, but may require support at MSF Bangor or MSF Pearl Harbor as required. Contractor may be required to attend training courses and participate in training events at locations CONUS and OCONUS. Travel may be required, CONUS and OCONUS, in support of magnetic testing, treatment and calibration. If travel is required, a TI letter will be provided to address location. (Assume 200 hours of OT).

**(This position has been designated as ‘Key Personnel’; Resume is to be submitted in accordance with instructions set forth in Section L)**

### **2.17.1 Magnetic Measurement Facility**

In support of operations and maintenance at the Magnetic Measurement Facility, the contractor shall:

#### **2.17.1.1 Schedule operations and maintenance requirements**

#### **2.17.1.2 Conduct operational support and ensure equipment is stable and ready prior to operation.**

**2.17.1.3** Analyze data at completion of event and enter into MSF database. Conduct monthly data processing requirements, e.g., upload/download data monthly to MSF Server. Generate reports/messages.

**2.17.1.4** Conduct Maintenance IAW PMS, technical and manufacturer’s manual(s). Contractor shall keep (Planned Maintenance System) PMS updated. Contractor shall complete PMS maintenance logs to document work performed. Maintain MSF related equipment in MSF main building, cat-walk, off-shore platforms, and underwater sensors and hardware. Maintenance of equipment also extends to new equipment added during duration of contract. Contractor shall manage Hazardous Material/Waste handling program and ensure compliance with all federal, state and local regulations and requirements.

**2.17.1.5** Conduct troubleshooting, isolation and repairs to electrical/electronic systems. Typical support includes, but is not limited to electronic measurement systems. Support includes all aspects associated with equipment repair support, e.g., removal, replacement, reinstallation and alignment.

### **2.17.2 Magnetic Treatment Facility**

In support of operations and maintenance at the Magnetic Treatment Facility, the contractor shall:

**2.17.2.1** Conduct operational support and ensure all required equipment, e.g., power distribution systems for deperm and calibration functions, cables, Instrument Room electronics, Machine shop equipment, air supply systems, and in-water systems are ready and stable. Perform duties as Calibration Coordinator for test equipment and electrical/electronic systems, Verify consumables are sufficient to conduct operations. Remediate as needed. Perform mobilization and demobilization of treatment cables in support of magnetic treatment operations.

**2.17.2.2** Perform as rigging and unrigging section leads during magnetic treatment operations. Coordinate with ship’s force in the conduct of duties.

**2.17.2.3** Conduct Magnetic Treatment Instrument Room Operations, Magnetic Treatment Measurement System operations, electrician, and power distribution operations.

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**2.17.2.4** Conduct equipment maintenance IAW PMS. Contractor shall be 3M coordinator qualified and keep PMS updated and install Force Revisions. Maintain MSF related equipment in all MSF buildings, e.g., underwater electronics, loops and hardware. Maintenance of equipment also extends to new equipment added during duration of contract. Contractor shall complete PMS maintenance logs to document work performed. Contractor shall be licensed and operate forklifts.

**2.17.2.5** Conduct repairs/checks to mechanical and electrical systems. Typical repairs include, but are not limited to pumps, electronic measurement systems, junction boxes, cable runs, machine shop equipment, air compressor/system.

**2.17.2.6** Maintain cable storehouse. Contractor shall ensure sufficient size and number of cables to wrap ship are available in satisfactory condition. Contractor shall contact government representative and correct any deficiencies that would preclude satisfactory treatment operations. Contractor shall manage the Hazardous Material/Waste handling program, the Weight handling program, the Fire and Safety programs, and ensure compliance with all federal, state and local regulations and requirements.

**2.17.2.7** Conduct troubleshooting, isolation and repairs to mechanical and electrical/electronic systems. Typical support includes, but is not limited to pumps, electronic measurement systems and power distribution systems. Support includes all aspects associated with equipment repair support, e.g., removal, replacement, reinstallation and alignment.

**2.17.2.8** Contractor shall provide minor logistics support for new and upgraded equipment installations for EMR and ADS (Advanced Degaussing System) in and around existing buildings/structures, new buildings, and the MSF pier.

### **2.17.3 Shipboard Technical Assistance**

In support of magnetic measurement and treatment support, the contractor shall:

**2.17.3.1** Coordinate shipboard technical assistance program to ensure timely resolution of all ship degaussing system problems. Provide on-board technical support to troubleshoot, repair, and assist ship's force with restoring their degaussing systems to full operability. Provide training in the operation and maintenance of same systems.

**2.17.3.2** Provide Distance Support to ships to verify proper set up and operation of degaussing systems. Analyze equipment operation based on data provided via Naval message or by other means.

**2.17.3.3** Provide pre-magnetic treatment operations support to validate degaussing system operation, e.g., correct turns, polarity, etc.

### **2.17.4 Technical Support**

**2.17.4.1** Interface with customers, e.g. Fleet, ISE, TDA. Communicate with outside commands via Naval messages, technical reports, phonecons, etc.

**2.17.4.2** Provide MSF Technical Expertise, e.g. assist government personnel in developing technical briefs and presenting program initiatives; and conducting trend analysis.

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**2.17.4.3** Provide MSF Systems Engineering Support. Contractor shall coordinate with ISE/TDA in completing engineering changes.

### **2.17.5 Maintain and Operate Small Boats**

The MSF has one 22 ft Boston Whaler w/ twin outboard engines, one 18 ft boat with a single outboard engine, and a 16 ft boat with a single outboard engine. The contractor shall:

**2.17.5.1** Perform Boat and Trailer Maintenance IAW PMS. Contractor shall keep PMS updated based on equipment on-site. Make all necessary repairs based on coordination with government representatives.

**2.17.5.2** Complete PMS maintenance logs to document work performed.

**2.17.5.3** Perform functions necessary to operate small boat(s). Boat driver needs to be Coast Guard certified for safety and operations of small boat. Anticipate boat will be used for 60 events per year at 4 hours per event. The contractor will provide training to other personnel in small boat operations.

### **2.18 Program Information and Management Support**

The contractor shall provide program information and program management support for new and existing programs and projects such as FTEC, SESEF, SSRNM, MSF, MK 30 Targets, and UTRE. Program information shall consist of collection of data, performing analysis, and providing technical support for projects and program data and naval messages. Software development is required to support data products. Program management support consists of retrieving, researching, and collating financial data for the Division and providing financial status reports. Services are primarily conducted at government facilities in San Diego, but may require periodic travel.

#### **2.18.1 Program Information**

**2.18.1.1** Provide software development for NUWC SD programs and operations. Provide software configuration management, software modification, integration and support; the contractor shall provide for hardware integration and testing, and provide planning and analysis.

**2.18.1.2** Provide data input/transfer/update for existing Division databases and websites as follows:

Magnetic Silencing Data System (data transfer multiple times /month)

Magnetic Silencing Analysis/Readiness System

Fleet Tests Mgmt/Data Exchange System (data transfer once / month)

Public Work Job Order Log

Operating Site Data System

Library Tracking System

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SOCAL Logistics System

Qualifications Data System (periodic input)

Battery Shop Inventory/Log

Hazmat Inventory Management System

SESEF Tests Mgmt

SESEF Data Exchange System (data transfers weekly)

Hawmlink Data Collection System

Code 25 Comprehensive Budget/ Financial Status System (input weekly)

Fleet Material Readiness/Performance/Metric Tracking Website. (update with new data reports several times / week)

**2.18.1.3** Provide data, information, metrics, and reports in response to internal and external data-calls.

**2.18.1.4** Retrieve and print naval messages via SIPRNET upon request.

## **2.18.2 Program Management**

**2.18.2.1** Access the following financial and data systems to retrieve, research, update, and report on financial and other data relevant to Division projects, programs and initiatives: BOXI (Business Objects Enterprise XI), Infoview, EBIS, SOS, ILSMIS, MASTERS, etc. Retrieve work requests and funding documents.

**2.18.2.2** Maintain and distribute a weekly Division financial summary report consisting of the following fields at a minimum; JON, creation and expiration dates, amount funded, balance, labor, SCCs, material, tech services, WR, travel, shipping, and vehicles. Report shall alert customers when JON is 45 days within expiration and when balance is less than \$

**2.18.2.3** Retrieve and distribute a weekly TPM financial report from MASTERS.

**2.18.2.4** As requested conduct fund research to the level of expense elements, including searches for erroneous and unaccounted transactions.

## **3.0 PERFORMANCE REQUIREMENTS**

The following performance requirements table summary shows the mission critical items for performance under this contract. General management, technical and administrative requirements are defined and applicable to all tasks (Items 1 and 2). Task specific items are also identified that will be used to evaluate contractor performance in addition to the general requirements.

	Performance Objective	SOW PARA	Performance Requirement(s)
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1.	Management (Will Be Evaluated at Each Individual Sub Task Level)	2.1	<p>Effective communication between Contractor Representative &amp; QAE on technical, financial and scheduling issues</p> <p>Resolve management issues in a timely manner</p> <p>Qualified and cleared personnel are provided and replaced in a timely manner</p> <p>Financial reports are accurate and provided on time. 75% funded expended report issue within one week of threshold.</p> <p>Perform supervision and management of personnel, correcting performance issues in a timely manner</p>
2.	Technical and Administrative Task Execution (Will be Evaluated at Each Individual Task Level)	2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11	<p>Perform tasks to meet mission administrative, technical and schedule requirements in accordance with established process and procedures</p> <p>QAE notified immediately when requirements can not be met</p> <p>Performs tasks in accordance with all safety, security, environmental and administrative regulations</p> <p>Deliverables shall be accurate, complete, on time and meet established quality assurance requirements</p> <p>Technical documentation, logs and records are up to date and complete</p>

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			<p>Deliverable defects and deficiencies shall be corrected in a timely manner</p> <p>No repetitive validated customer complaints concerning timeliness, accuracy, or completeness of products</p>
3.	Fleet Test and Evaluation Center (Additional)	2.4	<p>Perform cryptographic functions in accordance with established procedures with no violations</p> <p>Maintain FTEC unique qualification requirements</p>
4.	Magnetic Silencing Facility (Additional)	2.5	<p>Maintain technical qualification requirements for Deperm Engineer</p> <p>Maintain ACCM requirement for submarine programs</p>
5.	Hazardous Material/ Hazardous Waste in compliance (Additional)	2.3.4, 2.5.1, 2.5.2, 2.6.3, 2.10.1, 2.10.8, 2.10.10	<p>MSDS binder is complete and inventory up to date and accurate</p> <p>Hazmat is properly transported, labeled &amp; stored</p> <p>Hazwaste is properly disposed of</p>
6.	Lead Administrative Technical SME (Additional)	2.9.1	<p>Provide SME oversight of all administrative services</p> <p>Develop, document, update and maintain procedures for administrative processes</p>
7.	Logistics Supply Support (Additional)	2.10.1	<p>Maintain MHE certification and CDL vehicle license</p>

#### **4.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

**4.1** The government will provide the contractor access to government workspaces, workstations, equipment/vehicles, documentation and information necessary for work item performance.

**4.2** When it is determined to be advantageous, government furnished material (GFM) for contractor

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use; the GFM will be transferred to the contractor and returned to the Government via a DD1149. A government signature is required on the DD1149 upon return, and a copy shall be provided to the Government Property Administrator (GPA).

**4.3** Contractor procured and furnished material shall be transferred using a DD1149.

**4.4** At this time, no GFM has been identified for transfer.

**4.5** It is not the government's responsibility to develop private contractor employees. In the event that a one time training event is required, or that training specific to the government that cannot be obtained commercially is required, a Technical Instruction Letter will be issued to the contractor for the training.

**4.5.1** Known Requirements:

**4.5.1.1** Course title- Transportation of Hazardous Material

**4.5.1.2** Course title- Transportation of Hazardous Material, (Refresher course)

**4.5.1.3** Course title- Hazardous Waste Operations (HAZWOPER)

**4.5.1.4** Course title- Hazardous Waste Review

**4.5.1.5** Course Title- Introduction to Hazardous Waste Generation and Handling

**4.5.1.6** Course Title- RCRA Hazardous Waste (Refresher course)

**4.5.1.7** Course Title- Waste Accumulation Point Coordinator Training

**4.5.1.8** Course Title- Waste Accumulation Point Coordinator Refresher Training

**4.5.1.9** Course Title – Electro Static Discharge Training

## **5.0 GENERAL INFORMATION**

### **5.1 Administrative**

#### **5.1.1 Property Management**

The contractor shall perform administrative services necessary to perform the work to include, but not limited to property management, quality control, maintenance of accurate and complete records, files, physical control of applicable publications, e.g., Federal, State and local regulations, codes, technical manuals and manufacturer instructions.

#### **5.1.2 Management Plan**

The contractor shall establish and maintain a management program during contract performance, incorporating details of all major paragraphs of the SOW. The management plan must reflect an understanding of all tasks and performance objectives specified in this SOW and describe an approach



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to satisfy these requirements. As a minimum, the plan shall identify all contractor resources; i.e., equipment, material, supplies, and staffing plan on how these resources will enable the contractor to meet performance objectives. The management plan is a deliverable of the resultant Task Order and shall be delivered as described in Attachment 03.

### **5.1.3 Contractor Employees**

The contractor shall provide necessary personnel to accomplish all contract work and services within the government specified timeframes. The contractor shall provide personnel with qualifications, necessary licenses, certifications, training, experience levels and security clearances that are required, including Federal, State and local laws and regulations. Evidence of required qualifications, necessary licenses, certifications, training, experience levels and security clearances shall be supplied. Contractors must have the ability to effectively communicate (both verbally and written) to all applicable parties.

### **5.1.4 Environmental Compliance Requirements**

**5.1.4.1** The Contractor shall comply, and ensure that all subcontractors comply, with all applicable environmental federal, state, and local laws and regulations and Navy policies, instructions, plans, and ISO 14001 Environmental Management System. The contractor shall comply with all federal, state, local and Navy environmental compliance training requirements. The contractor shall comply with all environmental regulatory agency permit conditions and consultation requirements. The contractor shall be liable for all of their Notice of Violations (NOV), fines, penalties, and corrective actions imposed by federal, state or local environmental regulatory agencies due to the contractor's inability to comply with environmental requirements. The contractor shall provide verbal notification to the TOM and the Government Technical Representative (GTR) within 24 hours of receiving a NOV or equivalent followed by written notification within three (3) workdays of receiving a NOV.

**5.1.4.2** Hazardous Waste and Material Control/Handling. The contractor shall comply with all Navy instructions applicable, e.g., but not limited to KPT 5090-09H Hazardous Waste Management Program and NUWCDIVPT 5090H, Environmental Program Policy and Manual, NUWCDHINST 4110.1C, Code 90 Hazardous Material Control Program, NUWCKPTINST 4110.2A, Hazardous Material Control and Management NUWCDHINST 5090.1D, Code 90 Environmental Protection and Compliance Program, NUWCKPT Directive 5090, Environmental Program Policy and Manual, and OPNAVINST 5090.1C Environmental and Natural Resources Program Manual.

### **5.1.5 Safety**

The contractor shall comply with the latest applicable federal and state laws, regulations and management plans and requirements regarding occupational safety and health. In the event that safety laws, regulations or requirements change during the term of the contract, the contractor is required to comply as such laws come into effect.

Work to be performed under this contract must be accomplished in accordance with safety and health standards and directives pursuant to the Occupational Safety and Health Act of 1970, Public Law 91-596. Numerous safety and health standards exist that apply to operations at NUWC Keyport. These include but are not limited to: 29 CFR 1910 General Industry Standards, 29 CFR 1915 Maritime Standards, 29 CFR 1926 Construction Standards, WAC-296-24-14529 General Safety and Health Standards (Washington State), EM385-1-1 Safety and Health Requirements Manual (U.S. Army

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Corps of Engineers), Unified Facilities Guide Specifications UFGS-01 35 26 (April 2008), and the Station Occupational Safety and Health Manual (including references cited therein), and the safety documents in Appendix B. General information for contractors, including a short list of references, in the 'Occupational Safety and Health Booklet for Contractors and Visitors'; available from the Safety Department.

### **5.1.6 Quality**

The contractor shall establish, plan, develop, document, implement and maintain a quality system that ensures the product or services conform to the specified contract technical requirements or ISO 9001 or latest. The contractor shall provide and maintain an inspection system acceptable to the government covering the services under the contract. The contractor shall implement procedures to identify and prevent defective services from recurring. As a minimum, the contractor shall develop quality control procedures that address the areas identified in section 3.0 above.

### **5.1.7 Required certification**

**5.1.7.1** As required for performance of SOW the following certifications are required:

forklift license

solder certification

class B Drivers license,

DOT hazardous waste authorization shipping certification

Explosives Handling Certification

### **5.2 Technical Instruction Letters**

Based on the requirements contained in the statement of work (SOW), the contractor shall be issued Technical Instruction Letters by the Task Order Manager (TOM). The contractor shall ONLY accept officially approved TI Letters. All approved TI Letters will be signed, dated and provided by the TOM. The TI Letter may be signed electronically.

TI Letters shall be issued for the purposes of providing specific in-scope tasking requirements/clarifications. TI Letters shall not be used to change the terms and conditions of the Task Order. TI Letters shall not change, add or delete any of the requirements stated in this SOW or change the intent of the SOW. TI Letters shall not authorize Personal Services.

All changes to the SOW shall be authorized by the Contracting Officer by means of a properly executed modification. Contractors shall immediately and before taking action, notify the Contracting Officer if a TI Letter is issued which they believe changes the requirements of the SOW. A sample TI Letter has been provided with this SOW.

### **5.3 Performance of Service during Emergency**

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In the event of a national emergency, contractor personnel may be required to support ongoing operations.

### **5.3.1 Emergency Requirements**

The contractor shall have a manager or designee available by phone/pager to support schedule changes. The manager shall be able to respond to contingencies within 24 hours to support emergencies. An emergency recall list shall be provided to the Task Order Manager and local GTR for the Hawaii and San Diego Regions.

### **5.3.2 Closures**

During periods of government closure due to Acts of God, Christmas Shutdown, National Day of Mourning no direct charges will be allowed for contractor personnel unless work is performed.

## **5.4 Hawaii Region**

### **5.4.1 Hours of operation**

Normal hours of operation are from 0700-1530, Monday through Friday, except Federal holidays. Alternate work schedules (such as 5-4-9 schedules) must be approved in writing by the TOM.

### **5.4.2 Overtime**

Overtime may be required to support emergent requirements. Approximately 1,010 hours of overtime is anticipated (this is inclusive of what is listed in the SOW for the base year. Overtime is expected to increase to 1210 in Option Years one and two and to 1410 in Option Years three and four.). The contractor shall provide a monthly accounting of Overtime hours used with respective justification. The SeaTom will maintain oversight of OT usage in accordance with FAR 22.103-4(h) by monitoring the amount of OT used by sub-task on a monthly basis and looking for trends in OT usage. Overtime that is not approved in advance shall not be authorized for payment. Should the need arise in such a manner that written authorization is not possible, a verbal authorization shall be obtained from the Contracting Officer (KO) to be followed up in writing within three (3) working days.

### **5.4.3 Security requirements**

#### **5.4.3.1 Security Classification of Equipment, Components, Spaces and Documents**

The Equipment, Space or Document may be classified and subject to the applicable provisions of DOD 5220.22M, Industrial Security Manual; DoDD 8100.02, Use of Commercial Wireless Devices, Services, and Technologies in the DoD Global Information Grid; SECNAV M-5510.36, DoN Information Security Program Manual; SECNAV M-5510.30, DoN Personnel Security Program Manual; NUWCDIVKPT 5510, Information and Personnel Security Programs; KPT Physical Security Program Manual 5530.1; and NUWCDIVKPT 5239, Information Assurance Program. Contractor personnel supporting this task order who require access to classified Spaces, Equipment, or Documents will require a security clearance equivalent to the level of access required to complete assigned duties.

#### **5.4.3.2 Contractor personnel supporting this Task Order require a security clearance level of **Secret****

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with the following exceptions. Personnel supporting cryptographic material at FTEC require a security clearance level of **Top Secret**. Personnel performing technical analysis/assessment of certain highly classified systems require a security clearance level of **Top Secret**. Personnel supporting MSF will require a security level of **Secret** and Alternative Compensatory Control Measure (ACCM) for submarine systems.

#### **5.4.3.3 Spaces: Up to Top Secret**

#### **5.4.3.4 Equipment: Up to Top Secret**

#### **5.4.3.5 Documents: Up to Top Secret**

#### **5.4.3.6 Security Education:**

Cleared contractor personnel supporting this task order who are embedded in government work spaces are required to participate in the command's security education program, as required by SECNAV M-5510.36.

#### **5.4.3.7 Information Assurance:**

Contractor personnel supporting this task order who require access to DoD Information Systems are required to receive and complete initial IA orientation awareness training before being granted access to the system(s), and annual IA awareness training to retain access, as required IAW DoD 8570.01-M and DoDI 8500.2 E3.3.7. Access requests to DoD IT systems will utilize OPNAV 5239/14(July 2008) SAAR-N form.

**5.4.3.8** Contractor personnel requiring privileged access to DoD systems (e.g.- System Administrators) are required to meet the following additional Information Assurance performance requirements. In accordance with SECNAV M-5510.30 Paragraph 5-3, subparagraphs b(6)(a), b(6)(e), b(6)(f), b(6)(g), and Exhibit 5A, Performance requirements are at the IT-1 Critical Sensitive position. The IT-1 positions require full positive adjudication of a Single Scope Background investigation. Additionally, per DOD Manual 8570-1M Tables C3.T4, C3.T5, Paragraphs C7.3.4 and AP3.1.5, performance requirements will be set at the Information Assurance Technical level (IAT) II and all training and certification specification are required to be met within 6 months of any currently contracted employee and must be met within 6 months of any newly reporting personnel being assigned.

#### **5.4.4 Annual Travel Requirements:**

Video Teleconferencing (VTC) will be used to the greatest extent possible. Local travel on and around the island of Oahu and travel to Division operations on the island of Kauai and the Continental United States will be required in the performance of this contract. Travel to foreign countries may also be required. All travel will be in accordance with the Joint Travel Regulations (JTR)

All travel must be approved in advance by the TOM.

For proposal purposes, assume travel costs originating from Oahu, HI at

For information purposes only, travel is anticipated as follows:

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Destination	# of people	# of days	# of trips	Task
Kauai	1	1	3	2.3
Kauai	1	1	2	2.4
San Diego, CA	1	3	1	2.5
Kings Bay, GA	1	5	2	2.5
Norfolk, VA	1	3	1	2.5
Everett, WA	1	5	1	2.6.1
San Diego	1	15	1	2.6.2
Guam	1	15	1	2.6.2
San Diego	1	10	1	2.6.4
Kauai	1	1	2	2.7
Keyport, WA	1	5	1	2.7
Kauai	1	2	4	2.9
Kauai	1	1	4	2.10
Kauai	1	1	6	2.11
Local Travel	1		200	2.3 – 2.11

## 5.5 San Diego Region

### 5.5.1 Hours of operation

Normal hours of operation are from 0700-1530, Monday through Friday, except Federal holidays. Alternate work schedules (such as 5-4-9 schedules) must be approved in writing by the TOM.

The contractor shall maintain a recall list for critical functions as designated in TI letter. Response time shall be within 24 hours. At times the contractor will need to schedule employees to work other than normal duty hours based on government launch schedules and priorities, as provided by government technical representative.

### 5.5.2 Overtime

Overtime may be required to support emergent requirements. Approximately 500 hours (this is inclusive of what is listed in the SOW) of overtime is anticipated annually and authorized for execution. The contractor shall provide a monthly accounting of Overtime hours used with respective justification. The SeaTom will maintain oversight of OT usage in accordance with FAR 22.103-4(h) by monitoring the amount of OT used by sub-task on a monthly basis and looking for trends in OT usage. Overtime that is not approved in advance shall not be authorized for payment. Should the need arise in such a manner that written authorization is not possible, a verbal authorization shall be obtained by the KO to be followed up in writing within three (3) working days.

### 5.5.3 Security requirements

**5.5.3.1 Security Classification of Equipment, Components, Spaces and Documents:** The Equipment, Space or Document may be classified and subject to the applicable provisions of DOD 5220.22M, Industrial Security Manual; SECNAV M-5510.36, DON Information Security Program Manual; SECNAVINST 5510.30A, DON Personnel Security Program Manual; NUWCDIVKPT 5510, the Information and Personnel Security Program Manual; the NUWCDIVKPT Physical Security Manual

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5530; and the NUWC Information Assurance Program Manual, NUWCDIVKPT 5239. Contractor personnel supporting this task order who require access to classified Spaces, Equipment, or Documents will require a security clearance equivalent to the level of access required to complete assigned duties.

**5.5.3.2** Contractor personnel supporting this Task Order on-site San Diego require a security clearance level of **Secret**.

**5.5.3.3** Spaces: Up to **Secret**

**5.5.3.4** Equipment: Up to **Secret**

**5.5.3.5** Documents: Up to **Secret**

**5.5.3.6** Security Education:

Cleared contractor personnel supporting this task order who are embedded in government work spaces are required to participate in the command's security education program, as required by SECNAV M-5510.36.

**5.5.3.7** Information Assurance:

Contractor personnel supporting this task order who require access to DoD Information Systems are required to receive and complete initial IA orientation awareness training before being granted access to the system(s), and annual IA awareness training to retain access, as required IAW DoD 8570.01-M and DoDI 8500.2 E3.3.7. Access requests to DoD IT systems will utilize OPNAV 5239/14(July 2008) SAAR-N form.

**5.5.3.8** Contractor personnel requiring privileged access to DoD systems (e.g.- System Administrators) are required to meet the following additional Information Assurance performance requirements. In accordance with SECNAV M-5510.30 Paragraph 5-3, subparagraphs b(6)(a), b(6)(e), b(6)(f), b(6)(g), and Exhibit 5A, Performance requirements are at the IT-1 Critical Sensitive position. The IT-1 positions require full positive adjudication of a Single Scope Background investigation. Additionally, per DOD Manual 8570-1M Tables C3.T4, C3.T5, Paragraphs C7.3.4 and AP3.1.5, performance requirements will be set at the Information Assurance Technical level (IAT) II and all training and certification specification are required to be met within 6 months of any currently contracted employee and must be met within 6 months of any newly reporting personnel being assigned.

#### **5.5.4 Annual Travel Requirements**

All travel must be approved in advance by the TOM.

All travel will be in accordance with the Joint Travel Regulations (JTR)

For proposal purposes, for travel originating from San Diego assume travel costs of \$72,000.00.

For information purposes only, travel is anticipated as follows:

Destination	# of people	# of days	# of trips
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Kauai	2	5	1
Keyport	1	5	10
Norfolk, VA	1	5	4
Pearl Harbor, HI	1	5	10
San Clemente IS, CA	1	4	25

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## **SECTION D PACKAGING AND MARKING**

Packaging and Marking shall be in accordance with the basic contract.



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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and Acceptance shall be performed in accordance with the basic contract and the following.

### **1.0 QUALITY CONTROL**

The Contractor is solely responsible for the quality of services provided. The Contractor is also liable for Contractor employee negligence, and any fraud, waste or abuse. As part of Program Management, the contractor shall utilize a Quality Control Program to ensure that services are completed in accordance with acceptable principles of internal control, and meet specified, acceptable levels of quality. The operation of the Quality Control Program must be documented, maintained and made available to the Task Order Manager (TOM) upon request. At a minimum, the Contractor's Quality Control Program shall include an internal quality control and inspection system for required services. The job titles and organizational positions of the individuals who will conduct the inspections must be specified. There shall be a method to identify deficiencies in services that may occur and procedures to correct any deficiency in services that may occur. There shall be a file of information regarding inspections and other quality and internal control actions that documents the purpose of the inspection, the results of the inspection and any corrective action taken as a result of the inspection. Upon request, this file shall be made available to the Government during the period of performance.

### **2.0 QUALITY ASSURANCE**

The Government will monitor the Contractor's performance. The Government reserves the right to review services to be provided, including those developed or performed at the Contractor's facilities, to determine conformance with performance and technical requirements. Government quality assurance will be conducted on behalf of the Contracting Officer. The TOM will be appointed to coordinate the overall quality assurance of technical compliance.

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## SECTION F DELIVERABLES OR PERFORMANCE

### 1.0 Period of Performance

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

4000	4/13/2009 - 4/12/2010
4001	4/13/2009 - 4/12/2010
4010	4/13/2009 - 5/4/2009
6000	4/13/2009 - 4/12/2010

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

4002	4/13/2009 - 4/12/2010
4003	4/13/2009 - 4/12/2010
4004	4/13/2009 - 4/12/2010
4005	4/13/2009 - 4/12/2010
4100	4/13/2010 - 4/12/2011
4101	4/13/2010 - 4/12/2011
4102	4/13/2010 - 4/12/2011
4103	4/13/2010 - 4/12/2011
4104	4/13/2010 - 4/12/2011
4105	4/13/2010 - 4/12/2011
4200	4/13/2011 - 4/12/2012
4201	4/13/2011 - 4/12/2012
4202	4/13/2011 - 4/12/2012
4203	4/13/2011 - 4/12/2012
4204	4/13/2011 - 4/12/2012
4205	4/13/2011 - 4/12/2012
4300	4/13/2012 - 4/12/2013
4301	4/13/2012 - 4/12/2013
4302	4/13/2012 - 4/12/2013
4303	4/13/2012 - 4/12/2013
4304	4/13/2012 - 4/12/2013
4305	4/13/2012 - 4/12/2013
4400	4/13/2013 - 4/12/2014
4401	4/13/2013 - 4/12/2014
4402	4/13/2013 - 4/12/2014
4403	4/13/2013 - 4/12/2014

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4404	4/13/2013 - 4/12/2014
4405	4/13/2013 - 4/12/2014
6100	4/13/2010 - 4/12/2011
6200	4/13/2011 - 4/12/2012
6300	4/13/2012 - 4/12/2013
6400	4/13/2013 - 4/12/2014

## 2.0 Post Award Conference

Within fifteen (15) days after task order award, the contractor shall attend a post award conference with representatives of the Government, at a time determined by the Contracting Officer, to discuss and develop mutual understanding relative to the work being performed.

## 3.0 Location of Performance

Services to be performed hereunder will be provided at various locations as described in Section C.

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## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Administration shall be in accordance with the basic contract and the following.

### 1.0 TASK ORDER MODIFICATION:

The contractor shall not perform work that is considered to be outside of the scope of the requirements of this task order without benefit of a fully executed modification issued by the Contracting Officer. For actions being requested by Government personnel other than the Contracting Officer that the contractor considers to be outside of the scope of the requirements of this task order, the contractor shall promptly notify both the Task Order Manager and the Contracting Officer. No work shall begin until the issue has been resolved.

### 2.0 GOVERNMENT PERSONNEL

TASK ORDER MANAGER (TOM)

ALTERNATE TASK ORDER MANAGER (ATOM)

\_\_\_\_\_

CONTRACT SPECIALIST

\_\_\_\_\_

CONTRACTING OFFICER

### 3.0 INVOICING INSTRUCTIONS:

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(a) In accordance with the clause of this contract entitled “Electronic Submission of Payment Requests” (DFARS 252.232-7003), this task order will utilize the DoD Wide Area Workflow Receipt and Acceptance (WAWF) system to accept supplies/services delivered under this contract. This web-based system located at <https://wawf.eb.mil> <<https://wawf.eb.mil>> provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices for supplies/services rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices may no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business (EB) Point of Contact and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com> <<http://wawftraining.com>>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/> <<http://acquisition.navy.mil/navyaos/content/view/full/3521/>>. The most useful guides are “Getting Started for Vendors” and “WAWF Vendor Guide”.

(c) The designated CCR EB point of contact is responsible for activating the company’s CAGE code on WAWF by calling 1-866-618-5988. Once the company is activated, the CCR EB point of contact will self-register under the company’s CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company’s CAGE code at <https://wawf.eb.mil> <<https://wawf.eb.mil>>.

(d) The contractor shall use the following document types, DODAAC codes and inspection and acceptance locations when submitting invoices in WAWF:

WAWF Invoice Type: 2-n-1.

Issuing Office DODAAC: See Block 5 of the task order.

Admin DODAAC: See Block 6 of the task order.

Service Acceptor/Approver DODAAC:

LPO DODAAC (if applicable): Not applicable.

Pay DODAAC: See Block 12 of the task order.

CLIN/ACRN: See Section G of the task order.

Inspection Location: Destination.

Acceptance Location: Destination.

Attachments created in any Microsoft Office product may be attached to the WAWF invoice, e.g., backup documentation, timesheets, etc. Maximum limit for size of each file is 2 megabytes. Maximum limit for size of files per invoice is 5 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to send additional email notifications. Click on “Send More Email Notification” and add the acceptor/receiver email addresses noted below in the first email address block, and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure that the acceptor/receiver is aware that the invoice documents have been submitted into WAWF.

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Send Additional Email Notification to: Contract Specialist and SEATOM

(f) The contractor shall submit invoices/cost vouchers for payment per contract terms and the Government shall process invoices/cost vouchers for payment per contract terms. Contractors approved by DCAA for direct billing will submit cost vouchers directly to DFAS via WAWF. Final voucher submission will be approved by the ACO.

(g) If you have any questions regarding WAWF, please contact the WAWF helpdesk at the above 1-866 number.

Complete invoices are to be submitted to the **SEATOM** prior to submission of invoice voucher to DFAS. A complete invoice includes the following:

Break down by Geographic Location by Subtask

Employee Name

Labor Category

Labor Hours

ODC Charges (travel broken down by: transportation, lodging, and per diem) All expenses in excess of \$75.00 must have the receipts submitted with the invoice.

#### 4.0 TRAVEL COSTS AND RESPONSIBILITIES

(a) Performance under this task order may require travel by contractor personnel. If travel, domestic or overseas, is required, the Contractor shall be responsible for making all needed arrangements for his personnel. This includes, but is not limited to, medical examinations; immunizations; passports, visas, etc. and security clearances. If any work will take place on a U.S. Navy vessel, the Contractor shall obtain boarding authorization for all contractor personnel from the Commanding Officer of the vessel. Authorization shall be obtained prior to boarding.

(b) The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the task order in accordance with FAR subpart 31.2 or 31.3 as applicable.

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Accounting Data
SLINID    PR Number          Amount
-----
400001    90981275
LLA :
AE 97X4930 NH6B 000 77777 0 000253 2F 000000 2410000HG002
Incremental funding

400002    90981295
LLA :
AF 97X4930 NH6B 000 77777 0 000253 2F 000000 2410000G0002
Incremental Funding

400003    90971111
LLA :
AB 97X4930 NH6B 000 77777 0 000253 2F 000000 244100BMK002
Incremental Funding

400004    90971161

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LLA :  
AC 97X4930 NH6B 000 77777 0 000253 2F 000000 43500000HESS  
Incremental Funding

400005 90981279  
LLA :  
AA 97X4930 NH6B 000 77777 0 000253 2F 000000 241006201400  
Incremental Funding

400006 90981291  
LLA :  
AA 97X4930 NH6B 000 77777 0 000253 2F 000000 241006201400  
Incremental Funding

400007 90981271  
LLA :  
AH 97X4930 NH6B 000 77777 0 000253 2F 000000 IS00K8IS51S9  
Incremental Funding

400008 90981248  
LLA :  
AG 97X4930 NH6B 000 77777 0 000253 2F 000000 3410001RFIMA  
Incremental Funding

400009 90981271  
LLA :  
AH 97X4930 NH6B 000 77777 0 000253 2F 000000 IS00K8IS51S9  
Incremental Funding

400010 90991664  
LLA :  
AR 97X4930 NH6B 000 77777 0 000253 2F 000000 242000C0N002  
Incremental Funding

400011 90991677  
LLA :  
AN 97X4930 NH6B 000 77777 0 000253 2F 000000 242000280002  
Incremental Funding

400012 90991674  
LLA :  
AP 97X4930 NH6B 000 77777 0 000253 2F 000000 2420005Y5002  
Incremental Funding

400013 90991645  
LLA :  
AQ 97X4930 NH6B 000 77777 0 000253 2F 000000 2420005ZH002  
Incremental Funding

400101 90991468  
LLA :  
AD 97X4930 NH6B 000 77777 0 000253 2F 000000 251000BPUSOC  
Incremental Funding

400102 90991474  
LLA :  
AK 97X4930 NH6B 000 77777 0 000253 2F 000000 251000BNB100  
Incremental Funding

400103 90991482  
LLA :  
AJ 97X4930 NH6B 000 77777 0 000253 2F 000000 251000BMC100  
Incremental Funding

400104 90991482  
LLA :  
AJ 97X4930 NH6B 000 77777 0 000253 2F 000000 251000BMC100  
Incremental Funding

400105 90991487  
LLA :  
AM 97X4930 NH6B 000 77777 0 000253 2F 000000 2510000L3WPT  
Incremental Funding

401001 90971091  
LLA :  
AA 97X4930 NH6B 000 77777 0 000253 2F 000000 241006201400

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Incremental Funding

600001 90981275

LLA :

AE 97X4930 NH6B 000 77777 0 000253 2F 000000 2410000HG002

Incremental Funding

600002 90971111

LLA :

AB 97X4930 NH6B 000 77777 0 000253 2F 000000 244100BMK002

Incremental Funding

600003 90971161

LLA :

AC 97X4930 NH6B 000 77777 0 000253 2F 000000 43500000HESS

Incremental Funding

600004 90981279

LLA :

AA 97X4930 NH6B 000 77777 0 000253 2F 000000 241006201400

Incremental Funding

600005 90981291

LLA :

AA 97X4930 NH6B 000 77777 0 000253 2F 000000 241006201400

Incremental Funding

600006 90991479

LLA :

AL 97X4930 NH6B 000 77777 0 000253 2F 000000 251000BMU100

Incremental Funding

600007 90991482

LLA :

AJ 97X4930 NH6B 000 77777 0 000253 2F 000000 251000BMC100

Incremental Funding

600008 90991677

LLA :

AN 97X4930 NH6B 000 77777 0 000253 2F 000000 242000280002

Incremental Funding



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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 1.0 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

### 2.0 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE

(a) Definition. "Small business concern" as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected. (2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

### 3.0 NAVSEA 5252.216-9122 -- LEVEL OF EFFORT

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be **TBD AT TIME OF AWARD** total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that \_\_\_\_\_ (**Offeror to fill-in**) man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

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(d) The level of effort for this contract shall be expended at an average rate of approximately \_\_\_\_\_ **(TO BE COMPLETED AT TIME OF AWARD)** hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

Fee (Required LOE - Expended LOE)

Fee Reduction = -----

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the

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total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative work plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

#### **4.0 NAVSEA 5252.202-9101 ADDITIONAL DEFINITIONS**

As used throughout this contract, the following terms shall have the meanings set forth below:

(a) DEPARTMENT means the Department of the Navy.

(b) REFERENCES TO THE FEDERAL ACQUISITION REGULATION (FAR) All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.

(c) REFERENCES TO ARMED SERVICES PROCUREMENT REGULATION OR DEFENSE ACQUISITION REGULATION All references in this document to either the Armed Services Procurement Regulation (ASPR) or the Defense Acquisition Regulation (DAR) shall be deemed to be references to the appropriate sections of the FAR/DFARS.

(d) NATIONAL STOCK NUMBERS Whenever the term Federal Item Identification Number and its acronym FIIN or the term Federal Stock Number and its acronym FSN appear in the contract, order or their cited specifications and standards, the terms and acronyms shall be interpreted as National Item Identification Number (NIIN) and National Stock Number (NSN) respectively which shall be defined as follows:

(1) National Item Identification Number (NIIN). The number assigned to each approved Item Identification under the Federal Cataloging Program. It consists of nine numeric characters, the first two of which are the National Codification Bureau (NCB) Code. The remaining positions consist of a seven digit non significant number.

(2) National Stock Number (NSN). The National Stock Number (NSN) for an item of supply consists of the applicable four position Federal Supply Class (FSC) plus the applicable nine position NIIN assigned to the item of supply.

#### **5.0 NAVSEA 5252.232-9104 ALLOTMENT OF FUNDS**

(a) This task order is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this task order for payment of fee for incrementally funded contract line item number/contract

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subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this task order for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this task order entitled "LIMITATION OF FUNDS" (FAR 52.232 22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

**ITEM(S) ALLOTTED TO COST ALLOTTED TO FEE ESTIMATED PERIOD OF PERFORMANCE**

\$ \$

(b) The parties contemplate that the Government will allot additional amounts to this task order from time to time for the incrementally funded CLINs/SLINs by unilateral task order modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs are fully funded and performance under these CLINs/SLINs is subject to the clause of this task order entitled "LIMITATION OF COST" (FAR 52.232 20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232 21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

**6.0 NAVSEA 5252.232-9206 SEGREGATION OF COSTS**

(a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date (if applicable), by line item, task or subtask.

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section B and/or Section G. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.

(c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA and to the Task Order Manager.

**7.0 NAVSEA 5252.237-9106 SUBSTITUTION OF PERSONNEL**

(a) The Contractor agrees that a partial basis for award of this task order is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this task order those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the task order. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

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The following billets shall be considered key personnel. The contractor shall notify the Government of any changes regarding authority, responsibility or key personnel changes made by the contractor during the period of performance in accordance with paragraph H-7, Substitution of Team Members and Substitution of Personnel, of the basic contract.

Key Personnel Position	Name
FTEC (Qualification & Training), SOW 2.4.6	
MSF Treatment Operations, SOW 2.5.4	
Imagery and Electronic Warfare Systems, SOW 2.6.1	
Waterfront Operations, Exterior Communication Systems, SOW 2.6.2	
Process Engineering Support, SOW 2.6.3	
Test Data Analysis Support, SOW 2.7.1	
Software Support, SOW 2.7.2	
Lead Administrative SME, SOW 2.9.1	
Program Manager (Hawaii)	
Program Manager (San Diego)	
FTEC, SOW 2.15	
MSF, SOW 2.16	

## 8.0 PRIOR WRITTEN PERMISSION REQUIRED TO SUBCONTRACT

None of the services required by this task order shall be subcontracted to or performed by persons other than the contractor, the contractor's employees, or those subcontractors (as listed below) which were proposed and approved in the initial offer, without the prior written approval of the Contracting Officer.

**Kratos Defense and Security Solutions**  
**Joint Tech Services, Inc. (JTSI)**  
**Oceantronics, Inc.**  
**Serco, Inc.**

## 9.0 INSURANCE - WORK ON A GOVERNMENT INSTALLATION

The following types of insurance are required in accordance with the clause entitled, Insurance - Work On A Government Installation (FAR 52.228-5), and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: per person and per accident for bodily injury.
- (2) Automobile Insurance: per person and per accident for bodily injury and per accident for property damage.
- (3) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of

## 10.0 SERVICE CONTRACT ACT WAGE DETERMINATION

The applicable Service Contract Act Wage Determinations by the Secretary of Labor are provided as attachments in Section J.

## 11.0 ACCESS TO GOVERNMENT SITE

- (a) Contractor personnel shall comply with all current badging and security procedures required to gain access to any Government site. The Contractor shall ensure that Contractor personnel employed on any Government site become familiar with and obey Activity regulations. Contractor personnel shall not enter restricted areas unless

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required to do so and until cleared for such entry. The Contractor shall request permission to interrupt any activity roads or utility services in writing a minimum of 15 calendar days prior to the date of interruption. Contractor personnel shall bear personal protective equipment in designated areas. All contractor equipment shall be conspicuously marked for identification.

The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

## **12.0 CONTRACTUAL AUTHORITY AND COMMUNICATIONS**

(a) Except as specified in subparagraph (b) below, no order, statement, or conduct of any Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this task order.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this task order.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof.

## **13.0 TECHNICAL INSTRUCTIONS**

(a) A Technical Instruction (TI) is written guidance or specific direction to the contractor within the scope of the task order Statement of Work (SOW).

(b) When necessary, the Government will issue Technical Instructions (TI's) to provide clarification or details of specific tasks set forth in the task order Statement of Work (SOW). However, TI's may not be used to:

- (1) assign work not covered by the scope of the task order (it is not a modification to the task order),
- (2) direct a change as defined in the contract clause entitled "Changes",
- (3) increase or decrease the task order's estimated cost, its fixed fee or award fee, its total level of effort, or the time required for contract performance; or
- (4) change any of the terms, conditions or specifications of the basic contract or task order.

(c) Normally, the Task Order Manager (TOM) will issue the TI, although it may be issued by the Task Order Ordering/Contracting Officer. The TI may be based on technical discussions with the Contractor. However, the TOM can only perform one of the following functions: (1) initiate the requirement for the task order, (2) place TI's, or (3) perform receipt, inspection, and acceptance of the services. If circumstances preclude an individual TOM from performing a single function, then, at a minimum, the individual TOM responsible for placing the TI shall not perform receipt, inspection, and acceptance.

(d) In an urgent situation, if funding is already available (see paragraph (f)), the TOM may provide oral direction to the contractor, but any oral direction must be formalized in writing within 5 working days. A TI is effective only after it is signed by the TOM and delivered, mailed, or electronically transmitted to a contractor representative. Subsequent TIs may revise the original TI. The contractor shall not initiate work unless the work has been defined

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by a TI.

(e) As a minimum, TI's shall include the following data:

(1) Contract number, task order number and TI number,

(2) Effective date (if different from date of the TI),

(3) Technical directions or clarifications, stated in a clear and unambiguous fashion

(4) Specific reference to relevant SOW paragraphs, deliverables, quantities, due date, SLINs, color of funding, government cost estimate, and total labor hours to be expended.

(f) Regardless of whether the TI is first transmitted orally or in writing, no cost will be incurred unless appropriate funding is available on this task order.

(g) If the Contractor believes that a TI constitutes a change, the Contractor shall not perform the affected portion of the work; and shall contact the TOM immediately for further clarification and direction.

(h) In the event that an issue cannot be resolved between the contractor and the TOM, the Contractor shall contact the Task Order Ordering/Contracting Officer for clarification and direction.

(i) As required by Clause H.11, CONTRACTOR WEBPAGE, of the basic contract, the contractor shall post TI's electronically on its webpage.

NOTE: TI's CONTAINING A SECURITY DESIGNATION SHALL NOT BE POSTED TO THE CONTRACTOR'S WEBPAGE.

#### **14.0 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (RESTATED FROM BASIC CONTRACT)**

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials

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incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the SeaPort/Task Order Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the SeaPort/Task Order Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract/Task Orders for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer, the Government may terminate this contract/task orders for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The SeaPort/Task Order's Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial



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items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in the basic contract or this task order.

(n) Compliance with this requirement is a material requirement of the basic contract and this task order.

## **15.0 FOR OFFICIAL USE ONLY INFORMATION**

Ref: DoD Regulation 5400.7-R, Freedom of Information Act Program (FOIA)

Contractor may be required to handle For Official Use Only (FOUO) information during the performance of this contract. The following controls apply to FOUO information.

1. Handling/Storage: Access to FOUO is limited to those needing it to conduct official business for the Department of Defense (DoD). FOUO is not a classification, but requires extra precautions to ensure it is not released to the public. During business hours, place FOUO material out-of-sight location if your work area is accessible to persons who do need access. After business hours, store FOUO to prevent unauthorized access. File with other unclassified records in unlocked files or desks when internal building security is provided. When there is not internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO in locked containers such as file cabinets, desks or bookcases.

2. Transporting/Transmitting/Release/Destruction: Transport FOUO in a manner that prevents disclosure of the contents. FOUO may be sent first-class mail or parcel post. Bulky shipments that otherwise qualify under postal regulation, may be sent by fourth-class mail. FOUO can be transmitted electronically within a contractor's facility. FOUO sent out of the contractor's facility electronically must meet FIPS 140-2 encryption. FOUO material shall not be released outside the contractor's facility except to representatives of DoD. When no longer needed, dispose of FOUO by a method that precludes its disclosure to unauthorized individuals.

3. Markings: Unclassified documents containing FOUO are marked "For Official Use Only" at the bottom on the outside of the front cover (if any), on each page containing FOUO information, and on the outside of the back cover (if any). Each paragraph containing FOUO information shall be marked as such. Within a classified document, an individual page with both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. Within a classified document, an individual page that contains FOUO information but no classified information shall be marked "For Official Use Only" at the top and bottom of the page, as well as each paragraph that contains FOUO information. Other records, such as photographs, films, tapes, or slides, shall be marked "For Official Use Only" or "FOUO" in a manner that ensures that a recipient or viewer is aware of the status of the information therein. FOUO transmitted outside DoD requires application of an expanded marking to explain the significance of the FOUO marking. This may be accomplished by typing or stamping the following statement on the record prior to transfer: "This document contains information Exempt From Mandatory Disclosure under the FOIA. Exemption(s) ...applies/apply."

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## **16.0 ACCESS TO GOVERNMENT INFORMATION SYSTEMS**

Ref: SECNAV M-5510.30, Department of the Navy Personnel Security Program

Personnel accessing government information systems in the performance of contract work require a favorably adjudicated personnel security investigation, whether or not an actual security clearance is required. Personnel whose duties meet the criteria for an Information Technology (IT) Level 1 designation require a favorably adjudicated Single Scope Background Investigation (SSBI) or Periodic Review (PR) of the SSBI. The SSBI or PR must be updated every 5 years. A favorably adjudicated National Agency Check with Local Agency Check and Credit Check (NACLC) for civilian personnel is required for IT Levels II and III. Additionally, Telecommunications Directive (NTD) 02-06, Information Assurance (IA) Training Requirement, and DoDD 8570.1, Information Assurance Training, Certification, and Workforce Management Policy, require that all authorized users of DoD Information Systems receive initial IA awareness orientation as a condition of access and thereafter must complete annual IA refresher awareness training to maintain an active user account.

## **17.0 LIMITATION OF LIABILITY - INCREMENTAL FUNDING**

This task order is incrementally funded and the amount currently available for payment hereunder is limited to \$ inclusive of fee, profit and all other charges. The clause entitled, Limitation of Funds (FAR 52.232-22), applies. The Government is not obligated to reimburse the Contractor for costs incurred in excess of this amount unless additional funds are made available and are incorporated as a modification to this task order.

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## SECTION I CONTRACT CLAUSES

### **252.239-7001 Information Assurance Contractor Training and Certification. (JAN 2008)**

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

- (1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and
- (2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

### **52.217-7 -- Option for Increased Quantity -- Separately Priced Line Item. (Mar 1989)**

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days**. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

### **52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this task order by written notice to the Contractor on or before the expiration of the task order; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five years.

### **252.223-7002 Safety Precautions for Ammunition and Explosives (May 1994)**

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## **252.223-7003 Change in Place of Performance -- Ammunition and Explosives (Dec 1991)**

### **52.222-41 Service Contract Act (1965)**

#### **SERVICE CONTRACT ACT WAGE ADJUSTMENT**

Upon exercise of each Option Year, an updated Service Contract Act (SCA) Wage Determination will be incorporated into the task order. If incorporation of the updated SCA Wage Determination causes a cost overrun, the cost overrun shall be processed in accordance with FAR 52.232-20, Limitation of Cost, or 52.232-22, Limitation of Funds, as applicable. Note that fee shall not be allowed for a cost overrun resulting from the incorporation of the updated SCA Wage Determination. **It is the offeror's responsibility to determine if SCA wages should be escalated for the option years of the task order and to what degree.**

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## SECTION J LIST OF ATTACHMENTS

Attachment 01: Appendix 1

Attachment 02: Appendix 2

Attachment 03: Appendix 3

Attachment 04: Appendix 4

Attachment 05: Contractor Safety Manual

Attachment 06: Contractor's Environmental Guide

Attachment 07: Reserved

Attachment 08: Reserved

Attachment 09: San Diego Wage Determination

Attachment 10: Hawaii Wage Determination

Attachment 11: Reserved

Attachment 12: Reserved

Attachment 13: Solicitation DD 254